

DRAFT

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

Meeting Date: Wednesday, March 7, 2018

Type of Meeting: Regularly Scheduled

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

Meeting Location: Sandown Town Hall

Present: John Runcie, Deb Hoadley, and Paula Gulla

Absent: Chairman Joseph Gordon Mike Devine, Selectman Liaison Tom Tombarello,

Pledge of Allegiance

Vice Chairman Paula Gulla called the meeting to order at 9:09am.

Review of Minutes of Previous Meetings

Line 44 – add “Library” to the list of buildings being water-tested

MOTION by John Runcie to approve the minutes of 06/21/17 as amended

SECOND by Deb Hoadley

MOTION PASSED UNANIMOUSLY

Some follow up comments were made regarding the 6/21/17 minutes.

The Board of Selectmen agreed that government buildings that are not already under mandatory water testing, should be tested on an annual basis by the Health Officer. The Recreation building is now considered a non-transient public water system and will be subject to routine water testing by the state. Regarding Primex P3, the committee questioned if policies were not followed and a claim was filed, would Primex deny the claim. Primex stated they would not deny the claim, however, they would want to work with the town to see why employees are not following the policies that are in place. Regarding Building Checklist follow up, first aid kits are now in place at the Meetinghouse, Food Pantry and Clothing Closet. There is not much that can be done regarding the electric panel at the Depot. The Police Chief will deal with the cracked VCT tiles. Building Inspector, Bob Bogosh, explained to the Library Director that handrails although a good idea are not mandatory on the Library stairs.

Resignation of Michelle Short

The Committee accepted with regret the resignation of Michelle Short. The Committee thanked her for her contribution over the years.

Opening – Management Representative

With Ms. Short’s resignation, the committee now has an opening for a management representative. Both Deb Brown and whomever wins the Town Clerk position will be invited to join. Since there needs to be equal representation by management and if both Ms. Brown and the new Town Clerk agree to join the committee, then Alison Rochenski, town custodian, will asked
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to join the committee to keep the representation equal in number. After the results of the election on March 13, 2018, letters of invitation will be sent to the potential new members.

Re-Appointment to JLMC

The remaining members of the committee present agreed to remain on the committee for another year. Chief Gordon and Mike Devine will be asked and then requests will go to the Board of Selectmen to re-appoint members for another year.

Old Business

Building Checklists – 2018

The committee reviewed 2 building checklists and after a brief discussion decided that one was good, with some minor revisions, for general buildings such as the Town Hall, Recreation building, Library, Police Station, Depot, Food Pantry and Old Meetinghouse. The second checklist is geared to more buildings such as the Fire Department, Highway Garage and Transfer Station, again with some minor revisions. Revisions will be made and checklists will be sent out to departments to complete and return to the committee.

2018 Site Visits

Committee members reviewed the site visit log and determined that concentration should be put on the buildings that have not been visited recently. The Depot, Miller Field, Town Hall and the Transfer Station are the priority.

New Business

Review of Worker’s Compensation Data

There were no claims for all the departments in town except for the Library. The Library has their own policy with Primex and there was one claim; a slip and fall with injury in the Library parking lot due to the pooling and subsequent icing of standing water. Deb Hoadley mentioned that the Public Works Director, Town Administrator and the Board of Selectmen should review the conditions to see if anything can be done to correct this for the future.

Deb Hoadley will bring the worker’s compensation data for the Library for each meeting for review.

Water Testing – Recreation Building

The committee reviewed paperwork submitted by the state confirming that the Recreation building is considered a non-transient public water system and is subject to routine water testing. Test results have been submitted and meet state standards.

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100 **Safety Policy Update**

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102 The committee has been working towards an updated safety policy and the draft policy was
103 handed out to committee members. An in-depth discussion will be scheduled for the next
104 meeting with the hopes for a full committee attendance.

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106 MOTION by John Runcie to adjourn the meeting

107 SECOND by Deb Hoadley

108 MOTION PASSED UNANIMOUSLY

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111 The meeting adjourned at 9:50 am.

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114 Respectfully submitted,

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117 Paula M. Gulla

118 Recording Secretary