

**Town of Hollis
Joint Loss Management Committee Minutes
January 16, 2019**

Management Present: Rick Towne, Fire Chief; Joan Cudworth, Transfer Station Manager and Laura Klain, Library Director

Employees Present: Douglas Benoit, Highway; Kurt Thompson, Police; Jennifer Govostes, Fire and Phil Fotos, DPW

Absent: Todd Croteau, Director of Public Works; John MacLean, Interim Town Administrator; Joe Hoebeke, Police Chief, Bill Condra, Town Hall and Matt Judge, Communications

Others Present: Chrissy Herrera, Assist. Town Administrator/HR Coordinator (non-voting member)

Call to Order

Vice Chairman D. Benoit called the meeting to order at 9:04AM in the Town Hall Community Room

Approval of Minutes

MOVED by R. Towne, seconded by L. Klain to approve the October 17, 2018 meeting minutes.
Motion passed.

Review First Aid Injury Log

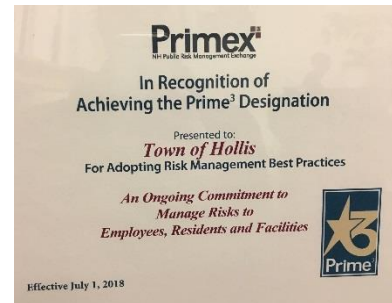
JLMC Members reviewed the first aid log. There has been three claims since the last meeting on 9/25/18.

Date of Injury	Position Title	Cause of Injury	Description of Injury	LT/NLT	Return to Work Date	WC Claim
10/12/18	Police Officer	Trip	Face & knees	NLT	N/A	yes
12/06/18	Fire Fighter	Fall	Head, shoulder, shins, wrist	TBD	TBD	yes
01/03/19	Transfer Station	Fall	Lower back, right leg	TBD	TBD	yes

Department Reports

Town Hall

Phil St. Cyr, Risk Management Consultant presented the Selectmen with a framed certificate to the Town of Hollis in recognition of achieving the Prime 3 Designation for adopting Risk Management Best Practices. Christine Herrera accepted the award on behalf of the Town of Hollis and Joint Loss Management Committee.



Library

L. Klain reported that there is a leak in roof at the library, which appears to be by the seam. DPW is aware of the leak and is working towards repairing it. The new handicap sign has been very helpful and the library could possibly use another.

Transfer Station

J. Cudworth reported that the AED was installed at the Stump Dump. The speed limit sign was put out as a precautionary measure. J. Cudworth and T. Croteau discussed the possibility of allowing seniors to utilize the Transfer Station prior to noon on Thursdays only, in attempt to accommodate those residents and to keep the flow of traffic moving during regular open hours.

DPW

D. Benoit brought up a concern with sight distance and/or speed of vehicles near the end of Muzzey Road. It was suggested that concerns, such as this, be brought to the attention of the Highway Safety Committee.

Election of Officers

MOVED by J. Cudworth, seconded by D. Benoit that the JLMC nominate Todd Croteau as Chairman.
Motion passed.

MOVED by D. Benoit, seconded by J. Govostes that the JLMC nominate Joan Cudworth as Vice Chairman.
Motion passed.

Next Meeting

The JLMC is scheduled to meet on the following dates:

- Wednesday, April 17, 2019 at 9:00am
- Wednesday, July 17, 2019 at 9:00am
- Wednesday, October 16, 2019 at 9:00am

Adjournment

MOVED by J. Cudworth, seconded by P. Fotos to adjourn the meeting at 9:24AM.
Motion passed.

Respectfully Submitted,

Christine Herrera
Assist. Town Administrator/HR Coordinator