

DRAFT

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

Meeting Date: Wednesday, November 12, 2014

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, Mike Devine, Paula Gulla, Kirsten Rundquist Corbett and Selectman Liaison Jim Devine

Absent: Ronald DuLong

Chair, Joe Gordon opened the meeting at 1:05 pm

Approval of Minutes

MOTION by Kirsten Corbett to approve the minutes of 6/25/14 as written

SECOND by Michelle Short

MOTION PASSED UNANIMOUSLY

New Business

Review of Departmental Self –Inspection Checklists

The committee reviewed the self-inspection checklists and deficiency logs for each applicable department and government building.

Fire Department

At both the Central Fire Station and the Angle Pond Station, there are no new deficiencies noted and all others have been resolved.

Town Hall

All of the wireless smoke alarms have been installed and are in working order. On the agenda is still an item to repaint the handicap ramp with textured paint. A warrant article failed this year to pave the Town Hall parking lot, so that item will not be completed this year.

Michelle noted that the outside lights at the Town Hall entrance facing the Fire Station seem to flicker. That is the same area where some water damage occurred and it was discussed that maybe the lights could be looked at and possible changed to spotlights or motion sensor lights. It was noted that during the recent election, that side of the building was in complete darkness yet voters were still walking and parking in that area and there was not sufficient illumination for their safety. It may be helpful to have spotlights that would shine on the driveway leading to Hampstead Road and also the parking lot. Town Administrator, Lynne Blaisdell will be informed of this problem and maybe this item can be added to the budget for next year if it cannot be fixed this year. The outside light on the nearby telephone pole can be repositioned back to its original

49 position. That light was repositioned earlier in the year for a specific purpose but is no longer
50 needed. If needed, maybe the cost and need could be determined from PSNH to add another pole
51 and light if that is another option for more lighting.

52
53 The current timer on the lights in the lobby is not working properly also and the lights do not
54 turn off after a certain amount of time as they should but they stay on all night. The lobby lights
55 will need to remain on from 4:00 – 7:00 pm on Monday evenings but after 7:00 pm they could
56 revert to a motion sensor light, if that is possible.

57
58 **Library**

59
60 Kirsten noted that there are still existing problems with the outside lighting but again it is on the
61 agenda to be taken care of, just not addressed yet.

62
63 **Highway Department**

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65 There were several items that were not completed and the DPW Director gave reasons why the
66 items are no longer cause for concern.

67 A brief discussion began regarding the eye wash station and some reasons why that item has not
68 been mounted and ready for use. A suggestion was made to contact Primex or the Department of
69 Labor on the need for an eye wash station for this department since there is eye wash solution in
70 the first aid kit. This discussion will be followed up at the next meeting.

71
72 **Transfer Station**

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74 The Transfer Station is periodically inspected by the State and therefore the station is currently
75 concurrent with all safety measures.

76
77 **Police Department**

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79 Chief Gordon noted that one of the pending items will not be completed by the Police
80 Department since the department will be relocating to their new space during 2015. The Fire
81 Department can review that item in the future and it may no longer be applicable.

82
83 Fire extinguishers are inspected annually and up-to-date. Emergency evacuation plans are
84 posted.

85
86 **Recreation Department**

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88 The only item left pending is the material data safety sheets (MSDS) which are an on-going
89 project.

90
91 **MSDS**

92
93 The MSDS is currently being worked on and some investigative work is being done to be sure
94 exactly what needs to be in place for a municipality versus the private sector. Once that
95 information has been obtained there are some products that need the MSDS sheet obtained and
96 then the binders for all departments should be ready to be displayed.

97
98 **Review of New General Building Checklist**

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100 The committee reviewed the draft new checklist that will go into effect in 2015. A signature line
101 and date plus building identification will be noted on the forms. Page numbers and the reworking
102 of one section with regards to recreation will be completed. The committee will review the final
103 version at their next meeting.

104

105 **Lighting in the Town Hall**

106

107 A discussion began regarding the general lighting in the Town Hall. Questions were asked if the
108 meeting hall lights could be changed to LED lights and maybe have some as motion sensed. It
109 may be possible that the electric company would change out those lights with more efficient
110 options. Selectman Liaison Jim Devine will bring this up with the other board members and it
111 will also be discussed with the Town Administrator, Lynne Blaisdell.

112

113 **Discussion of Safety Policy Update**

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115 The committee members were given copies of three other towns' safety policies to review. A
116 final draft will be made at the next meeting with the goal of implementation of a new policy for
117 2015.

118

119 **Review of Workplace Injuries to date for 2014**

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121 The committee reviewed the worker's compensation data and found no new injuries were
122 reported since June and all current cases are now closed.

123

124 **Old Business**

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126 **Follow Up on HealthTrust Wellness Program**

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128 Michelle said she followed up with Health Trust and we are not eligible to participate in their
129 wellness program because we have to have their medical insurance and the town only has dental
130 through them.

131

132 It was mentioned that we should check to see if Anthem has a wellness program since our health
133 insurance is through them.

134

135 **Training dates**

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137 **Fire Extinguisher Training**

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139 Fire Extinguisher training took place on September 23, 2014.

140

141 **Fire Safety and Evacuation Training**

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143 Mike Devine stressed that each building should designate their meeting place in the event of a
144 fire and also there should be a method in place to know who is in the building at any given time.

145

146 **Panic Button Testing and Policy**

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148 This item was not discussed at this meeting.

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149

150 MOTION by Michelle Short to adjourn the meeting

151 SECOND by Paula Gulla

152 MOTION PASSED UNANIMOUSLY

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154 Meeting adjourned at 2:10 pm

155

156 Respectfully submitted,

157

158

159 Paula M. Gulla

160 Recording Secretary