

JOINT LOSS MANAGEMENT COMMITTEE MEETING

Wednesday, December 3, 2008

Present at meeting: Heather Cubeddu (Town Office), Caleb Pike (Fire Department), Jack Parsons (Code Officer), Andy Shagoury (Police Department and Dan Duffy (Selectmen's Representative).

Minutes from the September 24, 2008 meeting were reviewed. Heather thanked Chief Shagoury for taking care of September's meeting minutes. A motion was made by Heather Cubeddu to accept the minutes. Chief Shagoury seconded the motion. All in favor.

No workplace accidents to review.

Cathy Pounder will check with the Selectman to see if there is money in this year's budget (Govt. Bldg.) to purchase an AED for the Town Office and the Town House. Heather is working on the Department of Labor Safety Summary, which has to be filed by January 1, 2009. The questions on the safety summary form were discussed and answered. Heather will e-mail the summary. Heather will give a copy of the Town's Safety Policy to new Road Agent Jim Bean as well as a copy of the last annual safety inspection of the Highway Garage in June 2008.

A motion was made by Caleb Pike and seconded by Chief Shagoury to have JLMC Secretary, Heather Cubeddu prepare a memo to the Board of Selectman for items to include in next year's budget. All in favor. The Committee recommends installing panic buttons at both workstations in the Administration Office as well as a panic button at the Town Clerk's desk (currently panic buttons are at the counters in both offices). The Committee also recommends placing some type of swinging gate/barrier in the Administration office at the end of the counter. Jack Parsons said he could build something that would be acceptable for about \$300.00.

The next meeting will be held on **Wednesday, March 25, 2009** at 1:00 PM in the Selectmen's Office.

Meeting was adjourned at approximately 1:50 PM.

Respectfully submitted,

Heather Cubeddu