

# GORHAM JOINT LOSS MANAGEMENT COMMITTEE

## Meeting Minutes ~ November 3, 2016

**\*Members Present:** Denise Vallee, Jeff Stewart, PJ Cyr, John Woodworth, Dave Rich, James Watkins, Shawn Costine, Buddy Holmes & Marlys Litchfield.

**\*Call to Order:** The meeting was called to order by Buddy Holmes at 10:03am.

**\*Review and accept minutes:** The minutes from 9/22/16 were reviewed. It was noted that there was a spelling error. Denise Vallee made a motion to accept as printed with changes and Shawn Costine seconded. All members voted in favor.

### **\*Old Business:**

**Prior Minutes Approval:** The minutes from 6/2/16 were still not available (tabled to next meeting). Jeff Stewart will ask a former employee for the information.

**Inspection Issues:** James Watkins inspected all the Parks & Recreation Department areas. James Watkins spoke with Jeff Stewart about what he found and Jeff Stewart was either away or will take care of the issues;

Promenade – Cable ties on snow fencing should be trimmed.

Libby – Clutter in batting cage area & no signage for “no lifeguards on duty”.

Common – Handicap swing buckle is broken

Cascade – Tennis court area has numerous issues.

The committee spoke about the Cascade area and suggested the selectmen should be informed about the hazards and recommend removal of the tennis court. It was noted the Town of Gorham does not own the property.

**Wellness:** Denise Vallee stated that Shelli Fortin will be the new wellness coordinator and she has attended a seminar. Shelli will be bringing some ideas to the next meeting.

**First Aid Kits:** Shawn Costine spoke about the purchasing first aid kits for every town vehicle. Denise Vallee will look at the budget and what line item we can use to purchase them.

**Appendix C Updates:** PJ Cyr spoke about updating the Appendix C. He will email the information out and ask that each department update their information and return it to him.

### **\*New Business:**

**Incident Report:** PJ Cyr spoke about the incident an officer had on Main St. (Dagesse property). Discussion about a policy for driver safety courses and actions taken after an incident had occurred.

**Winter Season Safety:** The members spoke about sending reminders out about the upcoming winter season (slip and falls, driving safety, etc) Denise Vallee will send out something to every employee.

**\*Other Business:** Nothing new to report at this time.

**\*Next Meeting:** Thursday, December 1, 2016. Meeting will take place at 10:00am at Gorham Town Hall 2nd floor conference room.

**\*Adjournment:** A motion to adjourn at 10:36am by Denise Vallee, seconded by Shawn Costine. All members voted in favor.