

TOWN OF MILFORD

JOINT LOSS MANAGEMENT COMMITTEE (JLMC)

MEETING MINUTES

JUNE 2, 2020 Via Zoom 9:00 am

Attendees: Rodney Dunn (Chair-MAS), Karen Blow (HR), Eric Schelberg (Ambulance), John Shannon (Town Administrator), Rick Riendeau (DPW), Andrew Grady (Library), Darlene Bouffard (Comm. Dev.), A. Berry (Rec), Betsy Solon (Library), Mike Viola (Police), C. Labonte (BOS member), K. Flaherty (Fire)

Quorum: 14 voting members, 8= quorum

Absent: Seth Darling (Water Util), Michael Goldstein (Fire), Michael LaCure (Police), Russ Works (DPW),

The meeting was called to order at 9:00 a.m.

I. Approval of Minutes:

A. There was one amendment to the minutes of March 2020. A. Berry moved to approve the minutes as amended. M. Viola seconded. All were in favor.

II. Reports of Committees:

A. Accident investigation committee:

R. Riendeau reviewed 3 COVID related incidents, nothing further to report.

B. Facility Inspection Committee:

Andrew said he did not have a chance to do any facility inspections due to the pandemic. Rodney noted this item will remain on the agenda and we can try to get to that, there will be some things that will be extended due to COVID.

III. Appointments: Karen Blow said there is a vacancy for Vice Chair, do we want to vote on that today? Kris Jensen had been vice chair. Ken asked if it must be someone that is non-management? Karen said Kris was staff, but a supervisor could be vice chair. Arene Berry volunteered to be vice chair. All were in favor to have Arene finish out Kris' term and then it comes back for a vote for a full term. All were in favor.

IV. Roundtable: The Safety manual was approved April 18, 2020 by the BOS and has been uploaded on HR Connection. K. Blow said that she has started to migrate things to the

Town website under Human Resources, so things will be posted in two places for a while.

Rodney asked about the MSDSs for buildings and departments, they will eventually all be placed on the T:> drive under the individual buildings, or how do we think they should be organized? Rick said in his department not everything is updated yet, some have been started but not all are complete; Rick wants to think about how to organize them. Andrew has some stuff and when he tried to update there were a lot of responses, so he is still trying to sort through everything. Rodney noted we need to make sure the MSDS are up to date in each building. This is something that is constantly changing and it can be a nightmare if it is not kept up. Rodney will keep this on the agenda for now.

John Shannon said a fire drill took place at Town Hall and showed part of the problem was that there is no process and we need to get something on paper – some people went out the front and some went out the back, we can address that. We need to look at what we might already have and get it updated and out to employees to keep them informed. We at least got to practice a drill but had no way to check if everyone got out. Rodney will keep this on the agenda for the next meeting in September. John responded that he should have something by then. Rodney asked if two way radios could be used to check if all employees got out? John responded it is as easy as telling people where to leave the building and have a list of people that are in the building. Ken Flaherty said there should be maps posted throughout the building. John said getting out was not the issue, the issue is where to meet. Ken said yes that should be easy to establish.

- V. New business: COVID became a pandemic since the last JLMC meeting in March, safety shields were ordered and some are installed at Town Hall. John Shannon ordered the shields based on the needs of each department. Rodney said the government directive identifying COVID brings up the question of if the Town Infectious Diseases policy and if it addresses what the government asks. Eric responded that the town policy should be reviewed and may need to be tweaked but it has the basics covered; we might need to add specifics for COVID.

Karen Blow indicated that the Governor's 2.0 directive information regarding health screening has been posted at every entry to Town Hall. Does the town want to take employee temperatures or have employees self-monitor? John Shannon said we are twelve weeks into this pandemic, staff is capable of self-monitoring and we should keep it as easy as we can. Right now the only people coming in are people that get something notarized or have an appointment. Some people do not care to have their temperature taken, as long as people wear PPE and we identify where they can go, it should be fine, it is very limited right now.

John indicated taxes are coming due and people like to pay in person and a large number might want to pay in the tax office, there is a drop box in the entry and as of now we have not addressed that. If people want to come in to pay taxes where will we put them? We have some ideas but have not figured that out. Londonderry is scheduled to open June 15, John will keep an eye on that and see what they do. Betsy asked if the square footage of the building should be considered to only allow a certain number of people in the building? John added that the restaurants are opening outside dining but there cannot be a waiting area where people congregate; but we want people to have the ability to pay their tax bill. Karen Blow asked if marks could be put on the floor to allow social distancing? John Shannon said yes but then we need to get the people out when they finish, we need to figure out the flow of traffic. They can come in the glass door and perhaps go out the door by the stairway. This needs to be discussed, the goal is to have the customer in town hall for the shortest time possible and get them out of the building quickly.

Rodney feels we should get markings for the floor and keep people moving to get them out of the building. John responded we can also set up a table outside or have them line up on the sidewalk. Ideas will be collected and a discussion will be had before this is rolled out. Rick suggested getting some rug runners with the markings that can be rolled up when not used. John said there are a lot of ideas floating around and we need to identify the best traffic flow. If the only goal is to drop off taxes, that should be quick, we have drop boxes that have been in the entry since this started for the Town Clerk and for Community Development and it seems to be working. If business can be done with a drop box, it should continue. John noted that the Town Clerk office will not re-open until the DMV opens back up.

Chris Labonte asked how ADA can be addressed? John Shannon responded that is a good point. Rick said they will have to use the elevator. John said we will have to make those exceptions as they come, either way, the traffic flow should not cross. If we have to, we get them in and out by the elevator. Rick said the traffic will all cross by the main entry, that is the bottle neck. John said alternate locations can also be looked at, such as the Police Station, there are options we can look at. We will look at all the options. If we offer residents two places to pay in person, that might be an option. That will be looked at this week or next week.

Mike Viola asked if all town buildings are going to re-open at the same time? John responded that Fire, DPW, Police and Ambulance can decide when their buildings will open because there is limited access. John will not dictate when they will open. Rick said DPW has plans for a drive through window. John said to expect a meeting next week to collect ideas. Chris Labonte would like to go to that meeting. John will keep it to a minimum of people involved.

VI. Scheduled JLMC meetings:

March 3, 2020 -- complete

June 2, 2020--complete

September 1, 2020

December 1, 2020

VII. JLMC Safety Program Review (biennial): Due December 2019, June 2021, June 2023

VIII. Adjournment: 9:37 am on motion by Arene Berry, seconded by Ken Flaherty.