

**Town of Hollis**  
**Joint Loss Management Committee Minutes**  
**July 26, 2017**

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

**Employees Present:** Donna Setaro, Town Hall; Daryl Constantine, DPW, Matt Judge, Communications; Beverly Hill, DPW

**Absent:** Kimberly Galipeau, Town Administrator; Rick Towne, Fire Chief; David Turgeon, Police Officer; Jennifer Govostes, Fire and Phil Fotos, DPW Maintenance

**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 T. Bayrd to approve the April 19, 2017 meeting minutes.  
Motion passed.

**Review First Aid Injury Log**

Members reviewed the one new WC Claims since February 16, 2017.

Date of Injury	Position	Injury Description	LT/NLT	Return to Work Date
07/15/17	Police Officer	Facial saliva exposure from suspect	NLT	NA

**Department Reports:**

***COMMUNICATIONS***

M. Judge reported that the Police Department continues to work with the Energy Committee on the lighting project.

***LIBRARY***

L. Klain reported that the library has been quiet. There haven't been any accidents and she has implemented a First Aid Log for the employees.

***TOWN HALL***

D. Setaro reported that there is no new update for Town Hall. It was unknown if the carbon monoxide detectors were installed at Town Hall. A new Building Inspector has been hired.

***DPW***

It was reported that there is nothing new to report for the DPW.

***TRANSFER STATION/STUMP DUMP***

J. Cudworth continues to have issues with the traffic at the Transfer Station. She also has kids on bicycles showing up to the Transfer Station. She is currently working on replacing signs with newer and bigger ones.

***POLICE DEPT***

J. Sartell reported that CO2 detectors have been installed in the cruisers and one of the admin vehicles. It was also reported that they continue to work on the lighting project upgrade at the station.

**Next Meeting**

The next JLMC meeting will be Wednesday, October 18, 2017 in the Town Hall Community Room.

**Other Business**

None

**Adjournment**

MOVED by M. Judge, seconded by D. Setaro to adjourn the meeting. The meeting adjourned at 9:13AM.  
Motion passed.

Respectfully Submitted,

Chrissy Herrera  
Administrative Assistant/HR Coordinator