

Town of Hollis
Joint Loss Management Committee Minutes
January 15, 2020
Hollis Town Hall

Management Present: Todd Croteau, DPW Director; Rick Towne, Fire Chief; Brendan LaFlamme, Police Captain, Joan Cudworth, Transfer Station Manager

Employees Present: Daryl Constantine (alternate member); Kurt Thompson, Police; Jennifer Govostes, Fire; Matt Judge, Communications and Phil Fotos, DPW

Absent: Lori Radke, Town Administrator; Laura Klain, Library Director; Bill Condra, Town Hall; Douglas Benoit, Highway

Others Present: Chrissy Herrera, Assist. Town Administrator/HR Coordinator (non-voting member)

Call to Order

Chairman T. Croteau called the meeting to order at 9:06AM in the Town Hall Community Room

Election of Officers

MOVED by M. Judge, seconded by J. Govostes to nominate K. Thompson as Chair. K. Thompson declined the nomination. MOVED by M. Judge, seconded by B. LaFlamme to nominate J. Govostes as Chair. The motion unanimously PASSED.

MOVED by T. Croteau, seconded by R. Towne to nominate M. Judge as Vice Chair. The motion unanimously PASSED.

Approval of Minutes

MOVED by T. Croteau, seconded by M. Judge to approve the October 30, 2019 meeting minutes. Motion PASSED.

Review First Aid Injury Log

JLMC members reviewed the First Aid Log. It was stated that it is anticipated that the individual listed below with be out of work for another two weeks.

Date of Injury	Position Title	Cause of Injury	Description of Injury	LT/NLT	Return to Work Date	WC Claim
12/17/19	Police Officer	Fall	Hit knee, chest & hand on ground	LT	TBD	yes

Department Reports

DPW – D. Constantine had some concerns with the traffic and turning at the intersection of Silver Lake Rd. and Muzzey Rd. He suggested some type of signal light for that area. A formal request from the JLMC will be submitted to the Highway Safety Committee for discussion at their next meeting.

P. Fotos stated that the pole light is not working properly at the Lawrence Barn, posing a safety issue. He is currently working on an itemized list of replacement and repairs for the Barn. It was mentioned that since the parking lot is gravel, rainy weather can make the parking lot very muddy, specifically for the handicap parking spots near the front entrance, which pose a safety concern. B. LaFlamme added that in order to be compliant, handicap parking spots need to have designated signage and the spot needs to be striped with paint. Since the parking lot is gravel, there are no striped or marked parking spots and therefore are not compliant.

Library – T. Croteau reported that the crash bar on the exit door has been replaced.

Transfer Station – J. Cudworth expressed her concerns with vehicles speeding at both the Transfer Station and Stump Dump. Signs have been posted accordingly and the police department will work with J. Cudworth to help remind residents of the speed restrictions, either through social media or signage or an increase of police presence.

Fire – R. Towne reported that he checked the First Aid Kits for all town facilities and created a supply replacement log. Each kit was a little different, but are now standardized. DPW has First Aid Kits in each vehicle, which are replenished from the main kit. The First Aid Kit in the Barn was stocked up, but has already been used significantly, so it will need to be checked more frequently than the other locations. The fees associated with supplies are absorbed through the ambulance fund.

Other

Phil St. Cyr, Risk Management Consultant with Primex reviewed the Town's Safety program and made a few recommendations regarding the language in the Accident Reporting Requirements. The suggested changes were distributed to the committee members and will be included in the revised document. A second review of the Safety Program is scheduled on the next JLMC meeting agenda.

Next Meeting Dates for 2020

The next JLMC meeting is scheduled for Wednesday, April 15, 2020 at 9:00am, location TBD. The following quarterly meetings are scheduled for July 15th and October 21st.

Adjournment

MOVED by J. Cudworth, seconded by T. Croteau to adjourn the meeting at 9:30AM.
Motion PASSED.

Respectfully Submitted,

Christine Herrera
Assist. Town Administrator/HR Coordinator