

DRAFT

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

Meeting Date: Wednesday, March 27, 2019

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, Michael Devine, John Runcie, Deborah Hoadley, Deb Brown and Paula Gulla

Absent: Selectman Liaison Tom Tombarello

Pledge of Allegiance

Chairman Gordon called the meeting to order at 2:06 pm.

Review of Minutes of Previous Meetings

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

New Business

Re-appointment of Members

MOTION by Mike Devine to re-appoint all existing members to another term

SECOND by Deb Hoadley

MOTION PASSED UNANIMOUSLY

Chair, Vice Chair, Recording Secretary Positions

Chief Gordon will remain as Chair and Paula will remain as Vice Chair and Recording Secretary.

2019 Self Inspection Checklists

Chief Gordon met with various department heads and toured most of the government buildings filling out the self-inspection checklist with each department head.

Transfer Station

All aspects of the transfer station compliant and there are a few out buildings but they were in good order. Safety measures are in place and workers are certified and go to training on an annual basis. A brief discussion began regarding the AED unit and whether it can be transported from the highway garage to the transfer station when the transfer station is open. AED training of transfer station employees and all employees should be renewed. Also, a recommendation will be made to purchase 2 portable eye wash stations, one for up front and one for out back.

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Highway Garage

Again, most aspects of the garage were considered compliant. When jobs are done, extension cords are being used, but they are put away once the job is complete. Poor lighting, both inside and outside was noted as an issue. There are materials on top of cabinets, however, the cabinets as in the town hall are heavy and should not be a tip hazard. An eye wash station is recommended.

Library

The Library is basically compliant. There were a few recommendations such as the outside stairs and handrails need some attention. There were funds in the budget for some of this but now it is a question whether there are funds to address the issue. Deb will check with the Library Trustees regarding the purchase of a portable eye wash station.

Central Fire Station

The Fire Station is basically compliant, however there was just one recommendation. It was suggested that the back hose tower room needs some organization and clean up.

Police Station

The Police Station is basically compliant with just a notation that some floor tiles are cracking. These do not pose a trip hazard. There is a problem with pests (mice and ants) and the building is being treated. A portable eye wash station is recommended.

Town Hall

The town hall is basically compliant with a few notations. There is an electric outlet upstairs that is not working, during meetings it is noted that cables and cords are on the floor that could pose a trip hazard. This may not have a solution and is only present when there are taped meetings in the room. There are several outside recommendations. The handicap ramp appears to be sagging and a gutter at the top of the ramp near the building spills water onto the ramp which ices up in colder weather. This could cause a slip factor for those using the ramp. The electrical outlet outside the Town Clerk's office is not functioning and should be repaired.

A letter was received from the Town Administrator addressing previous recommendations and 13 items were addressed. Most of the items have been corrected, however, a few are still in the works such as researching a lighting retrofit program, structural integrity of the front porch which will be done by the building inspector in the spring and installing handrails along the stairs to the stage which will be addressed in a future budget.

Recreation Building

The Recreation building is basically compliant as well with a few recommendations. An exit sign should be installed at the bottom of the downstairs stairway to show the way out. Emergency phone numbers should be reposted. The playground equipment should be inspected. Recreation Director Deb Brown stated the playground is currently closed due to some ground issues and once it is re-opened, equipment will be inspected.

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

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102 The committee reviewed the current worker's compensation data for town employees. There are
103 2 re-opened claims for Fire department personnel and one new claim for the Highway
104 department.

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106 **Panic Button Testing**

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108 Chief Gordon will have all panic buttons tested before the next Joint Loss Committee meeting.

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110 **Site Visits for 2019**

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112 The committee agreed that site visits should be done at Miller Field and the Depot. A date will
113 be scheduled before the next meeting in June.

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115 **Old Business**

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118 **Safety Policy Update**

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120 Members reviewed the final draft and agreed the policy is ready to be reviewed by the Town
121 Administrator as it relates to the personnel policy.

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123 MOTION by Chief Gordon to put forth the safety policy to the Selectmen pending review by the
124 Town Administrator

125 SECOND by Deb Hoadley

126 MOTION PASSED UNANIMOUSLY

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128 **Employee Training**

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130 Both Deb Brown and Deb Hoadley brought up the need for active shooter, lockdown training.
131 The committee talked about concerns and Chief Gordon will investigate the concerns and put
132 some dates together for training.

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134 A suggestion was made that maybe an employee training day could be scheduled where
135 employees receive several different trainings at once.

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137 Deb Hoadley also brought back up the need to add some health and wellness components to the
138 committee discussions and wondered about different competitions that can be related to health
139 and wellness. The committee will discuss this item again at a future meeting.

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141 The next meeting is scheduled for 2:00 pm on June 19th at the Town Hall.

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143 MOTION by Mike Devine to adjourn the meeting

144 SECOND by Deb Hoadley

145 MOTION PASSED UNANIMOUSLY

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147 The meeting adjourned at 3:10 pm

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03/27/19 Joint Loss Management Committee

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150 Respectfully submitted,

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153 Paula M. Gulla

154 Recording Secretary