

DRAFT

Town of Sandown, NH Joint Loss Management Committee

Meeting Date: Wednesday, April 15, 2015

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, and Ronald DuLong

Absent: Chairman Joseph Gordon, Mike Devine and Selectman Liaison Jim Devine

Vice Chair, Paula Gulla opened the meeting at 10:47 am

Approval of Minutes

MOTION by Michelle Short to approve the minutes of 12/3/14 as written

SECOND by Kirsten Corbett

MOTION PASSED UNANIMOUSLY.

Old Business

Follow up from Recreation Building site visit

The committee members reviewed the building checklist used during the site visit of the Recreation building on Wednesday, December 3, 2014 and found that the building complied for the most part with all safety regulations. There were some questions to be addressed by both the Building Inspector and Fire Chief. The Fire Chief responded to say that the building met all safety and building requirements at the time of the issuance of the occupancy permit and therefore all conditions were acceptable. The Building Inspector stated he would look at the building and contact the committee if there were any issues that should be addressed.

Review of General Building Checklist

The committee members reviewed the final draft of the checklist and added a notation about AED annual inspections to one section of the checklist. This revision will be made and a draft letter to all applicable department heads was reviewed and approved by the committee. The letter and a copy of the checklist will be sent to those department heads with a requested return date of June 30, 2015.

Site Visit for 2015

The committee members discussed which building should be scheduled for an annual site visit. After a brief discussion the committee felt that either the Highway Garage or the Town Hall should be visited. There was no preference from the committee members present, so the absent members will be polled and then a decision will be made. The Chairman, Chief Gordon can have the final say as to which building will be scheduled.

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Outside Lighting at Library and Town Hall

Kirsten stated that Ron is going to take care of the flagpole lighting in the near future since the snow is now gone from the area and it can be accessed. Ron will contact Tom Tombarello, the Electrical Inspector, to see about the other lighting needs at the Library.

Michelle reiterated the need for outside lighting on the Town hall parking area that faces the Fire Station. Also, the lighting in the vestibule at that entrance is set on a timer that doesn't appear to be working correctly. Ron will investigate that item. It was suggested that maybe a dawn-to-dusk lighting element would be a good option for both areas however, if they could be triggered separately and have a manual override that may be ideal. That way the inside vestibule light can be shut off and the outside area lighting can remain on until dawn. Ron also noted the existing outside spotlight had been repositioned and maybe could now be directed back to the parking lot area. That may help but additional lighting may still be needed. The outside overhead light at the Main Street entrance should be considered for dusk-to-dawn lighting as well. The Town Administrator, Lynne Blaisdell will be contacted to discuss any budgetary needs for this year or next year for this item.

Energy Saving Lighting in all Government Buildings

Eversource, formerly PSNH, was contacted regarding any available energy savings options for the town. Elizabeth LaRocca responded to say there are programs available and there are some upcoming workshops on this topic. There will be one in Manchester on May 6th and Michelle is able to attend. A suggestion was made to forward this option to members of the Local Energy Committee and see if one of the remaining members would be interested in attending. The committee is inactive at this time but 2 members (Bruce Cleveland and Kevin Major) have expressed interest in remaining on the committee. Also, Jim Devine was a member as well and a Selectman Liaison previously. As an added item, Michelle also noted that if any of the government buildings are in need of re-roofing, that may be an optimum time to investigate solar panels.

MSDS Update

The Department of Labor has been contacted but no response has been received at the time of this meeting.

New Business

Review of Worker's Compensation Data

The committee reviewed the worker's compensation data and found that there were several claims since the last review. One claim has since been denied and should not be considered in the review. The committee found there was no trend or pattern that needed addressing.

Review of Draft Town Hall Evacuation Plan

The committee members reviewed a draft evacuation plan and at the suggestion of the Town Administrator, it should be presented to the Fire Department for review and then to the Board of

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100 Selectmen. The Fire Department may be asked for assistance with implementation and employee
101 education.

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103 **Review of Draft for New Safety Policy**

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105 Since all the committee members were not present for this discussion, it was suggested that this
106 item be tabled for today's discussion. Committee members should review the draft policy for the
107 inclusion of any additional information and this item will be put on the next meeting agenda for
108 further discussion.

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110 **Resignation of Member Ron DuLong**

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112 Ron DuLong presented the committee with his resignation letter which will be effective June 4th
113 when Ron will retire from the Town of Sandown. The committee regretfully accepted Ron's
114 resignation. This will leave an opening on the committee effective June 4th and this will be
115 discussed at a future meeting.

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117 The committee tentatively set the next meeting for Wednesday, May 6th at 2:30 pm. This is same
118 date as the Energy Savings Lighting workshop and maybe the attendee can stop by and update
119 the committee of the findings and options.

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121 MOTION by Michelle Short to adjourn the meeting

122 SECOND by Ron DuLong

123 MOTION PASSED UNANIMOUSLY

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125 The meeting adjourned at 11:43 pm

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127 Respectfully submitted,

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130 Paula M. Gulla

131 Recording Secretary