

**Town of Hollis**  
**Joint Loss Management Committee Minutes**  
**January 25, 2017**

**Management Present:** Tom Bayrd, Director of Public Works; Jay Sartell, Police Chief; and Joan Cudworth, Transfer Station Foreman

**Employees Present:** Donna Setaro, Town Hall; Douglas Benoit, Highway; Matthew Judge, Communications; and Phil Fotos, DPW Maintenance.

**Others Present:** Chrissy Herrera, Human Resources Coordinator (non-voting member)

**Absent:** Kimberly Galipeau, Town Administrator, Rick Towne, Fire Chief; Laura Klain, Library Director; David Turgeon, Police Officer and Dan Gorman, Fire.

**Call to Order**

D. Benoit called the meeting to order at 9:05AM.

**Election of Officers**

MOVED by J. Sartell, seconded by J. Cudworth to entertain nominations for officers.  
Motion passed.

Laura Klain, Rick Towne and Joan Cudworth were nominated to serve as Chair, for a one year term.

MOVED by D. Benoit, seconded by M. Judge to elect Joan Cudworth as Chair of the board for a one year term.  
Motion passed.

**Approval of Minutes**

MOVED by D. Setaro, seconded by T. Bayrd to approve the October 19, 2016 meeting minutes.  
Motion passed.

**Review First Aid Injury Log**

There were no new WC Claims since November, 2016 and one open claim.

**Department Reports**

***Town Hall***

D. Setaro reported that there are currently no open issues.

***Communications/ Fire Department***

Both M. Judge and J. Sartell reported that the lighting project at the Police Station parking lot continues to progress. The Police Department and school obtained grant funding for the "Copsync" program, which is an emergency notification system, accessible through computers. J. Sartell will ask L. Klain (Library) and Kim Galipeau (Town Hall) if they are interested in the program since there will be some cost associated with it.

J. Sartell stated that there are extra portable radios that J. Cudworth could utilize for the Transfer Station and Stump Dump. The portable radios could be equipped with a panic button function for emergency situations. He will discuss this further with T. Bayrd, following the meeting.

***DPW***

D. Benoit reported that he had safety concerns that he would address with T. Bayrd, following the meeting.

***Transfer Station***

J. Cudworth reported that things are going well at the Transfer Station.

**Next Meeting**

The JLMC is scheduled to meet on the following dates: Wednesday, April 19, 2017, Wednesday, July 19, 2017 and Wednesday, October 18, 2017.

**Other Business****Adjournment**

MOVED by M. Judge, seconded by D. Benoit to adjourn the meeting at 9:19AM.

Motion passed.

Respectfully submitted by

Chrissy Herrera

HR Coordinator/Administrative Assistant