

DRAFT

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

Meeting Date: Wednesday, July 3, 2013

Type of Meeting: Regularly Scheduled

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

Meeting Location: Sandown Town Hall

Present: Michelle Short, Ronald DuLong, Paula Gulla.

Absent: Chairman Joseph Gordon, Selectwoman Liaison Brenda Copp

Vice Chair, Paula Gulla opened the meeting at 9:05 am

Approval of Minutes

Motion by Michelle Short to approve the 3/13/13 minutes as written

Second by Ron Dulong

MOTION PASSED UNANIMOUSLY

New Business

Review of Deficiency Logs from Department Heads

The committee reviewed each deficiency log submitted by the following departments: Town Hall, Highway, Transfer Station, Fire and Recreation.

Town Hall log indicated no new deficiencies however the monitored fire detection system, which is a pending item, is still under discussion with the Board of Selectmen. Ron Dulong noted that a Class A fire extinguisher has been added to those already in place in the upper level hall. Town Administrator Lynne Blaisdell also noted some Town Hall improvements that she would like to address during the year which includes re-treating and/or painting the handicap ramp with non-skid material and creating a walkway for ADA accessibility from the lower parking lot to the upper level access of Town Hall.

Highway Department noted completion of several items but others remain incomplete. A discussion began regarding a site visit of the Highway Department at the next meeting, however, after the training discussion that occurred later during the meeting, the committee decided to hold off on any further site visits until training has been completed.

Transfer Station showed no new deficiencies and this site is routinely inspected on the state level.

Both the Central Fire Station and Angle Pond Fire Station showed no new deficiencies and all previous items have been resolved.

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47 The Library log noted several discrepancies between information supplied by an LGC safety
48 survey and information supplied by our Fire Chief. Further clarification will be obtained from
49 LGC and from our Chief, if necessary. This item will be discussed at a future meeting.

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51 Recreation Department showed no new deficiencies and half of the previous items were
52 completed and the other items are still pending completion.

53
54 The committee will address all unresolved items after committee training takes place in
55 September. The training will likely address pointers on how to address unresolved matters and
56 confirm the level of Joint Loss Management Committee members' responsibilities in such
57 matters.

58
59 A discussion began regarding Material Safety Data Sheets (MSDS) and how this item appeared
60 as pending for more than one department on the deficiency logs. The committee discussed their
61 questions regarding the level of compliance with the MSDS for chemicals present in the
62 building. Ron Dulong advised that there is a training DVD that cost approximately \$100 that
63 may or may not address some of the questions. However, the committee members agreed that
64 more research is needed in this area before any additional action can be taken.

65
66 **Discussion regarding employee training and safety procedures at Town Hall events**

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68 **Employee Training**

69
70 The committee reviewed Primex and LGC on-site training programs. Training for Joint Loss
71 Management Committee members would include a refresher course in the roles and
72 responsibilities of the committee, review of the workplace inspection process and allows for
73 some customization to the committee's particular questions and concerns. Some of the above
74 questions such as MSDS requirements could be incorporated into this training session. After a
75 brief discussion decided to schedule a trainer from Primex for the committee's next meeting in
76 September.

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78 **Safety Procedures at Town Hall Events**

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80 Chief Gordon requested this item be discussed and since he was not able to attend the meeting,
81 this agenda item will be presented at a future meeting.

82
83 **Old Business**

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85 **Library Participation in Joint Loss Management Committee**

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87 The Library Trustees agreed that they would like the current Joint Loss Committee to begin
88 evaluating the Library again. The Library will be added to the list of town buildings evaluated by
89 the committee. Committee members also discussed the need for any additional representation on
90 the committee and agreed that the current membership is sufficient.

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92 **Department of Labor Audit Results**

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94 Paula Gulla reported on a recent Department of Labor Audit and there were no noted
95 recommendations or infractions associated with the Joint Loss Management Committee
96 performance.

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97

98 The next meeting will include the Primex training program and will be scheduled for a
99 Wednesday in September.

100

101 MOTION by Michelle Short to adjourn the meeting

102 SECOND by Ron DuLong

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104 MOTION PASSED UNANIMOUSLY

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106 Meeting adjourned at 9:43am

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108 Respectfully submitted,

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110

111 Paula M. Gulla

112 Recording Secretary