

# TOWN OF GREENVILLE NH

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## ***Joint Loss Management Committee Meeting March 2, 2016 3:00 p.m. MINUTES***

### **Open Meeting**

The Town Administrator opened the meeting at 3:07 p.m.

### **In Attendance:**

K. Collins/Town Administrator, representing the Selectmen's Office, G. Eastman/Laborer, representing the Highway Department and Captain representing the Fire Department, G. Curran/Operation Manager with Utility Partners, representing the water and sewer departments; Sgt. M. Needham, representing the Police Department and C. Brault/Library Director.

#### **1. Review and accept minutes from November 6, 2015 meeting**

G. Curran made a motion to accept the minutes of the November 6, 2015 JLMC meeting as presented. K. Collins seconded. All in favor: 2 – yes, 3 – abstentions as they were not in attendance at November's meeting.

#### **2. Review and discuss NH Department of Labor's Inspection Report**

##### **a. Letter requesting extension**

The Committee reviewed the letter sent to the NH DOL requesting an extension until April 30, 2016.

##### **b. Discuss status of compliance**

The Committee reviewed a few outstanding items. The Town Administrator will be re-keying the lock on the room leading to the roof of Town Hall so that it can be locked and limit access to authorized personnel. She is also looking at adding locked storage upstairs. The Library has secured their ladders to the wall and are addressing their extension cords as we meet. The only two outstanding issues are the gates for the Selectmen's Office and Town Clerk/Tax Collector's Office and the adoption of an updated Safety Manual.

#### **3. Review and discuss 2016 Worker's Comp Claim(s)**

The Town Administrator noted that there have been no reported employee injuries or Worker's Compensation Claims since June 11, 2015.

**4. Review and discuss “draft” Greenville Safety Manual**

The Committee reviewed the most recent draft of the revised Safety Manual. C. Brault pointed out that the section on discipline is not in keeping with the Statutes governing discipline in Libraries. Only the Library Trustees have the authority to discipline or dismiss Library employees. The Town Administrator will put a caveat in the policy to address this.

On page 27 under 1202. General Maintenance of Greenville Vehicles, the second bullet down makes reference to notifying radio dispatcher. G. Eastman pointed out that there is no dispatch for the Highway Department. Town Administrator noted that it is ok if it doesn't apply to Highway but the Fire Department does notify their dispatch if a vehicle is taken out of service.

There was some further discussion about the Safety Manual. The Town Administrator asked Sgt. Needham to take it back to the Chief and just make sure he doesn't have anything to add, or revise. She also asked G. Eastman to take it back to the Road Agent to be sure he doesn't have any revisions, or comments. The plan is to have another meeting in late March or early April so the committee can recommend adoption by the Board of Selectmen.

**5. Set date for next meeting with goals – to be announced.**

**Submitted by:** Kelley Collins/Town Administrator