January 14, 2020
1:30 pm
Town Council Chambers
35 Main Street

Meeting called to order at 1:38pm by Francine Swafford.

Attendance: Francine Swafford- Chair, Kim Blichmann- Tax Clerk, Earl Labonte- DPW, Lee Ann Chase- Library, , Matthew Lavoie-Code Enforcement Officer, Donna Fitzpatrick- Administrative Coordinator, Steve Colburn-Assistant Fire Chief, Philip St. Cyr-Primex, Travis Mannon-Police Department

Excused: Bruce Kudrick-Sewer, Rob Hebert-Parks and Recreation

Approval of the Minutes from December 10th, 2019

Kim Blichmann motioned to approve the minutes from December 10th, 2019, seconded by Travis Mannon.

1. On the 1st page, the last sentence should read “Reps will be Donna Fitzpatrick for the Town Offices/Other, Lee Ann Chase for the Library…”

2. On the 2nd page, second sentence at the first bullet should read “Town Administrator is pooling the $2000 for town wide programs.”

3. On the 2nd page, #1 under Workers Compensation Claims should say “Finance”, not “Admin/Finance”.

4. On the 2nd page, the last bullet under Safety Manual/Trainings should read “Trainings deemed mandatory result in union callback language.”

5. On the 3rd page, 2nd bullet under Other should read “Maybe look at rotating location of meetings (i.e. Safety Center).”

Motion passed as amended.

1. Inspections
Kim Blichmann and Donna will be completing the inspection of the Highway Department on February 19th at 1pm and the Recycling and Transfer inspection will be on March 26th at 2pm.
Both dates are pending any potential conflicts.

Francine Swafford e-mailed Steve Colburn and Ian Tewksbury to schedule a date for the Safety Center inspection. Steve Colburn looked and thought February 11th may work. February 11th is
the next scheduled Joint Loss meeting as well but it is an election day so staff may be pulled to
assist. Francine will review the date and may postpone the Joint Loss meeting.

Lee Ann Chase and Matt Lavoie will be completing the Library inspection on January 29th.

2. Wellness Dollars
Donna Fitzpatrick reviewed the 4 Wellness Coordinators for Calendar Year 2020. Donna for
Town Offices/Other, Francine for the Safety Center, Lee Ann for the Library and Evelyn for
DPW. HealthTrust provided a Wellness Coordinator Program, which Lee Ann completed last
year. The Wellness Coordinators are in place to motivate co-workers to promote healthy
choices along with promoting the Slice of Life program. They will also focus on creating
programs that promote healthy workplaces. Town Administrator Garron supports employee’s
wellbeing and the Towns 2020 Town Wide Wellness Programs. He will be pooling all $2000
together and the Town Council will accept it at their meeting next week. The Wellness
Coordinators have a meeting scheduled for February 11, but it may be before then. The
Wellness Programs will not just focus on physical challenges but also financial, emotional and
nutritional. They will try to plan programs that incorporate all working shifts.

2. Workers Compensations Claims
1. Firefighter/Paramedic: Employee injured in Granite Hill around Christmas. The patient
   was on the ground wedged between a bush and the steps.
   Corrective Action: There were three employees working to move the patient so there
   was already assistance.
2. Follow-up on Hooksett Police: Employee was injured while existing his vehicle and
   slipped on the ice breaking his leg.
   Correct Action: This was an unavoidable incident as this is a hazard of the occupation.
   Possible slip resistant footwear would have been helpful.

Philip St. Cyr distributed a “Loss report” from January 1, 2019 to January 14, 2020. The total
cost of claims was around $313,000.00. The main cause of claims was slips and falls. Those are
the leading cause of workplace injury across the country. Phil also highlighted the 23 claims and
showed the time reported. He showed that there were a couple in red that were 5 days or
more. Anything reported 5 days, or more can be cited for late reporting. He also provided 5
years of history back to January 1, 2014 showing 184 claims and the total cost of $1,418,103.77.
The trend is going up slightly so thinking financially, the Town may want to think about
budgeting more for Workers Compensation Coverage.

Phil also distributed a DPW Garage Fire Safety flyer to initiate preventative maintenance for
DPW facilities. If a DPW garage ends up being a total loss, that halts all operations. Phil
recommended vehicles have cutoff switches.
Steve Colburn brought up that the DPW garage and Recycle and Transfer do not have fire suppression systems. The water main is already installed in the DPW garage. This was brought up to the Town Council before 2013. Earl Labonte stated that was going in the CIP.

4. Safety Manual/Trainings

Francine stated there has not been any progress she is aware of. Fire and Police are working with André directly.

Donna mentioned that the safety manual should be looked at one a year. It was minimally updated at the end of 2019.

The next scheduled meeting is February 11, 2020.

Matt Lavoie motioned to adjourn at 2:35pm, seconded by Donna Fitzpatrick. Motion passed.

Minutes respectfully submitted by

Leann Fuller

Administrative Assistant

Please see subsequent meeting minutes for any amendments to these minutes.