

Town of Hollis
Joint Loss Management Committee Minutes
October 17, 2017

Management Present: Kimberly Galipeau, Town Administrator, Tom Bayrd, Director of Public Works; Rick Towne, Fire Chief; and Joan Cudworth, Transfer Station Manager.

Employees Present: Donna Setaro, Town Hall; Doug Benoit, Highway, Jennifer Govostes, Fire, Phil Fotos, DPW, Matt Judge, Communications

Absent: Jay Sartell, Police Chief, Laura Klain, Library Director, David Turgeon, Police Officer

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

Call to Order

J. Cudworth called the meeting to order at 9:06AM.

Approval of Minutes

MOVED by D. Setaro, seconded by M. Judge to approve the July 26, 2017 meeting minutes.
Motion passed.

Review First Aid Injury Log

There were no new claims to review. The last claim was 7/15/2017, which was reviewed at the 7/26/17 with No Loss Time. There is a total of 4 claims for the 2017 year thus far, all with No Loss Time.

Department Reports:

1. Communications

None

2. DPW

None

3. Fire

Chief Towne brought up his concerns with the crosswalk at Glenice Drive and Ash Street, stating that it is very difficult to see people crossing to the Post Office from the end of Hilda's Way, when they are not in the crosswalk. Especially when the emergency vehicles are responding to a call. Since it is the Town's sidewalk, he proposed installing signage at the crosswalk, to encourage people to use it. Chief Towne reported that he will be meeting with Protection One later today to address some concerns.

4. Police

None

5. Town Hall

Phil Fotos reported that there are carbon monoxide detectors on the main level of Town Hall, near the offices as well as in the basement. It had previously been discussed to wire the carbon monoxide detectors in with the smoke detectors when the time comes to replace the smoke detectors. The smell in the Community Room is currently being investigated. It is undetermined what is causing the smell. The carpet is scheduled to be replaced by the end of the year and the Town is aware of the water leak in the foyer, outside of the Community Room that was not replaced, so the thought was that there was either mold or a dead animal within the walls or ceiling of the area. Phil met with Environmental Health Incorporated, who completed an air quality inspection last week. He is currently awaiting the report from that inspection, but offered to share the findings with the group.

6. Transfer Station

Joan Cudworth reported that she now has a portable panic button/radio to use in case of an emergency while at the Transfer Station.

Next Meeting

The 2018 JLMC meeting dates are as follows:

1. Wednesday, January 17, 2018

2. Wednesday, April 18, 2018
3. Wednesday, July 18, 2018
4. Wednesday, October 17, 2018

Other Business

None

Adjournment

MOVED by K. Galipeau, seconded by M. Judge to adjourn the meeting. The meeting adjourned at 9:30AM.
Motion passed.

Respectfully Submitted,

Chrissy Herrera
Administrative Assistant/HR Coordinator