

**DRAFT**

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

**Meeting Date: Wednesday, December 3, 2014**

**Type of Meeting: Regularly Scheduled**

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

**Meeting Location:** Sandown Town Hall

**Present:** Michelle Short, Paula Gulla, Kirsten Rundquist Corbett, Ronald DuLong and Mike Devine who joined the meeting in progress.

**Absent:** Chairman Joseph Gordon, Selectman Liaison Jim Devine

Vice Chair, Paula Gulla opened the meeting at 10:52 am

**Approval of Minutes**

MOTION by Michelle Short to approve the minutes of 11/12/14 as written

SECOND by Kirsten Corbett

MOTION PASSED with ayes from Michelle, Paula, Kirsten and an abstention from Ron.

**New Business**

**Review of Worker's Compensation Data**

The committee reviewed the current data and found there was one worker's compensation claim filed since the last meeting in November. The committee members found no obvious action that could have prevented this accident from happening and the accident was dealt with in an appropriate manner.

**Old Business**

**Final Review of New General Building Checklist**

The checklist was reviewed, several typographical errors corrected and 1 addition will be added to the list. A suggestion was made to note that the first aid kits should not only be present but be checked periodically to be sure they are fully stocked. The committee decided to use the new checklist during the Recreation Building site visit which would be performed during this meeting.

**Further Discussion of Safety Policy Update**

The committee reviewed policies from the following towns: Deering, Bristol and Durham, NH and found the format used by Deering and Durham was the most clear and user friendly. Several items listed in the Bristol policy however were more structured and established more accountability on both the employees and supervisors. Those items from the Bristol policy will be incorporated into the draft version of the Sandown policy. Further discussion on this item will be scheduled for the next JLMC meeting in 2015.

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**Further discussion on energy saving lighting and other lighting issues in government buildings**

**Lighting at Library**

The lighting issue is still on the agenda to be addressed

**Outside Lighting at Town Hall**

This item has been mentioned to the Town Administrator however, more investigation is still needed.

**Energy-saving lighting in all government buildings**

A call was made to PSNH to see what programs are available for participation by the Town. A response is pending from PSNH.

**Status of MSDS**

Information on this subject is still being researched as to what requirements are on the part of a municipality versus the private sector. A brief discussion began regarding the potential differences and it was suggested that an email to the Department of Labor may solve any confusion.

*Mike Devine joined the meeting at this time (11:15am)*

**Evacuation Plans**

Mike stressed the importance again of developing an evacuation plan and Kirsten provided a copy of the Library's evacuation plan for review. It was suggested that the employees sign and date the final evacuation plan and the plan be reviewed annually with the employees.

The business portion of the meeting adjourned and the committee members then performed a site visit at the Recreation building at 25 Pheasant Run Drive.

MOTION by Michelle Short to adjourn the meeting

SECOND by Ron DuLong

MOTION PASSED UNANIMOUSLY

Meeting adjourned at 11:32 pm

**Site Visit at Recreation Building**

The committee members performed the site visit at the Recreation building using the new general building checklist. There were several questions that came up in several categories. The Fire Chief will be asked about these items and a follow up will be noted.

Does a handrail need to be installed at the back door where there is only one step?

Does a fire extinguisher need to be mounted at the door that leads to the fields?

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99      Is it acceptable that the main doors swing out but the other doors swing in?  
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101      A notation will be made that there is a slip hazard at the side door since there is a granite step.  
102      However, it is sanded when the weather is slippery. The Highway Department will relocate the  
103      sand barrel to accommodate this area.

104      A suggestion was made to remove a computer tower from the top of a file cabinet and the  
105      committee was informed that this is only a temporary situation and will be resolved in the very  
106      near future.

107      The only other incomplete item is the presence of MSDS in the building and that item was  
108      addressed and discussed earlier in the meeting.

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110      The site visit concluded at 12:30 pm.

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112      Respectfully submitted,

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115      Paula M. Gulla  
116      Recording Secretary