

AGENDA

Joint Loss Management Committee

December 20, 2007

9:00 a.m.

Attendees: Karen Robertson, Planning/Zoning
Sandi Babson, Town Clerk/Tax Collector
Kent Barton, Public Works
Harold Blanchette, Building/Grounds
Steve Clough, Waste Management
Karen Dixon, Library
Justin La Vigne, Recreation
John Pianka, Fire
Robert Veloski, Town Administration
David Wheeler, Police

Please read: Minutes of October 18, 2007 (attached to 11/15/07 Notice)
Self Inspection Checklist (attached to 11/15/07 Notice)
Notice of Fire Extinguisher Training Session – Sample (attached to 11/15/07 Notice)

9:00 a.m. – 10:00 a.m. (times are approximate)	Facility Inspection Philip St. Cyr – Primex is to assist Committee Note: Facility Inspection is dependent upon availability of the Public Works Department.	Public Works Department
10:00 a.m. – 10:30 a.m.	Other Business Approval of Minutes of 10/18/07 Coordination of Fire Extinguisher Training Session Location of Facility Inspection March 20, 2008 Election of Chairperson for year 2008.	Public Works Department

Reminder:

- Notices and Minutes of meetings need to be made available for review by the employees in your department.
- Provide list of safety training sessions attended by your department in 2007.
- If available, a copy of inspection sheet/log of testing of alarms, safety lighting, and other various safety devices that have occurred at your department in 2007.

Note:

- Working on alternate location in the case that the Public Works Department is not available (snow storm).

**Please make every effort to attend.
Thank you.**

Questions, contact Karen Robertson at 746-4487.