

JLMC Minutes 10/05/2016

Approved

The JLMC met in regular session on October 5, 2016 at the Sanbornton Town Office. The meeting was called to order at 12:05 PM.

Members present were: Robb Jutton, Assessing Assistant; Cal Dinitto, Police Department Administrative Assistant; Marla Davis, Town Clerk/Tax Collector; Paul Dexter, Fire Chief; Bob Ward, Town Planner; Peggy Petraszewski, Finance Officer and Melanie Van Tassel, Overseer of the Public Welfare; Brian Bordeau, DPW Director; Kevin Austin, Transfer Station Manager; Marcia Haigh, Library Director; Steve Hankard, Police Chief; April Rollins, Administrative Assistant

I. Review of minutes:

Minutes of 03/17/2016 were reviewed and approved as written: Motion Davis, second Jutton, all in favor.

II. Old Business

A. Discussion of Town Office Facility Safety Audit: Chair Davis conducted the inspection in place of Charlie Smith. Noted were deficient floor mats at the entry door and Town Clerk/Assessing windows and cords at the Assessing desk that were partially in the walk-space. New mats will be ordered, and the Assessing office will remove the cords from the walk-space. Trash bags blocking the rear emergency exit prompted a discussion of trash removal that will be addressed with the Selectmen. Chair Davis indicated that she would keep a notebook of building inspections and recommendations to department heads of noted deficiencies and remedies.

III. New Business

A. Discussion of Primex Workers Comp Injury report: 2 new reported injuries, neither of which lead to missed work. Results of discussion: Recommend that personnel working with the brush fire pile at the transfer station wear a helmet with face protection.

B. Discussion regarding first report of injury: Chief Dexter asked whether the Department Heads, managers and employees were properly trained regarding the first report of injury procedure. His understanding was that the policy was not being followed properly, and that a recommendation should go the Selectmen for at minimum annual training on the First Report of Injury training from Primex. It was added after discussion regarding first aid and CPR training that the Fire Department does offer CPR training courses periodically, and that, while not mandatory, any employee is welcome to take the training provided there is sufficient room in the class, which is limited by the availability of 12 training dummies.

IV. Next Meeting

A. The next meeting of the JLMC was scheduled for January 18, 2017 at 12:00 pm at the Town Office.

V. Adjournment

A. Motion to adjourn by Jutton, second by Hankard, all in favor. Meeting adjourned at 12:55 pm.

Respectfully submitted,

Robb Jutton
JLMC secretary