

**Safety and Joint Loss Prevention Committee  
Meeting Minutes – June 3, 2020**

|                            |                      |                  |
|----------------------------|----------------------|------------------|
| Emergency Management       | Rick Bilodeau        | Absent           |
| Fire Department            | Chief Stewart Yeaton | Present          |
| Highway Road Agent         | Scott Elliott        | Present          |
| Library                    | Nancy Claris         | Absent (Excused) |
| Police Department          | Chief Wayne Preve    | Present          |
| Police Department          | Gail Quimby          | Present          |
| Town Office Representative | ?                    | Absent           |

Acting Chairman Wayne Preve opened the meeting at approximately 9:00 a.m.

Andrea advised she had received a call from Nancy Claris, who indicated she would be unable to attend the meeting, as she had a prior training scheduled for the Library.

The committee reviewed the meeting minutes from April 1, 2020. A motion was made and seconded to accept the minutes as read; motion passed unanimously.

The committee then reviewed and discussed the revisions of the Safety Manual. Stewart made a motion to accept the revisions made; Scott seconded the motion and motion passed unanimously. Andrea advised of a special meeting the Board of Selectmen would be holding the next week, and offered to present the revised Safety Manual to the Board at that time, requesting they review and sign off on it.

We then reviewed our benchmark training for 2019 which was completed by the end of the year, and discussed upcoming training ideas for 2020. Per PRIMEX, it is highly suggested benchmark training **"Body Mechanics / Materials Handling"** and **"Slips, Trips and Falls,"** be completed for 2020, due to 6 out of 22 claims within a 9 year span related to body mechanics / material handling injuries. Wayne will be reaching out to Phil St Cyr from PRIMEX to inquire details on the training, most likely to be done on line.

Wayne will also be reaching out to Jeff Reardon from Traveler's regarding training as well.

In reference to elections, at this time Wayne offered to remain Acting Chairman.

Gail will type up the minutes from this meeting and Andrea will take over taking the minutes at our next meeting.

Wayne will be emailing information out soon on training, also setting up the next couple of meeting dates as well.

A motion was made to adjourn the meeting. Motion seconded and carried unanimously. Meeting was adjourned at approximately 10:00 am.

Respectfully Submitted,

Gail Quimby