

Town of Hollis
Joint Loss Management Committee Minutes
April 18, 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 and Phil Fotos, DPW

Absent: Joseph Hoebeke, Police Chief, Laura Klain, Library Director, Matt Judge, Communications and Kurt Thompson, Police

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

Call to Order

D. Benoit called the meeting to order at 9:08AM.

Approval of Minutes

MOVED by J. Cudworth, seconded by T. Bayrd to approve the January 24, 2018 meeting minutes as amended. Motion passed.

According to DPW secretary, the DPW maintains the first aid kits at the Lawrence Barn but not the Town Hall. P. Fotos will confirm with Laura Klain, Library Director that they maintain their own first aid kits.

Review First Aid Injury Log

JLMC Members reviewed the first aid log. P. St Cyr was asked if denied claims should be reflected on the first aid log noting that the log distributed at this meeting they were not. P. St Cyr stated that denied claims should be included on the first aid log. C. Herrera agreed to update the log to reflect denied claims. K. Galipeau stated that in addition to the one claim reflected on the log there was also a denied WC claim in the police department and a denied WC claim in the fire department.

2/19/18 – Lower back strain from dragging / lifting (4 days of lost time)

Moving forward, C. Herrera agreed to provide the Primex Report that shows the amount of funds associated with each claim in the meeting packet.

Review Property and Liability Claims

No claims this quarter.

Department Reports

DPW

No Report

Transfer Station

J. Cudworth announced that the Hollis Conservation Commission (HCC) is hosting their annual roadside clean-up on May 5, 2018. This will be the second year that the HCC meets at the Transfer Station prior to heading out to clean the roads. J. Cudworth asked Chief Towne if he had any advice for residents if they come across a suspicious item such as Fentanyl. The Chief advised that the resident cease any activity around the item and call for immediate assistance. P. St. Cyr gave several examples of instances that the public has recently been exposed to Fentanyl. Everyone agreed that safety vests and gloves (at a minimum) should be worn by everyone to avoid exposure.

Fire Department

R. Towne informed everyone that CPR certifications are expired for Town Hall and DPW employees. He offered to hold a CPR class in May (even days) or June (odd days) if anyone is interested. Each class is limited to 10 participants and should take approximately 2 hours to complete. He asked T. Bayrd and K. Galipeau to send him dates to confirm availability.

R. Towne stated that mosquito spraying will be done from May through mid-September. Spraying is twice a month. The areas currently being sprayed are Nichols Field, Little Nichols Field and the Transfer Station.

Town Hall

K. Galipeau announced that she is in the process of configuring town hall for a receptionist. Once the configuration is approved and a receptionist is hired, the front doors will be locked as they were in the past and the door will be electronically opened.

C. Herrera stated that she was working towards the goals set forth in the Prime Program.. P. St. Cyr of Primex reviewed the Town's current Safety Plan and proposed changes. The next step will be to present the revised Safety Program to the Board of Selectmen for their approval. K. Galipeau reminded everyone that current law requires the policy to be reviewed every two years at a minimum. C. Herrera agreed to distribute an electronic copy of the revised Safety Plan following this meeting to all members for their review and comments.

After the last meeting vehicle accident report kits were distributed to DPW, Fire and the Building Inspector.

It was noted that Bill Condra, Building Official will be replacing Donna Setaro on the committee, since he will complete his probationary period by the next meeting.

Communications

No Report

Police Department

No Report

Next Meeting

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

Other Business

P. Fotos asked if anyone had suggestions for precautionary measures when changing suspicious trash barrels. He further explained that the trash barrel located at Flint Pond often contains loose materials that could spill or splatter. P. St. Cyr recommended that he wear goggles and an N95 respirator. After a lengthy discussion it was determined that the Flint Pond access was State property. Tom Bayrd agreed to contact the State to discuss the State taking over future maintenance at this location. R. Towne stated that he no longer needed DPW to plow that access for fire purposes. P. St Cyr asked if there was any maintenance agreement on file between the State of NH and the Town. K. Galipeau was unaware of any such agreement but agreed to research.

Adjournment

MOVED by D. Setaro, seconded by K. Galipeau to adjourn the meeting at 9:50AM.
Motion passed.

Respectfully submitted by

Kimberly Galipeau
Town Administrator