

Town of Hollis
Joint Loss Management Committee Minutes
April 19, 2023
Hollis Town Hall
DRAFT

Management Representation:

Lori Radke, Town Administrator; Joan Cudworth, DPW Director; Rob Boggis, Fire Chief, and Tanya Griffith, Library Director

Labor Representation:

Jennifer Govostes, Fire; Leo Soucy, DPW; and Donna Setaro, Town Hall

Members Absent:

Brendan LaFlamme, Police Captain; Kassidy Walker, Communications and Kurt Thompson, Police

Others Present: non-voting

Chrissy Herrera, Assist. Town Administrator/HR Coord.

Call to Order

Chair R. Boggis called the meeting to order at 9:02 AM in the Town Hall upstairs foyer.

Approval of Minutes

MOVED by J. Cudworth, seconded by D. Setaro to approve the January 18, 2023 meeting minutes with the suggested language change:

“As a result of a safety inspection, many improvements have been made at the Transfer Station.”

Motion PASSED unanimously.

Review Injury Report

No Worker’s Compensation Claims were reported for the quarter. R. Boggis stated that there had been a couple of cases of frostbite in the fire department. There was no loss time and no medical treatment administered for those cases. Chief will pursue ‘glove training’ to the personnel. It was questioned whether Primex offered glove training.

Department Reports

Communications – N/A

DPW/Transfer Station-Speeding traffic continues to be a safety concern at the entrance of Muzzey Road. It was suggested that a traffic light be installed at that location. The new DPW building is almost complete. Department of Environmental Services (DES) will be conducting a surprise visit to the Transfer Station, to assess the facility for compliance standards.

Fire- There is water damage in the training room at the station, from the A/C unit. There is damage to the sheetrock and water in the insulation. The company will pay for the repairs. Chief will hire local contractors, such as an electrician, to perform the repairs.

Library- T. Griffith is in the process of reviewing and updating the contact list for the alarm codes for the building. It was suggested that she may want to look into rekeying the system and to possibly limit the number of individuals, moving forward, who have access to the alarm system.

Police- N/A

Town Hall-The pellet stove has been working properly. The speed of traffic as well as the limited site line, when pulling out of the Town Hall and/or crossing the street in front of Town Hall, continues to pose a safety concern. There are no street lights in front of Town Hall or around the square, so it poses a great risk for people to cross the street, especially after an evening meeting. The vendor trucks that park in front of Monument Square Market and/or around the square obstruct the line of sight for both pedestrians and other vehicles. It was suggested that a crosswalk may be helpful to have in front of Town Hall, with appropriate signage. The safety concerns will be relayed to the Highway Safety Committee for evaluation. Should meetings continue to take place in the upper Town Hall foyer area, it was suggested that the town invest in an elevator.

Other Business

As part of the PRIME Program through Primex, employees are required to participate in a harassment training. C. Herrera will plan to offer an online version of the training and an on-site version, much like last time. The training shall be conducted at least every two years, pursuant to the program.

Meeting Dates

The quarterly meeting dates for 2023 are as follows:

- a. Wednesday, July 19, 2023 at 9AM
- b. Wednesday, October 18, 2023 at 9AM

Adjournment

*MOVED by L. Radke, seconded by J. Cudworth to adjourn the meeting.
Motion PASSED unanimously.*

The meeting adjourned at 9:23PM

Respectfully Submitted,

Chrissy Herrera
Assistant Town Administrator/HR Coordinator