

# GORHAM JOINT LOSS MANAGEMENT COMMITTEE

## Meeting Minutes

February 21, 2013

**\*Members Present:** Robin Frost, Denise Vallee, Jeff Stewart, Rick Eichler, Elizabeth Thompson, Buddy Holmes, PJ Cyr, Chad Miller, Cagney Hatch, Shawn Costine and Kurt Johnson

**\*Call to Order:** The meeting was called to order by Chad Miller at 10:04am.

**\*Review and accept minutes:** There were no minutes available from the last meeting to review/accept.

**\*Election of Officers:** For the position of President, Denise Vallee nominated and made a motion to elect PJ Cyr, it was seconded by Elizabeth Thompson and all were in favor. For the position of Secretary, Chad Miller nominated and made a motion to elect Jeff Stewart, Denise Vallee seconded the motion and all were in favor. Denise Vallee will provide the minutes for this meeting and email a list of the members of the JLMC to Jeff Stewart. The president and secretary will prepare the agendas and the secretary will update the JLMC information posted on the Town's website.

**\*Highway Safety Committee:** It was decided to form a sub-committee of the JLMC to act as the Highway Safety Committee. PJ Cyr will check RSA 238:6 as to what the required number of members is.

**\*Meeting Schedule:** A regular date and time was set for the fourth Thursday of each month at 10am. Every effort will be made to limit the length of the meetings to one and one-half hours.

Upcoming Schedule:	April 25, 2013	Town Hall/Common
	June 27, 2013	Libby Recreation Complex
	August 22, 2013	Picnic at Libby Recreation Complex
	October 24, 2013	Fire Department
	December 26, 2013	Public Works Department
	February 28, 2014	Library

### **\*Meeting Topics/Events:**

- Presenters from the LGC and the Employee Assistance Program (Life Resources) and from Primex (Property & Liability and Workers' Comp) for various topics to include health and wellness, back safety, stress management, driver safety, biometric screenings, etc.
- Wellness Program: Walking Program (Peak to Peak), Golf, Hiking, Winter Fun Day;
- Conduct Town building/grounds inspections, track recommended improvements;
- Review/update Safety Plan;
- Review Special Incident Reports

PJ Cyr will obtain the Primex handout on what to look for when conducting a site inspection.

Denise Vallee stated that she believes she has the 2008 Safety Plan in an electronic file that she can forward to the committee members for review. Chad Miller mentioned that the Town has Google Government available which could be used (with some training) to share documents.

**\*Next Meeting:** The next Gorham JLMC meeting date is Thursday, April 25, 2013 at the Town Hall at 10:00am, with a site inspection of the Common to follow.

**\*Adjournment:** A motion to adjourn at 10:55am was made by Jeff Stewart and seconded by Buddy Holmes. All members voted in favor.