

TOWN OF MILFORD  
JOINT LOSS MANAGEMENT COMMITTEE (JLMC)

MEETING MINUTES (AT MILFORD FIRE)

SEPTEMBER 12, 2023 (APPROVED)

**Attendees:** L. Daley (acting Chair); Gary Daniels (BOS rep); Mike Viola (Police Chief); Ray Anderson (MACC Director); Darlene Bouffard-Secretary (Comm. Dev.); Glenn MacFarland (DPW); Kathy Prevey-Levin (Library); Leo Lessard (DPW-Director), Rodney Dunn (MAS); R. Stanchina (Fire); K. Blow (HR)

**Quorum:** 12 voting members, 8= quorum; non-voting= Town Admin, HR, BOS rep, Primex

**Absent:** Ken Flaherty (Fire); S. Parmenter (MPD); Betsy Solon (Library); Arene Berry-Vice Chair (Parks & Rec), Eric Schelberg (Ambulance),

L. Daley asked if there is a non-management person that could take over the Chairman position for the rest of 2023? Seeing nobody, L. Daley indicated that he or A. Berry would continue to be Chairman until a replacement is named. M. Viola indicated he could have a non-management person take the position (Tina Dishong) but would need to ask her to become a member first. Postponed until December 2023.

The meeting was called to order by L. Daley at 9:04 a.m.

- I. **Approval of Minutes** (3/7/23): These minutes have remained on the agenda until there is a quorum for approval, which is met today. The meeting of June 21, 2023 did not have a quorum therefore minutes, do not require approval. M. Viola moved to approve the minutes of March 7, 2023. D. Bouffard seconded. All were in favor. Motion passed.

II. **Reports of Committees:**

- A. **Accident Investigation Committee:** Leo Lessard indicated there was nothing new to report.
- B. **Facility Inspection Committee:** G. MacFarland indicated this is ongoing, continuing to find overuse of electrical cords, and changing out lightbulbs. He continues to tell people when corrective action is requested, noting not all employees know of these safety issues.

III. **Ongoing business:**

**Safety Data Sheets:** This is still ongoing and in process to have on the online GIS system; a layer is to be added to the staff version to provide MSDS information for each town location. There is a cost of about \$600 to create this layer and then the town can update as needed; L. Daley will work with E. Schelberg on this.

**Panic Alarms:** M. Viola will verify on the panic alarms and when they need to get checked. L. Daley noted that there were things learned from the First amendment Auditors about how

accessible the Town Hall really was. L. Daley wants to make Town Hall safer and will work with A. Berry and Tina Philbrick on how to do that and also the programs that are run. R. Anderson said MACC can now lock out the elevator floors, making the 3<sup>rd</sup> and 4<sup>th</sup> floors safer. M. Viola said the senior citizen events would need coordination with the safety programs. L. Daley said the Recreation door is now locked (downstairs) and a person now needs to give access to visitors. G. MacFarland said the door knob was changed and the only room that is secure upstairs is the Banquet Hall, L. Daley responded by saying they need to be more secure. The restrooms need to be utilized by everyone since they are public restrooms.

K. Blow noted that there recently was a teenager that had accessed the GTM equipment on the auditorium balcony. G. MacFarland noted there is a door that has been locked ever since there were some kids looking at that equipment stored on the balcony. R. Stanchina recommended adding cameras at Town Hall, there are outside cameras but not inside cameras in the public lobby area. L. Daley noted that cameras are being looked at for the Lobby to protect employees, that was one of the results from the First Amendment Audits. The issue is where should they be located and when will they get installed? L. Daley would like to have cameras in Town Hall as well. M. Viola indicated that the Library panic alarms just needed to have new batteries installed and next month the inspections of all panic alarms will begin.

**Annual/PRIME training:** K. Blow indicated Primex is doing a new safety program, that will be submitted in March 2024. As part of that, the review of the JLMC Manual will be done. An email was sent to Derek Martel of Primex who is the Milford Town liaison, and he said there are no changes to be done in the Milford JLMC manual but asked if there are any internal changes needed? Once the BOS signs off the manual can be sent to Primex.

K. Blow will send out a list of staff training, some of which are available 24/7 and she will identify where they fall under (which departments); the email will identify who should attend the training. L. Daley asked if any of the trainings will tie into the JLMC manual? K. Blow responded there are some, but some things need to be done in person and some are paired with the manual. L. Lessard asked if the "Flag and Confined Space" training have certification? K. Blow was not sure, but if there is certification, she will get back to Leo Lessard. L. Lessard has to be able to get certification for the State for certain of his employees.

ACTION ITEMS: Karen Blow noted by the end of 2023, this committee needs to get any changes to the JLMC Manual and get the pages sent off for BOS approval for 2023 then Milford will be in compliance.

- IV. New Business:** A new person needs to take over the JLMC Chair position; R. Stanchina moved to nominate Rodney Dunn as Chair; L. Daley said this is just for the remainder of 2023 only and A. Berry will stay on as Vice Chair. R. Dunn indicated that sometimes his schedule does not allow him to attend meetings. M. Viola noted that it must be a non-management employee who schedules the meetings and that can be difficult for the employee. R. Stanchina asked if JLMC is a local or State requirement. R. Dunn does not know where his schedule will land in the fall. L.

Daley said he was Chair when this first became a requirement. It is four meetings per year (quarterly) and the minutes of the meeting need to be reviewed before the next meeting when they are approved. M. Viola asked if someone is named as Chair, but cannot be at a meeting, does someone else stand in? L. Daley said the Vice Chair is usually very informed and would step in. M. Viola said that Tina Dishong has expressed interest but would not be available until March. M. Viola moved to nominate Tina Dishong as Chair with A. Berry as Vice Chair. M. Viola explained that Tina is in the office Monday – Friday and would just set up the meetings and agenda, then send out minutes for review. L. Daley thanked Tina in advance (of being informed). K. Blow has said there should be employees on JLMC from every Town location and from the Unions as well.

M. Viola said Tina is able to do the agenda and K. Blow offered her assistance and she is not management. K. Blow said there needs to be flexibility within the departments so that other employees can pinch-hit for members.

- V. **Roundtable:** The next JLMC meeting is scheduled for December 5 and an agenda will be sent to members prior to that meeting. It was noted that the list of members includes non-voting members (Town Admin, MACC, HR and BOS Rep are non-voting members). R. Stanchina mentioned it might be helpful for everyone to have a fresh list of members of JLMC and if they are management or non-management and voting or non-voting for the December meeting in order to be sure there is a quorum. R. Stanchina also asked what is the defining line for management or non-management? M. Viola thinks it is if the employee is salary or hourly, which K. Blow agreed with. K. Blow suggested that M. Viola invite Tina to the December meeting. R. Stanchina moved to table the election until the December meeting or into 2024. M. Viola seconded. All were in favor.

- VI. **Scheduled 2023 JLMC meetings:** March 7, 2023; June 6, 2023; September 12, 2023; December 5, 2023

**JLMC Safety Program Review (biennial):** Due March 2023 (pending)

- VII. **Adjournment:** Meeting was adjourned at 9:40 am on motion by M. Viola, seconded by D. Bouffard. All were in favor.