

March 23, 2011

DRAFT

Town of Sandown, NH Joint Loss Management Committee

Meeting Date: Wednesday, March 23, 2011

Type of Meeting: Regularly Scheduled

Method of Notification: Public Posting ~ Town Hall, Post Office and website

Meeting Location: Sandown Town Hall

Present: Chairman Chief Joseph Gordon, Michelle Short, Barbara Lachance and Vice Chairman Paula Gulla and Selectperson Brenda Copp.

Absent: Shaun Brooks

Visitor: Ronald Dulong

Chairman Gordon called the meeting to order at 9:09 am.

Prior to the review of minutes, the committee agreed to keep the current positions of Chair, Vice Chair and Recording Secretary as they are.

Open Positions

The Committee discussed the fact there is an open position due to the departure of the former custodian. The Committee agreed that our new custodian, Ron Dulong would be a positive addition to the committee.

MOTION by Barbara Lachance to recommend Ron Dulong to the Board of Selectmen for appointment to the Joint Loss Management Committee; 2nd Michelle Short;

MOTION PASSED unanimously.

The committee discussed whether it is a problem that Shaun Brooks cannot attend every meeting due to commitments with the Highway Department. After a brief discussion the committee members opted to leave the position as is. Should any problems arise in the future the matter will be discussed at that time.

Review of Minutes of December 29, 2010

MOTION by Michelle Short to accept the minutes as written; 2nd Barbara Lachance;

MOTION PASSED unanimously.

In follow up to a point in the minutes, Ms. Gulla informed the committee the Primex grant is not an automatic yearly grant. Should it be offered in the future, the committee will be informed.

Round Table Discussion:

The committee members discussed the plans for 2011 which included sending out the annual check list to all departments regarding their annual site visits. A letter will also be send asking for the status of any previous outstanding issues, and the committee will offer each department any assistance should they have any particular issues with their building. Department heads will

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48 be asked to return their responses by May 11, 2011 to allow the committee time to address any
49 issues prior to budget season.

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51 Department heads will also be reminded of the above requirements at the next department head
52 meeting.

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54 Committee members may perform a site visit at the Recreation Building since this building has
55 never been evaluated by the committee. The members also discussed the issues at the Depot
56 Museum and talked about the committee responsibilities to ensure any potential violations are
57 corrected. The Historical Society president, Doug Martin, would be a resource and should be
58 contacted.

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60 The Joint Loss Management Committee will meet again on Wednesday, May 18th to review and
61 discuss the annual checklists from department heads. In an effort to facilitate review of the
62 checklists committee members will divide up the departments as follows:

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64 Chief Gordon – Fire and Police department
65 Barbara Lachance – Library and Depot Museum
66 Ron Dulong – Town Hall and Recreation Department
67 Michelle Short – Transfer Station
68 Paula Gulla – Highway Department

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70 The committee discussed the updating of the current safety policy which has been retyped by the
71 Town Clerk's Office employees. This retyping is about 90% complete at this point. Ms. Short
72 brought up that she had several other towns' policies and they were significantly shorter in
73 length than our current policy. Regulations will be reviewed prior to any further modifications to
74 our existing policy. Selectwoman Copp expressed concern that the typing occurred prior to
75 regulations being reviewed and this may result in effort that was unnecessary.

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77 **New Business**

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79 **Reappointment of Committee Members**

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81 Terms will be reviewed for all committee members and there was a consensus that any members
82 who need to be reappointed are recommended to the Selectmen for reappointment.

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84 **Panic Buttons**

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86 Panic buttons were tested at the Town Hall (Selectmen's Office and Town Clerk's Office) and
87 all are working satisfactorily. A brief discussion began regarding the monthly testing of panic
88 buttons at the library and it was determined that the testing only involved the security company
89 and a complete test should be scheduled to include the Police Department as well. Chief Gordon
90 will work with Barbara Lachance to schedule a full testing of the panic buttons at the library.

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92 MOTION by Michelle Short to adjourn the meeting; 2nd by Barbara Lachance;
93 MOTION PASSED unanimously.

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95 The meeting adjourned at 9:58 am

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99 Respectfully submitted,

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103 Paula M. Gulla

104 Recording Secretary

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