

Town of Hollis
Joint Loss Management Committee Minutes
January 18, 2023
Hollis Town Hall

Management Representation:

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

Labor Representation:

Jennifer Govostes, Fire; Leo Soucy, DPW; and Donna Setaro, Town Hall

Members Absent:

Kassidy Walker, Communications and Kurt Thompson, Police

Others Present: non-voting

Chrissy Herrera, Assist. Town Administrator/HR Coord.

Call to Order

Vice Chair L. Soucy called the meeting to order at 9:09 AM in the Town Hall Community Room.

Election of Officers

MOVED by J. Govostes, seconded by L. Radke to approve the nomination of Rob Boggis as Chair of the committee for the 2023 year. Motion PASSED unanimously.

MOVED by J. Cudworth, seconded by L. Radke to approve the nomination of Tanya Griffith as Vice Chair of the committee for the 2023 year. Motion PASSED unanimously.

Approval of Minutes

MOVED by J. Cudworth, seconded by L. Radke to approve the October 19, 2022 meeting minutes. D. Setaro abstained. Motion PASSED.

Review Injury Report

| Date | Position/Dept. | Cause of Injury | Loss Time/No Loss Time (NLT) |
|------------|----------------|----------------------|------------------------------|
| 12/16/2022 | Police | Left shoulder-struck | NLT |

Department Reports

Communications – None

DPW/Transfer Station-As a result of a safety inspection, many improvements have been made at the Transfer Station. The old DPW has many improvements including two new staircases, new lighting, new propane tanks, sprinklers and the air compressors were relocated. The new building is coming along and has a fire rated file room and large cold storage area. Once the old building is unoccupied, additional life safety concerns will be addressed regarding the sleeping quarters.

Fire- The fire panels were converted to cellular and therefore a 3rd party reporting system. There is a new Knox Box at the station.

Library- The push button, handicap doors for the library were installed. The new furnace will be installed next week.

Police- A shower head was replaced at the police station.

Town Hall-There has been some issues with the wood pellet stove at Town Hall. Several codes are coming through that may be concerning. The Select Board would like to replace the pellet stove with an oil burner. Since the cost for adding oil to the budget is approximately \$13K, they may wait for this year. They will obtain information from the Energy Committee about the lifespan of the pellet stove. Two oil tanks were installed last week and will be inspected today, before they are filled. The heating zones at Town Hall were fixed by Ciardelli.

Other Business

J. Govostes looked into the Steven's Advanced Driver Training class, but the classes were full at the time. B. LaFlamme reported that a thorough review of the incident that occurred with one officer striking another officer with a vehicle was conducted and it was determined that the road conditions due to the weather was the cause of the accident. The driver was not at fault for any wrongdoings.

Meeting Dates

The quarterly meeting dates for 2023 are as follows:

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

Adjournment

MOVED by L. Radke, seconded by J. Cudworth to adjourn the meeting. Motion PASSED unanimously.

The meeting adjourned at 9:26PM

Respectfully Submitted,

Chrissy Herrera
Assistant Town Administrator/HR Coordinator