

**DRAFT**

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

**Meeting Date: Wednesday, September 19, 2018**

**Type of Meeting: Regularly Scheduled**

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

**Meeting Location:** Sandown Town Hall

**Present:** Michael Devine, John Runcie, Deborah Hoadley, Deb Brown and Paula Gulla  
Chairman Joseph Gordon arrived while the meeting was in progress.

**Absent:** Selectman Liaison Tom Tombarello,

Pledge of Allegiance

Paula Gulla called the meeting to order at 2:05pm.

**Review of Minutes of Previous Meetings**

MOTION by Deb Hoadley to approve the minutes of 05/02/18 as written

SECOND by John Runcie

MOTION PASSED (4-0-1)

**New Business**

**Open Employee Position**

Paula explained that in discussions with both Alison Rochenski and Dawn Nicolaisen about the membership and meeting times, Dawn and Alison have elected not to join the committee at this time. Therefore, the membership is full and there is no open position.

**Review of Worker's Compensation Data**

The committee reviewed the current worker's compensation data for all town employees including Library personnel. There are 2 open claims for Fire department personnel and the Fire department has reviewed the claims and discussed mitigation procedures to help avoid any future claims. Deb Hoadley stated the Library claim is now closed and informed the members that in 2019 the Library worker's compensation data will be merged with the town under one policy.

**Review of Duties of Joint Loss Management Committee**

Members were given out the duties of the Joint Loss Management Committee as a review and to provide the information to Deb Brown as a new member.

**Site Visit – Town Hall**

Members reviewed the self-inspection checklist completed by Town Administrator, Lynne Blaisdell, regarding the Town Hall.

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Emergency numbers should be posted in prominent locations.

It was noted that lighting in the stairway to the upstairs hall is an issue and could be better. Lighting in general was discussed and a suggestion was made that LED lighting or a program through the utility company to replace the current lighting in the building with more efficient fixtures and bulbs would be beneficial.

The handicap ramp was discussed at length as far as the railings, non-skid surface requirements and it was noted there were complaints at the recent State primary about the ramp. The integrity of the front porch was questioned.

Cracks in the outside walkways should be addressed especially due to water runoff from the roof.

Ants were present over the summer and the committee will recommend maintenance of pest control measures in the future.

A handrail could be placed along the stairways leading to the stage in the upstairs hall.

Excess debris and equipment should be removed from both the computer room and the boiler room. A suggestion was made to verify with the Fire Chief as to whether the boiler room door should be locked.

The fire door between the Selectmen's Office and the Planning/Building/Assessing/Finance office is usually open during the office hours. Note was made that in the event of a fire, that door should be closed immediately.

Portable eye wash containers should be present, especially for the custodian who is handling cleaning chemicals.

The television in the lower hall is sitting on top of the piano and poses a risk of falling on someone and should be secured, replaced or removed.

The cabinets should be secured to the walls of the lower hall, however, it was noted that they are very heavy and would not likely tip over easily.

A letter to the Board of Selectmen will be drafted with all of these suggestions as a result of the site visit of the Town Hall.

## **Old Business**

### **Self-Inspection Checklists – Review**

In the essence of time, checklists will be reviewed at the next meeting.

### **Safety Policy Update**

Members reviewed the draft safety policy and Deb Hoadley made several revision suggestions. Those will be incorporated into the draft policy for the next meeting including cross referencing with the personnel policy.

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101 **Employee Training**

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103 Mike Devine is still working on fire extinguisher training and other training for employees.

104 Chief Gordon and Deb Hoadley are working on the possibility of staff training for emergencies.

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106 MOTION by Paula Gulla to adjourn the meeting

107 SECOND by Deb Hoadley

108 MOTION PASSED UNANIMOUSLY

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110 The meeting adjourned at 4:00 pm

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113 Respectfully submitted,

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116 Paula M. Gulla

117 Recording Secretary