

JOINT LOSS MANAGEMENT COMMITTEE

MEETING MINUTES

AUGUST 11, 2015

Attending members: Diane Boyce-Transfer, Lee Ann Chase-Library, Leo Lavin-Sewer, Michael Hoisington- Fire, Donna Fitzpatrick-Admin/HR, Ashley Brigham-Health Trust, Matt Lavoie-CEO, Dennis Desrochers-Fire, Jon Daigle-Police, Kim Blichmann-Tax, Rob Hebert-Park & Rec.

Absent: Phil Arnone.

Meeting called to order: 1:35

Donna let us know that she would ~~be bring present~~ to the ~~selectman~~ Town Council to have the Employee Picnic on October 9, 2015 at Town Hall from 12-21:30pm.

Ashley from Health Trust will bring Interactive Demonstrations- Fatal Vision, Choose my plate and Sit and reach box. Donna also will have the Flu Clinic that day.

Talked about is there anything that we can do for employee appreciation for those that have to work. ~~We did not come up with a good answer.~~ Donna stated that they are able to participate in the gift card raffle. She also recommended for Dennis to reach out to Dr. Shankle with suggestions.

Diane discussed clean-up ~~of the employee picnic and how her staff has had to do this. and we all said we would all be there to help.~~ Donna informed group that since she has been coordinating the event for the past couple of years the event has been moved indoors and Public Works has set-up during work hours, however the Council and she have been the ones to clean-up afterwards.

Discussed how we would like to use the \$600 that we have received from Health Trust. \$500 from Lee Ann going to Academy Training and \$100 for exceeding the number of people that have filled out their forms. Some of the things we discussed was to use it for a raffle prize- fit bit, gift cards, new equipment, chef demonstration-healthy eating, dietician demo, food. There was recommendation to purchase new equipment for Town Hall gym, however Donna reminded members that not even 1% of the Town use this gym and we should look into something that would benefit the majority of employees. No clear answer will talk more.

Donated treadmill is acting up, was decided to remove from Exercise Room at Town Hall. Diane will do up a scrap sheet for it and have it removed.

Safety Manual has been updated to include Hands Free Driving and for Contractors-Hot Works. Donna will send to all Departments as all employees will need to sign that they have read the additions and return and acknowledgement form.

Need to remind all employees that they need to let someone know if they have been hurt regardless of the severity and a written report must be submitted within 24 hours. Please see page 13- of Safety Manual Reporting of Job Injuries.

Donna Fitzpatrick has agreed to be the new chairperson for Joint Loss through June 2016. She will start with the September meeting.

Adjourned 2:50

Submitted by

Lee Ann Chase