

**Joint Loss Safety Management Committee
Meeting Minutes - August 11, 2021**

Emergency Management	Rick Bilodeau	Absent
Fire Department	Chief Stewart Yeaton	Present
Highway Road Agent	Scott Elliott	Present
Library	Kaitlin Camidge	Present
Police Department	Chief Wayne Preve	Present
Police Department	Gail Quimby	Present
Town Office	Andrea Novotney	Present
Selectmen's Representative	Virginia Drew	Present

Call to Order

Acting Chair Wayne Preve called the meeting to order at 8:45 AM.

Meeting Minutes

A motion was made to approve the May 5, 2021 minutes, as written. Motion seconded and carried unanimously.

Cyber Security and Harassment Training

The completed training certificates were turned in to Ms. Novotney to file. Any remaining staff that needs to take the trainings will do so by the next meeting.

Upcoming Training

Ms. Novotney informed the Committee that she has a meeting next week with the Town's insurance agent and insurance carrier to get set up with their training program. Once that is set up the Committee will proceed with the bias, ethics, diversity, and conflict resolution training.

Emergency Operations Plan (EOP)

Ms. Drew noted she has been working with the Emergency Management Director to have the EOP updated but, as of this date, has not received an updated copy. Ms. Novotney will email the current copy to Chief Preve, Chief Yeaton, and Mr. Elliott for review.

New Business

Ms. Novotney informed the Committee that the JLSMC now has its own page on the Town website.

Ms. Drew noted that a request was made to include the Webster Park concession stands in the yearly fire extinguisher inspection. Ms. Novotney said she would contact Hampshire Fire protection and have the concession stands and the Old Meetinghouse added.

Ms. Drew brought up for consideration the JLSMC taking on the monthly inspection of the Webster Park playground equipment. Ms. Novotney and Mr. Elliott offered to take that task on. Ms. Novotney will send Mr. Elliott the playground safety training she took via Primex. Ms.

Novotney also let the Committee know she was waiting to hear from the School how their playground inspections and maintenance are handled.

The Committee discussed the upcoming building inspections that are due to be completed by the end of the year and if the Webster Park buildings should be added to the list. Ms. Novotney will look into this and will send out copies of the inspection reports.

Next Meeting

The next meeting will take place on November 17, 2021 at 8:30 AM at the Town Office meeting room.

Adjournment

A motion was made to adjourn the meeting. Motion was seconded and carried unanimously. The meeting was adjourned at 9:37 AM.

Respectfully submitted,
Andrea Novotney, Town Office Representative