

Town of Hollis  
Joint Loss Management Committee Minutes  
January 20, 2021  
Hollis Town Hall

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

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

**Absent:** Laura Klain, Library Director;

**Others Present:** Phil St. Cyr, Primex Representative (via conference call)

**Call to Order**

Chair Jen Govostes called the meeting to order at 9:00 AM in the Town Hall Community Room

**Election of Officers**

*MOVED by L. Radke, seconded by J. Cudworth to nominate Brendan LaFlamme as Chair. The motion unanimously PASSED.*

*MOVED by L. Radke, seconded by R. Towne to nominate Joan Cudworth as Vice-chair. The motion was unanimously PASSED.*

**Approval of Minutes**

*MOVED by M. Judge, seconded by Lori Radke to approve the October 21, 2020 meeting minutes. Motion PASSED with one abstention. (Joan Cudworth)*

**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
10/20/2020	Town Hall	Slip/Fall Outside	Abrasion on elbow & knee	NLT	X
12/08/2020	Police	Slip/Fall Outside	Abrasion on elbow & knee	NLT	X

**Department Reports**

**Communications –**

No concerns to report

**Fire-**

No concerns to report

**Police-**

No concerns to report

**Town Hall-**

A new rug was installed in the hallway. The Townhall is looking into getting new panic buttons as the ones installed are inoperative. Town Hall is looking into to getting some quotes.

**DPW-**

Joan reported that the building is still a mess caused by the explosion on December 2, 2020. She said she is working with the State for a possible grant.

**Other**

Joan asked Phil Cyr about getting new labor posters. Phil informed Joan and the other committee members that new and updated posters could be downloaded from the Primex website. They no longer offer large laminated posters. Phil also reported that the Primex Conference would be held virtually this year. The Primex staff will be working remotely until late spring or early summer or when the COVID-19 numbers have had a significant downturn.

**The Meeting Dates for 2021**

The JLMC meeting schedule for 2021 is as follows:

- 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 9:20 AM.*

*Motion PASSED.*

Respectfully Submitted,

Lori Radke  
Town Administrator