



Town of Richmond

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July 5, 2016

Richmond Joint Loss Management/Safety Committee Mtg.

Meeting opened at 9:10 am

Members present: C Daugherty, S Harrington, C Jameson, K McWhirk,

Next scheduled meeting September 12, 5:00 pm

Committee reviewed June 20, 2016 meeting minutes per C. Daugherty, amending minutes to read Selectmen's office instead of Town Hall (less Town Clerk and Tax Collector's offices). Motion to accept minutes with amendments C. Jameson, 2nd by C. Daugherty.

Reviewed list of outstanding safety forms. Reports are still outstanding from the Policy Dept, Tax Collector, Town Shed and Town Vehicles. S. Harrington will follow up with Tax Collector and C. Daugherty will follow up with Police Dept., Town Shed and Town Vehicles.

Per Library Trustee, confirmed no changes to previous safety list. Accepted per C. Jameson.

Discussed requesting departments to process safety checklists annually as we are audited bi-annually. After March 2017 town meeting we will start the safety checklist renewal process.

Meeting adjourned at 9:30 am.

Respectfully submitted,
Susan Harrington