

Town of Bristol

Joint Loss Management Committee Meeting

APPROVED

Thursday, JULY 22, 2010 – 12:00 p.m. to 13:00 p.m.

Attendance

Committee Members Present: Mark Bucklin, Michael Capone, Jeff Chartier, Christina McClay, Ben LaRoche, Michael Lewis, Ken Pelletier, Peggy Petraszewski, Gylene Salmon, and Steve Yannuzzi.

Committee Members Absent:

Minutes

The minutes of May 20, 2010 were reviewed. Steve made a motion to accept the minutes as written, Christina seconded the motion, the motion passed.

New Business

The Committee welcomed the New Town Administrator Michael Capone. The committee discussed the Department of Labor Audit and explained the current status of the JLMC. There was a brief discussion bringing the new TA up to date.

The JLMC discussed two employee injuries. Jeff briefed us on an eye injury that occurred while the employee was wearing eye protection. The employee missed 1 ½ days of work. Ben briefed the committee on an injury that occurred to a fire fighter well fighting a fire on Mt. Major. The employee was using the proper equipment as required. The employee did not miss any work.

The JLMC discussed keeping the new accident log in Kelly or Peggy's office. This log will be completed upon any injury and used for review by the JLMC. They will also provide the appropriate paperwork to department heads to complete upon reporting the injury for the JLMC to review.

Discussions followed on having LGC or Primex come and do some of the training that can't be done in-house. Discussion followed on the need to have an annual training(s) for all town employees with split dates and times. Michael C. will discuss this with Primex at his next meeting with them and set something up. Gylene indicated that she had spoken with Ray and he will video tape all the trainings so new employees will be able to view the trainings upon hiring in the future. The trainings should include sexual harassment/discrimination, hazard communication and injury.

Old Business

Steve discussed OSHA's new mandates regarding "overhead doors" this mandate goes into effect on August 29, 2010 and requires that all commercial overhead doors be equipped with photo eyes. Steve indicated that the cost is approximately \$1000.00 per door. Steve will research the new mandates and get back to the JLMC with the results.

The committee then discussed the lack of maintenance funds to do general maintenance on all town owned property/buildings. There was a discussion on the JLMC budget which was cut during the 2010 budget process and the committee does not have funds to assist any department with safety needs. Discussion followed on the need for Maintenance line items within the 2011 budget areas of major concern is the Fire Panel in the Town Office Building. Michael C. will address some of these issues when preparing the 2011 budget.

There were no correspondences to review.

The Committee felt that we should meet again sooner than later to prepare for the upcoming budget season and to inspect the Old Town Hall to address the safety issues within that building, as budget meetings, Town Meeting and voting all occur at that location.

The next scheduled JLMC meeting date was set for September 16, 2010 at 12:00 at the Old Town Hall.

Jeff made a motion to adjourn the meeting; Mark seconded the motion, the motion passed. The meeting was adjourned.

Respectfully Submitted,

Gylene Salmon, Co-Chairman