Town of Hollis
Joint Loss Management Committee Minutes
April 18, 2019

Management Present: Lori Radke, Town Administrator, Todd Croteau, DPW Director, Rick Towne, Fire Chief; Brendan LaFlamme, Police Captain, Joan Cudworth, Transfer Station Manager

Employees Present: Bill Condra, Town Hall, Douglas Benoit, Highway; Kurt Thompson, Police; Jennifer Govostes, Fire, Matt Judge, Communications and Phil Fotos, DPW

Absent: Laura Klain, Library Director

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

Call to Order
Chairman T. Croteau called the meeting to order at 9:02AM in the Town Hall Upper Auditorium

Approval of Minutes
MOVED by R. Towne, seconded by D. Benoit to approve the January 16, 2019 meeting minutes. Motion passed.

Review First Aid Injury Log
None

Department Reports

Communications
M. Judge will look into the feasibility of installing a second exit door for Communications. He will consult with J. Govostes and B. Condra for any applicable code regulations.

Town Hall
B. Condra spoke with T. Croteau regarding the back door at Town Hall and how it is not closing securely. The weather may be contributing to the problem. It may also be that the hinges are getting lose. T. Croteau will look into the issue further. L. Radke reported that the Town is looking into installing a new door with a window for the Finance office. Having a window would improve the visibility as it relates to security. Town Hall is also looking into increasing security by using key fobs for interior and exterior doors. This would restrict access to certain door for the public as well as staff.

Transfer Station
J. Cudworth reported that there was fire at the Transfer Station this past Saturday, caused by a battery that was thrown into the hopper. It was suggested that she post flyers/signs about property battery disposal, since it is an ongoing issue. J. Cudworth stated that there has been several possible altercations due to traffic. B. LaFlamme offered to increase police presence during the busy times (10-2PM on Saturdays). J. Cudworth has two portable radios for the Transfer Station and keeps one on her at all times. The other radio is currently not functioning. B. LaFlamme will switch out the nonfunctioning radio with a new one.

DPW
P. Fotos reported that the double glass doors at the Lawrence Barn are not latching securely and has found condensation in the doors. It was reported that the hinge for the single, main door may need to be fixed as it is loose.

Other
C. Herrera reminded the committee that information pertaining to Accident Reporting is in the Town of Hollis Safety on pages 9, 13 and 35, stating the importance of reporting all accidents/incidents whether they result in claims or not.
Next Meeting
The JLMC is scheduled to meet on Wednesday, July 17, 2019 at 9:00am at the Hollis Fire Station and on Wednesday, October 16, 2019 at 9:00am (location TBD)

Adjournment
MOVED by J. Cudworth, seconded by M. Judge to adjourn the meeting at 9:36AM.
Motion passed.

Respectfully Submitted,

Christine Herrera
Assist. Town Administrator/HR Coordinator