

DRAFT

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

Meeting Date: Wednesday, March 16, 2016

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, Kirsten Rundquist Corbett and Paula Gulla

Absent: Selectman Liaison Tom Tombarello

Chairman Gordon opened the meeting at 10:47 am

Approval of Minutes

MOTION by Kirsten Corbett to approve the minutes of 12/23/15 as written

SECOND by Michelle Short

MOTION PASSED (4-0-1)

Selection of Chairman, Vice Chairman and Recording Secretary Positions

After a brief discussion members agreed to remain in their current positions – Chief Gordon as Chairman, Paula Gulla as Vice Chairman and Recording Secretary.

Old Business

Filling Open Employee Representative Position

There is an open position on the committee representing the employee side. An employee has been asked to join the committee but is currently out due to a medical matter. The committee will wait until a determination has been made as to when that employee will return to work, rather than fill the position for a temporary basis.

Status of Self-Inspection Checklists

Self-inspection checklists were reviewed for the Town Hall, Library, Town beach, Miller Field, Angle Pond Fire Station and the main Fire Station.

During the review of the Town Hall checklist, it was noted there is a fire door between the Selectmen’s Office and the Planning/Finance/Assessing office. It is opened during the day but is shut and locked after hours. In the event of a fire in either office, it was suggested that the door be shut immediately to prevent the fire from spreading to other offices. This notation will be added to the evacuation plan in both offices.

In a previous meeting, the committee members questioned the safety of the Town Hall entrance door at the Town Clerk’s Office. After the Board of Selectmen discussed this matter at their

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50 meeting, it was determined that the entrance way will be reviewed this year and if construction
51 and redesign is needed, it will be presented to the voters in a warrant article on the 2017 warrant.
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53 A suggestion was made to add to the checklist, the fact that knox boxes are present at most of the
54 buildings and that a reminder should be made to be sure the appropriate keys are in the knox box
55 and that any new or replacement keys are added as needed.
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57 **Scheduling a Site Visit at Highway Garage**

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59 The committee agreed to a site visit at the highway garage on Wednesday, June 15th at 10:45 am
60 providing this date and time are acceptable to the Public Works Director. This will be the only
61 item on that meeting agenda.
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63 **New Business**

64 **Review of Worker's Compensation Data**

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66 The committee reviewed the claims data for recent worker's compensation claims. At the current
67 time there are 3 open claims and it was noted that corrective measures were taken on one claim,
68 procedures will be put into place on a second and the third claim is still under investigation. The
69 committee discussed the possibility of having a pre-employment exam and after some discussion
70 the committee agreed to table the discussion for another upcoming meeting. Possibly contacting
71 some towns that already have this pre-employment exam in place may be helpful.
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73

74 **Safety Policy Update**

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76 The committee began the review of the safety policy, however, all information was not
77 sufficiently copied, so this will be discussed at an upcoming meeting.
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79 MOTION by Chief Gordon to adjourn the meeting

80 SECOND by Michelle Short

81 MOTION PASSED UNANIMOUSLY

82

83 The meeting adjourned at 11:57am

84

85 Respectfully submitted,

86

87

88 Paula M. Gulla

89 Recording Secretary