

TOWN OF WEBSTER
Joint Loss Management Committee
945 Battle Street/Rte. 127
Webster, NH 03303
Tel. (603) 648-2272

7:05 pm The Joint Loss Management Committee – September 17, 2014 – At Town Hall.

Members Present: David Collins, JLMC Chairman; Webster Police Department Patrolman, Dan Shapiro and Therese Larson, Secretary.

Also present was Mr. Ron O’Keefe, Property-Liability Trust Risk Management.

Minutes of December 18, 2013 and March 19, 2014 were approved as written.

The Committee along with Mr. O’Keefe conducted a safety inspection of the Town Hall interior. The following were cited as concerns:

- Security of the offices of Town Clerk, Receptionist, Administrative Assistant and Tax Collector/Financial Administrator. Personnel are easily accessible to the public and danger. Possible solutions would be to extend counters to refrain public from walking around. Tax Collector/Financial Administrator office has only one egress.
- Emergency lights not working in Grange kitchen, Grange handicapped entrance, over stage in Grange Hall and over piano in Grange Hall. Once set of lights not working in Library, however, they are not needed and should be removed as recommended by Mr. O’Keefe.
- Area rugs in the hall are curling up – tripping hazard. **NOTE: Since this meeting, those rugs have been replaced.**
- ADA compliance not met at entrance to Town Hall offices outside. Asphalt has lip – difficult for wheelchair – handicapped to maneuver.
- Updated DOL posters needed to replace old ones on bulletin board.
- Need to test panic buttons at least twice a year.

After the inspection, discussion followed regarding setting up training in the spring with Property/Liability. Some topics discussed were Bullying Awareness, Preventing Harassment and Discrimination, and Workplace Violence etc. Mrs. Larson will follow-up.

The next JLMC meeting has been tentatively scheduled for Wednesday, December 17, 2014 at 7:00 pm at the Public Safety Building, 851 Battle Street, Webster, NH.

Respectfully submitted,

Therese E. Larson
JLMC Secretary