

Town of Hollis
Joint Loss Management Committee Minutes
October 19, 2022
Hollis Town Hall

Management Representation:

Lori Radke, Town Administrator; Joan Cudworth, DPW Director; Brendan LaFlamme, Police Captain; and Tanya Griffith, Library Director

Labor Representation:

Jennifer Govostes, Fire; Leo Soucy, DPW; Kurt Thompson, Police; and Bill Condra, Town Hall

Members Absent:

Kassidy Walker, Communications; and Rob Boggis, Fire Chief

Others Present: non-voting

Chrissy Herrera, Assist. Town Administrator/HR Coord.; and Derek Martel, Risk Management Consultant-Primex.

Call to Order

Chair K. Thompson called the meeting to order at 9:01 AM in the Town Hall Community Room.

Approval of Minutes

*MOVED by J. Govostes, seconded by L. Radke to approve the July 20, 2022 meeting minutes. J. Cudworth, B. LaFlamme and K. Thompson abstained.
Motion PASSED.*

Review Injury Report

It was reported that there are no new claims since the previous meeting. Rates for Workers Compensation went up while rates for Property and Liability went down. Rates are based on the previous 5-year claim history.

Department Reports

Communications – N/A

DPW/Transfer Station- There were 5 individuals from DPW that attended the Stevens Advanced Driver Training course.

Fire- J. Govostes is interested in learning more about the Stevens Advanced Driver Training course for new hires at the Fire Department. The course is offered throughout the year and free of charge.

Library- The push button, handicap doors for the library have not yet been installed.

Police- There were 4 individuals that attended the Stevens Advanced Driver Training Course this year. There is a ladder at impound that has met the required amount of time and can now be released. J. Cudworth gladly accepted the offer to take the ladder for DPW.

Town Hall-The repair to the ramp at Town Hall is complete. We need to look into a railing at the front of Town Hall. Dawn Michaud was hired as the new Building Inspector for the town with her first day being October 31st. Bill will stay on until the end of the year. The Safety Program was approved by the Select Board on 08/15/2022. L. Radke will receive the 3rd quote for the Town Hall window, today. The facility assessment was completed for the Lawrence Barn. Jackie will follow up with any work order for repairs. Parking for Town Hall employees continues to be problematic. The Emergency Light Battery was replaced in the Upper Town Hall. The town is

working with the Town Band to remove the file cabinets at the back of the stage. Vehicle Information Kits from Primex were provided, for town vehicles

Other Business

The quarterly meeting dates for 2023 are as follows:

- a. Wednesday, January 18, 2023 at 9AM
- b. Wednesday, April 19, 2023 at 9AM
- c. Wednesday, July 19, 2023 at 9AM
- d. Wednesday, October 18, 2023 at 9AM

Adjournment

MOVED by J. Cudworth, seconded by L. Radke to adjourn the meeting at 9:17 AM.

Motion PASSED unanimously.

Respectfully Submitted,

Chrissy Herrera
Assistant Town Administrator/HR Coordinator