

**Town of Hollis**  
**Joint Loss Management Committee Minutes**  
**April 19, 2017**

**Management Present:** Kimberly Galipeau, Town Administrator, Rick Towne, Fire Chief; Tom Bayrd, Director of Public Works; Laura Klain, Library Director; and Joan Cudworth, Transfer Station Foreman

**Employees Present:** Donna Setaro, Town Hall; Jen Govostes, Fire; Douglas Benoit, Highway; and Phil Fotos, DPW Maintenance.

**Absent:** Jay Sartell, Police Chief, David Turgeon, Police Officer and Matthew Judge, Communications.

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

**Call to Order**

J. Cudworth called the meeting to order at 9:05AM.

**Approval of Minutes**

MOVED by D. Setaro, seconded by D. Benoit to approve the January 25, 2017 meeting minutes.  
Motion passed. K. Galipeau, R. Towne, L. Klaine and J. Govostes abstained.

**Review First Aid Injury Log**

Members reviewed the three new WC Claims since January 25, 2017.

Date of Injury	Position	Injury Description	LT/NLT	Return to Work Date
02/09/17	Police Officer	Slipped and fell on ice	NLT	NA
02/14/17	Fire Fighter	Stepped backwards and rolled ankle	NLT	NA
02/16/17	Police Officer	Lower back pain while lifting weights	NLT	NA

**Department Reports**

***Library***

L. Klaine reported that she has had to call the police to monitor teenagers after school.

***DPW***

No report.

***Transfer Station***

J. Cudworth stated that information on tick awareness may be found online at [tickencounter.org](http://tickencounter.org),

***Fire***

R. Towne reported that he will begin spraying for mosquitos and ticks from May through Old Home Days every two weeks. The scheduled locations are the Transfer Station, Nichols Field (both sides of the road) and Little Nichols Field. D. Benoit asked if the State will be spraying at Silver Lake. R. Towne stated that the State of NH does not spray.

***Town Hall***

K. Galipeau and D. Setaro reported that there are currently no open issues. P. Fotos reported that carbon monoxide detectors were not functioning properly. He reported that he had been working with R. Towne to correct the problem. R. Towne explained that new detectors will be installed on all three levels of Town Hall. The detectors will be tied into the alarm system. It was mentioned that carbon monoxide detectors will also be installed at the Lawrence Barn,

Library and Public Works. P. Fotos questioned if the fire extinguishers will be inspected this year. R. Towne stated that fire extinguishers are inspected every year and agreed to notify Phil of the date and time.

***Communications/ Fire Department***

None

***Transfer Station***

D. Benoit asked for an update on the extra portable radios that were supposed to be provided to the Transfer Station and Stump Dump. J. Cudworth stated that she had not followed up with J. Sartell but indicated that she would.

**Next Meeting**

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

**Other Business**

None

**Adjournment**

MOVED by R. Towne, seconded by K. Galipeau to adjourn the meeting at 9:26AM.

Motion passed.

Respectfully submitted by

Kimberly Galipeau  
Town Administrator