

**DRAFT**

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

**Meeting Date: Wednesday, December 21, 2016**

**Type of Meeting: Regularly Scheduled**

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

**Meeting Location:** Sandown Town Hall

**Present:** Michelle Short, Mike Devine, Kirsten Rundquist Corbett and Paula Gulla

**Absent:** Chairman Joseph Gordon, Selectman Liaison Tom Tombarello

Pledge of Allegiance

Vice Chairman Paula Gulla called the meeting to order at 12:58 pm.

**Review of Minutes of Previous Meetings**

MOTION by Michelle Short to approve the minutes of 12/21/2016 as written

SECOND by Kirsten Corbett

MOTION PASSED UNANIMOUSLY

Mike Devine informed the members that first aid kits had been updated at the Highway garage and that those kits included a portable eye wash system.

Other things on the list are being addressed when time and money allows.

**Old Business**

**Filling Open Employee Representative Position**

The committee discussed sending a letter of interest to John Runcie, Building and Grounds Maintenance, to join the committee. John would bring knowledge of the current building conditions which would be a plus. The only drawback could be that John also works with the Highway Department and to have 2 employees out for a meeting at the same time could be difficult depending on what is happening in the Department at that time. The consensus was to send a letter of interest to John Runcie.

MOTION by Michelle Short to offer John Runcie a letter of interest to join the Joint Loss Management Committee

SECOND by Mike Devine

MOTION PASSED UNANIMOUSLY

Paula will speak to Artie, the Public Works Director about how best to deal with 2 employees on the committee should John accept the offer.

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**New Business**

**Water Test Results**

The committee reviewed the water test results for the Town Hall which were at acceptable limits for EPA requirements.

A discussion ensued as to whether other public buildings were having water testing performed and if not, should they be added to the list. In particular, the Library and Recreation buildings were questioned. Paula will speak to the Health Officer, Ed Mencis, about the requirements and what may be needed. This will be a follow up discussion at a future meeting.

**Review of Worker’s Compensation Data**

The committee reviewed the current worker’s compensation data to see if any injuries were repetitive in nature and/or question if they could have been prevented. One department had an injury that could have been prevented and the committee was informed that the department head addressed the matter at the time and again with the entire department at their next group meeting. Another department will be contacted regarding one of their injuries to see if the same attention was given to that injury and corrective steps taken.

**Safety Policy Update**

It was discussed as a goal for 2017 to complete the safety policy update. In addition to the benefit of having an updated policy for staff, our new property liability carrier has a program that can offer the town a discount on the premium if we meet certain criteria. Part of the criteria involves having an updated safety policy and instituting a wellness program. The committee will look into this in more depth in 2017.

The meeting adjourned at 1:27 pm

Respectfully submitted,

Paula M. Gulla  
Recording Secretary