

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

**Management Present:** Lori Radke (Town Administrator); Rob Boggis (Fire Chief) and Brendan LaFlamme (Police Captain)  
**Employees Present:** Kurt Thompson (Police); Jennifer Govostes (Fire); Matt Judge (Communications) and Leo Soucy (DPW)  
**Absent:** Joan Cudworth (DPW Director); Laura Klain (Library Director) and Bill Condra (Town Hall)  
**Others Present:** Chrissy Herrera (Assistant Town Administrator/HR Coordinator) non-voting

**Call to Order**

Chair B. LaFlamme called the meeting to order at 9:02 AM in the Town Hall Community Room.

**Approval of Minutes**

*MOVED by L Radke, seconded by J. Govostes to approve the July 21, 2021 meeting minutes.  
Motion PASSED unanimously*

**Review Injury Report**

No injuries to report. There were three (3) Covid-19 related Workers Compensation claims, all of which were denied.

**Department Reports**

**Communications** – No concerns to report

**DPW/Transfer Station-** No concerns to report

**Fire-** R. Boggis reported that there was a vehicle accident with a town vehicle over the weekend. The claim has been processed and there were no injuries.

**Library-** C. Herrera reported on behalf of L. Klain that the roof at the library is repaired and the broken furnace is set to be replaced soon.

**Police-** No concerns to report

**Town Hall-** L. Radke stated that there is funding in the budget to repair and/or improve the floor plan of the building/planning department to include a counter top and side entrance to the room. A handicap guardrail for the front entrance of Town Hall is also in the budget. Finally, the air conditioner unit in the Assistant Town Administrator's office was leaking, ruining the carpet. It was determined that the carpet will be removed entirely from that office, along with the Town Administrator's Office and will be sanded and finished. L. Radke stated that the rates came in for Property & Liability, Worker's Compensation and Unemployment. The overall increase for the town is approximately \$3,300.00.

**Other Business**

R. Boggis stated that the mandatory 10 digit local dialing for New Hampshire goes into effect on October 24, 2021. The Fire Department has been checking the phones lines for the panic buttons and alarms, to ensure they are in compliance. Some of the panels are very old and out of date. An upgraded panel for the fire department is on the Capital Improvement Plan (CIP) for the upcoming budget cycle.

It was requested that Phil St. Cyr, Risk Management Consultant with Primex, provide an overview of the claims for the town. C. Herrera will request this for the next meeting.

**The Meeting Dates for 2022 are as follows:**

- Wednesday, January 19, 2021 at 9:00am
- Wednesday, April 20, 2021 at 9:00am
- Wednesday, July 20, 2021 at 9:00am
- Wednesday, October 19, 2021 at 9:00am

**Adjournment**

*MOVED by M. Judge, seconded by R. Boggis to adjourn the meeting at 9:12 AM.*

*Motion PASSED unanimously.*

Respectfully Submitted,

Chrissy Herrera  
Assistant Town Administrator/HR Coordinator