

Town of Hollis
Joint Loss Management Committee Minutes
July 20, 2022
Hollis Town Hall

Management Representation:

Lori Radke (Town Administrator); Rob Boggis (Fire Chief); and Tanya Griffith (Library Director)

Labor Representation:

Jennifer Govostes (Fire); Leo Soucy (DPW); and Bill Condra (Town Hall)

Members Absent:

Joan Cudworth (DPW Director); Brendan LaFlamme (Police Captain); Kurt Thompson (Police) and Kassidy Walker (Communications)

Others Present: non-voting

Chrissy Herrera (Assist. Town Administrator/HR Coord.) and Derek Martel (Risk Management Consultant-Primex).

Call to Order

Vice Chair Leo Soucy called the meeting to order at 9:04 AM in the Town Hall Community Room.

Approval of Minutes

MOVED by L. Radke, seconded by T. Griffith to approve the April 20, 2022 meeting minutes.

Motion PASSED unanimously

Review Injury Report

Date	Dept	Cause of Injury	Loss Time/No Loss Time
04/21/2022	Fire	Finger-Laceration	NLT
05/20/2022	Town Hall	Finger-Cyst	Claim Withdrawn/Denied
06/09/2022	DPW	Arm-Laceration	NLT

D. Martel reviewed the town's WC claims from the previous 3 years, which didn't have anything significant.

Department Reports

Communications – N/A

DPW/Transfer Station- L. Soucy mentioned installing a light on RT. 122 where the DPW facility is located. A request such as that would need to go to the Highway Safety Committee, who would then provide a recommendation to the Hollis Select Board. Since RT 122 is a state road, the request would then go to the state.

Fire- The fire station is receiving some upgrades, including new flooring, new alarm panels and repairs to the parking lot (crack sealing). The Fire Dept completed health and safety inspections for all town facilities, which is done on an annual basis. The findings are provided to the Department Heads, who are responsible for following up with any concerns.

Library- An anonymous donor is providing funding for push button, handicap doors for the library. L. Radke asked who they would be using as a vendor, to see if we could coordinate similar doors at Town Hall.

Police- N/A

Town Hall-The ramp at Town Hall is currently in the process of being repaired. L. Radke also looked into having ground outlets in the Community Room. Having ADA compliant doors installed at the end of the ramp at Town Hall will be a project that will take place at a later date.

Other Business

The committee reviewed the Safety Program and provided changes for consideration. A 'tracked changes' version of the document will be circulated among the members for review and input. The document will be formally approved by the Select Board on August 15, 2022. Reviewing the document at least every two years is a requirement of the PRIME certification.

The quarterly meeting dates for 2022 are as follows:

- Wednesday, October 19, 2022 at 9:00am

Adjournment

MOVED by R. Boggis, seconded by J. Govostes to adjourn the meeting at 9:00 AM.

Motion PASSED unanimously.

Respectfully Submitted,

Chrissy Herrera
Assistant Town Administrator/HR Coordinator