

**DRAFT**

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

**Meeting Date: Wednesday, June 21, 2017**

**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, John Runcie and Paula Gulla

**Absent:** Mike Devine, Selectman Liaison Tom Tombarello,

**Guest:** Deb Hoadley –new member pending formal appointment

Pledge of Allegiance

Chairman Joseph Gordon called the meeting to order at 2:07pm.

**Review of Minutes of Previous Meetings**

MOTION by Michelle Short to approve the minutes of 04/12/17 as written

SECOND by John Runcie

MOTION PASSED UNANIMOUSLY

**Old Business**

John Runcie has been appointed by the Board of Selectmen to the committee as a regular member.

**Filling Open Employer Representative Position**

New Library Director, Deb Hoadley is present for the meeting and has expressed interest in joining the committee.

MOTION by Paula Gulla to recommend Deb Hoadley to fill the open employer representative position

SECOND by Michelle Short

MOTION PASSED UNANIMOUSLY

**Follow up – Water Testing – Government Buildings**

The committee forwarded a letter to the Board of Selectmen asking if they would approve voluntary water testing at government buildings and the Selectmen agreed. Health Officer, Ed Mencis, has money in his budget and the water testing was performed at the Police Station, Recreation building and Miller Field. Routine water testing was also performed at the Town Hall. Results were provided to the members and all water tests were acceptable to state standards.

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**Testing of Panic Buttons**

Chief Gordon stated panic buttons were tested in the buildings and all tests were satisfactory. The schools were tested as well.

**Primex Prime 3 Follow Up**

Chief Gordon had asked about the savings to the town if the town met the Primex Prime 3 requirements. The savings amounts to a yearly discount of \$1407. The members began a discussion about what was needed to meet the requirements and obtain the savings. Questions arose surrounding the possibility that claims may not be paid if policies that are put into place are not adhered to and an accident or incident occurs. This will be verified with Primex but it was also pointed out that maybe just the discount would be eliminated and not the coverage for the accident.

**New Business**

**Building Checklists**

Checklists were received from all departments with only a few exceptions. Those department heads that have not yet submitted paperwork will be sent a second request. The following observations were made in reviewing the checklists:

- Old Meetinghouse – No first aid kit on site
- Depot – Exit signs are not clearly marked
- Issue with electrical panel
- Police – VCT tiles cracked but not lifting

- Food Pantry – No first aid kit on site
  - Clothing Closet – No first aid kit on site
- A suggestion was made to mount one on the outside of the building that could be accessed by either location.

- Town Hall – Cabinets in the lower hall are not secured to the walls
  - Library – No handrails present at the bulkhead/basement exit
- Deb Hoadley stated this will be discussed with the Trustees

Letters will go out to the departments regarding the above observations to seek information about how the above items can be rectified

**Review of Worker’s Compensation Data**

One claim has been made thus far for 2017 and the committee agreed that there is nothing that could have been done to prevent this from happening.

**Safety Policy Update**

The members will read through the corrections to the policy one more time and hopefully finalize the new policy at the next meeting.

06/21/17 Joint Loss Management Committee

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100 MOTION by Michelle Short to adjourn the meeting

101 SECOND by Paula Gulla

102 MOTION PASSED UNANIMOUSLY

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104 The meeting adjourned at 2:45 pm

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107 Respectfully submitted,

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110 Paula M. Gulla

111 Recording Secretary