

Town of Hollis
Joint Loss Management Committee Minutes
October 21, 2020
Hollis Town Hall

Management Present: Lori Radke, Town Administrator; Rick Towne, Fire Chief; Brendan LaFlamme, Police Captain

Employees Present: Bill Condra, Town Hall; Kurt Thompson, Police; Jennifer Govostes, Fire and Matt Judge, Communications

Absent: Laura Klain, Library Director; Joan Cudworth, DPW Director and Daryl Constantine, DPW Bldg. Maintenance

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

Call to Order

Chair Jen Govostes called the meeting to order at 9:05AM in the Town Hall Community Room

Approval of Minutes

*MOVED by M. Judge, seconded by B. LaFlamme to approve the July 15, 2020 meeting minutes.
Motion PASSED unanimously.*

Review First Aid Injury Log

The First Aid Log was reviewed by JLMC members.

Date of Injury	Department	Cause of Injury	Description of Injury	LT/NLT	WC Claim
07/15/2020	DPW	External Contact	Exposure-Poison Ivy	NLT	X
08/27/2020	DPW	External Contact	Exposure-Poison Ivy	NLT	X

Department Reports

Communications –

No concerns to report

Fire-

The carpet at the station still needs to be addressed as it also poses a tripping hazard. The crosswalk sign at the end of the Fire Station driveway was moved back from the main road, so it no longer impedes the line of site.

Police-

No concerns to report

Town Hall-

The new fire alarm system at Town Hall is almost complete. The Fire Department worked closely with the vendor on the project. Air purifier systems were purchased for the Community Room, Tax/Assessing Office, Building Department area and Lawrence Barn. The units reduce viruses, bacteria and particles in the air that lead to colds, influenza, and COVID-19. Additionally, it reduces airborne chemicals that cause odor, headaches, and eye and throat irritation. Finally, it reduces dust, mold spores, and pollen that trigger asthma and allergies. The

units cost between \$1K and \$2k. It is anticipated that the Governor's Office for Emergency Relief and Recovery (GOFERR) grant through the state will reimburse the town for the cost of the units.

The office area that was in the basement of Town Hall will no longer function as an office, due to safety concerns. Phil Fotos, Custodial/Building Maintenance personnel recently retired and Daryl Constantine filled the position. Daryl will be introduced to the committee at the next meeting.

Other

The Steven's Advanced Driver Training Class has been cancelled for this year. The class was benchmarked for the Prime Program through Primex.

Meeting Dates for 2021

The JLMC meeting schedule for 2021 is as follows:

- Wednesday, January 20, 2021 at 9:00am
- Wednesday, April 21, 2021 at 9:00am
- Wednesday, July 21, 2021 at 9:00am
- Wednesday, October 20, 2021 at 9:00am

The meetings will take place at the Hollis Town Hall until further notice. The Community Room is able to accommodate the size of the committee, while allowing for social distancing.

Adjournment

MOVED by M. Judge, seconded by L. Radke to adjourn the meeting at 9:15AM.

Motion PASSED.

Respectfully Submitted,

Christine Herrera

Assist. Town Administrator/HR Coordinator