

**Town of Deerfield  
Joint Loss Management Committee  
August 10, 2023 Minutes**

**Call to Order:** Ray Ellis called the meeting to order – 10:30am

**Present:** Ray Ellis, Facility Supervisor; John Harrington, Town Administrator; Craig Houston, Parks and Recreation Director and Dianne Kimball, Deputy Town Clerk/Tax Collector.

**Welcome:**

Ray Ellis welcomed the new scribe, Randi Long.

**Minutes:**

Minutes from June 29, 2023 were approved by John Harrington and seconded by Craig Houston.

**Annual Safety Inspection/ Updates:**

Mr. Ellis explains how many people be needs to move forward with the annual safety inspections and the buildings/grounds that need to be inspected. He would like to do the Transfer Station first. Mr. Ellis will coordinate with Craig Houston and Kevin Lemieux for the inspections.

Mr. Ellis explains that more JLMC members are needed and a new possible meeting start time. They agree to reach out to the library and then to work as a group to come up with a new start time.

**Old Business:**

- a. Update on Hartford Brook Wi-Fi. Mr. Houston explains that the Wi-Fi has been installed and they are working on getting an extender so it has a further reach.
- b. Job Descriptions. Mr. Harrington informed Mr. Ellis that the Bos did not approve the wage survey.

**New Business:**

- a. Safety concerns. Tape for the stairs to indicate the steps has been placed on each step and there is additional tape available.
- b. Eye Wash Station for the Transfer Station. They agree that an Eye wash station that can be hooked up to the sink in the bathroom can be purchased and installed.
- c. Ms. Kimball brings up an issue with sand that washes down and the parking lot and stops in front of the entrance to the GBW building next to the Police Department. She, herself, slipped on the sand and fell last year. She would not like to see this happen to anyone else. Mr. Ellis said he would address it.

**Adjourn:**

Mr. Houston moved to adjourn the meeting and Mr. Harrington seconded it at 10:47am.

**Next Meeting: September 13, 2023 at 10:30am**

*Scribed by Randi Long*