

JOINT LOSS MANAGEMENT COMMITTEE MEETING

October 12, 2023

9:00 am

Town Council Chambers

35 Main Street

- I. **Call to Order** 9:15
- II. **Attendance** Dana Pendergast-Code Enforcement, Hooksett Police Chief Sargent, Kim Blichmann-Tax Collector, Donna Fitzpatrick-Administration HR, Ben Berthiaume-DPW Director
- III. **Approval of Minutes** – April 20, 2023, Made by: Donna Fitzpatrick 2nd by: Kim Blichmann
All in Favor
- IV. **Inspections - Review Procedure:**

Donna Assign someone to perform the inspections for town buildings. Inspections due from 7/2022 – Apr 2024

Ben Shawn and I went through a few buildings last year, are those inspections still valid?
Kim yes.

Dana I'll give you an update of the buildings.

Kim there is an area in Town Hall that I would like someone to check, the back hall by the side entrance has a leak. It is an area I use to access the town car.

Ben I am aware of that issue, and I have tried to get someone to come in and look at it but it will be next spring before someone will be able to look into it.

Donna stair treads on the stairs in the Town Hall are getting slippery and worn out.
Dana will look into that.

Discussion:

Donna we should look into designated smoking site/areas for buildings while doing inspections. Town plan states, rights to smoke in designated areas. There is a smoking area here at the Town Office that is just out to the side of the building at the exit door. People are commenting on the smell of smoke coming into the Town Offices. We need to create a designated area away from the door and 2nd floor windows.

Chief Sargent Get a Butt Hut for the designated area.

Kim We have asked to make sure the door is locked at the end of the day.

More discussion will take place in Management Meetings

- V. **Workers Compensations Claims:** Donna handed out new Reports, there have been 9 since last meeting.

Highway: Ben we had 2. 1st was May 3rd spring leaf clean up. The throwing bags of leaves caused a sprained back. We will make sure and follow lessons of proper stretching. Use 2 people when lifting heavy loads. 2nd was with Parks & Rech, an eye injury from weed whacking. The employee did say he had safety glasses on, but it got past. I think it may have been a case of not wearing safety glasses.

Donna do you have options of glasses?

Ben we do and I went over with crew to have the proper PPE.

Tax Office Kim I had a thick folder and when picking it up I felt my wrist pop. I did not go to see a doctor and it was better in a few days.

Donna it was recommended that the folders be set in a better location.

Police Dept Chief Sargent at a bike rodeo, an officer tripped over a cone which resulted in the officer being out 3-4 months. We discussed spatial awareness.

Fire Chief Sargent no injuries were a result of loss of work. Lifting injuries for the most part, a trip over a hose. Spatial awareness. Several items are just part of the job. 1st a hose with too much psi and someone stepped in to help and got knocked over, should have had an additional person assisting, could be inexperience, new person training. Another was about heat and reminders of the need to hydrate during extreme heat. 3rd an Office employee twisted an ankle getting up. Will most likely not get covered by Workmen's Comp

- VI. **Other**

Question from Kim B The use of Hornet spray for protection?

Donna our attorney is coming up with a policy for building security and weapons. We did have a policy of no weapons and there was a change in the state's rights to carry. Now another change is coming that a municipality can have a policy to limit weapons.

Kim a school is a gun free zone.

Donna Yes we can have a policy for the employees but for residents we can't limit what they carry.

Chief Sargent I'm not sure about hornet spray for protection. That is new to me. I recommend you call us if you feel someone is threatening you. I recommend you need to do whatever you need to do. Have a designated safe space that all your department employees are aware of.

Kim I am glad our Town Office security is being taken seriously.

Donna TC is taking it seriously too. It is recommended our Safety Manual be updated every 2 yrs. Ours was 2021 and it has been extended update by 4/2024.

Dana: it is key to go over your safe area with your employees, so everyone knows what to do in the event of threatening.

Donna last night 2 Counselors were in the hall getting into a verbal altercation. It was heated

Chief Sargent Most nights I attend those meetings and I can have an officers swing in if needed.

VII. **Adjournment** Donna F. made a motion to adjourn at 9:53, 2nd by Ben B.

Minutes Respectfully Submitted by Kathy Lawrence