

DRAFT

**Town of Sandown, NH
Joint Loss Management Committee**

Meeting Date: Wednesday, April 11, 2012

Type of Meeting: Regularly Scheduled

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

Meeting Location: Sandown Town Hall

Present: Chairman Joseph Gordon, Michelle Short, Ronald DuLong, Paula Gulla.

Absent: Selectwoman Liaison Brenda Copp

Chair, Joe Gordon opened the meeting at 9:10am.

Approval of Minutes

MOTION by Ron DuLong to approve the 12/27/11 minutes as written; 2nd by Michelle Short
MOTION PASSED UNANIMOUSLY

MOTION by Michelle Short to approve the 11/30/11 minutes as written; 2nd by Ron DuLong
MOTION PASSED UNANIMOUSLY

New Business

Committee Membership

With the resignation of Barbara Lachance from the committee, those remaining discussed whether to fill her position. Paula Gulla had a conversation with Shaun Brooks who has been unable to attend most of the past meetings due to scheduling and work commitments, and he stated that he would be amenable to any choice the committee members felt was best. Shaun stated he would stay on the committee, resign and/or be replaced since he could not guarantee any more frequent attendance at future meetings. After a brief discussion, the committee members felt that it was best at this time to have only four members, allowing Shaun to formally resign from the committee and not replace Barbara's position. These remaining committee members can meet during the day and have more flexible schedules. Therefore the committee will consist of Joe Gordon, Michelle Short, Ron DuLong and Paula Gulla.

Re-Appointment of Members

The committee agreed they would all like to be reappointed for another term to expire in March 2013. This information will be passed along to the Board of Selectmen for their approval.

2012 Goals

The committee expressed the need to complete any unfinished projects that were already discussed. The handicap parking relocation will be completed that day since the Highway Department personnel would be moving the signage to the new spaces.

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Self – Inspection checklists will be sent to all department heads as in previous years with a letter requesting completion by no later than July 1, 2012. This will allow time for follow up and identification of any budgetary needs before budget season begins.

A conversation began regarding the extent and possible division of responsibilities between the newly formed Library JLMC and this town JLMC. It is unclear if one committee has full responsibility over the Library or if the responsibilities are shared in some way. Some speculation was made that maybe the Library JLMC would submit a checklist to the town JLMC for recordkeeping or possibly the Library JLMC committee will take care of the inside of the Library and the town JLMC will deal with the outside of the Library. Local Government Center was contacted for assistance but at the time of the meeting, no answer had been received. The Department of Labor will be contacted as well if necessary.

The committee felt future focus should involve the Depot which seems to need some attention and assistance. Grants will be researched in this area in the future, especially for a more efficient and ‘green’ furnace to conserve energy.

The committee has not performed a site visit at the Transfer Station, however, self-inspection checklists have been completed and the Transfer Station is subject to periodic State on-site inspections. The Transfer Station has met all the State requirements and is currently in compliance therefore a site visit was deemed unnecessary at the current time.

The Town Hall will begin the process of constructing a new handicap rest room in the upper hall assembly area and the JLMC will take part in reviewing that construction process.

Update of Safety Policy

The committee discussed updating the current safety policy and the policy will be reviewed by the committee. Suggested revisions will be discussed at a meeting later in the year with the goal of having the Selectmen approve the revisions before the end of the year. Copies of the current policy will be distributed to all members along with any revisions already suggested.

Old Business

Update of self-inspection checklists

All lists have been received from the various departments and as previously mentioned new self-inspection checklists will be given to departments to complete.

Basic Safety Items for all Government Buildings

The committee reviewed a list of the basic safety items which should be located in each government building. The list included the following: material safety data sheets, first aid kits, posting of emergency phone numbers, evacuation plans, emergency lights (if applicable), fire extinguishers, exit signs and testing of panic buttons (if applicable).

Material safety data sheets are up-to-date for the Town Hall and in process for the Police Department and the Recreation building. New OSHA changes are being put into place which will require further recordkeeping on our part in the future. Manufacturers of these chemical

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99 products have a grace period to update their websites and our data sheets will subsequently be
100 updated once this new information is available to the general public.

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102 A memo along with this suggested list of safety items will be included with the self-inspection
103 checklist to departments. A brief discussion began regarding the monitoring and replacing of fire
104 extinguishers. Hampshire Fire Company currently services the extinguishers at the Town Hall,
105 Rec building, Fire Department and it was suggested that they begin servicing at the Police
106 Department, Depot and possibly the Library. This will be discussed with the Selectmen's Office
107 Manager, Lynne Blaisdell to determine how the expenditure is currently paid.

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109 **Testing of Panic Buttons**

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111 Panic buttons were tested at the Selectmen's Office, Town Clerk's Office, Recreation Building
112 and Library. There was a problem with one of the buttons in the Selectmen's office and the
113 Town Clerk's office and those will be tested again in the near future. The Recreation building
114 buttons were tested and had a similar problem which was corrected. The buttons were retested
115 but with a limited test, stopping at the monitoring company and not a full test involving the
116 police department. The fire and security alarm have been tested one month ago and were
117 working properly.

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119 **Fire Alarm system**

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121 A brief discussion began regarding the lack of a monitored fire system in the town hall. There is
122 a possibility that this item is listed on the CIP or the Building Infrastructure Plan to be added in a
123 future year. The Town Clerk's office has a monitored system in their vault which was installed
124 when town records were preserved several years ago.

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126 The next meeting is scheduled for Wednesday, July 11, 2012 at 9:00 am.

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128 Meeting adjourned at 10:09 am

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132 Respectfully submitted,

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136 Paula M. Gulla
137 Recording Secretary

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