

Town of Hollis
Joint Loss Management Committee Minutes
January 24, 2018

Management Present: Kimberly Galipeau, Town Administrator, Tom Bayrd, Director of Public Works; Rick Towne, Fire Chief; and Joan Cudworth, Transfer Station Manager.

Employees Present: Donna Setaro, Town Hall; Doug Benoit, Highway, Jennifer Govostes, Fire, Phil Fotos, DPW, Matt Judge, Communications and Kurt Thompson, Police

Absent: Joseph Hoebeke, Police Chief, Laura Klain, Library Director

Others Present: Chrissy Herrera, Human Resources Coordinator (non-voting member) and Phil St. Cyr, Risk Management Consultant with Primex

Call to Order

J. Cudworth called the meeting to order at 10:10AM.

Election of Officers

MOVED by K. Galipeau, seconded by D. Benoit that the JLMC nominate Matt Judge as Chairman. The motion unanimously PASSED.

MOVED by J. Cudworth, seconded by K. Galipeau that the JLMC nominate Doug Benoit as Vice Chairman. The motion unanimously PASSED.

Approval of Minutes

MOVED by D. Setaro, seconded by T. Bayrd to approve the October 17, 2017 meeting minutes. Motion passed.

Review First Aid Injury Log

JLMC Members reviewed the first aid log.

- a. 11/14/17 – Forehead injury (NLT)
- b. 12/02/17 – Fall (NLT)
- c. 12/18/17 – Pulled muscle injury (LT = 5 days)
- d. Review 2017 claims (7 total claims for the year)

Review Property and Liability Claims

JLMC Members reviewed the P&L claims from 2017. There were three claims totaling \$15,300. Phil St. Cyr noted that the claims were all from DPW and appeared to be typical for this type of winter.

- a. 12/12/17 – Moving – Backing
- b. 12/19/17 – Moving – Struck Animal
- c. 12/10/17 – Nonmoving – Struck by other vehicle

Department Reports

DPW

P. Fotos indicated that the DPW secretary is in the process of restocking the DPW first aid kits.

Town Hall

The carpet in the community room has been installed. C. Herrera asked why the Town Hall was filled with smoke when the wood pellet boiler was cleaned, P. Fotos explained that the company was trying to fix the boiler and he believed the smoke smell must have been from the ash in the boiler, K. Galipeau reported that a rodent died in the

Finance Office walls and the smell was intolerable. P. Fotos could not locate the dead rodent. D, Setaro asked if additional traps could be installed.

Communications

M. Judge reported that the lighting project at the Police Station was complete.

Fire Department

No Report

Transfer Station

No Report

Next Meeting

The JLMC is scheduled to meet on the following dates: Wednesday, April 18, 2018, Wednesday, July 18, 2018 and Wednesday, October 17, 2018.

Other Business

Phil St. Cyr asked if the Town needed Vehicle Accident report kits for town vehicles. C. Herrera offered to ask individual department heads and respond to Phil with the amount needed.

P. St Cyr asked if the Town had made any progress towards meeting the goals of the Prime Program. K. Galipeau stated no. If the town meets the conditions of the program, a 2.5% discount will apply to both WC and P&L. K. Galipeau agreed to work with C. Herrera to continue to meet the goals of the program. P. St. Cyr offered to provide an updated list of benchmarks for the town to work towards.

Adjournment

MOVED by K. Galipeau, seconded by J. Cudworth to adjourn the meeting at 10:36AM.
Motion passed.

Respectfully submitted by

Kimberly Galipeau
Town Administrator