

GORHAM JOINT LOSS MANAGEMENT COMMITTEE

Meeting Minutes

June 27, 2013

***Members Present:** Robin Frost, Jeff Stewart, Denise Vallee, Buddy Holmes, Lisa White, PJ Cyr, Dave Rich, Connie Landry, Cagney Hatch

***Call to Order:** The meeting was called to order by PJ Cyr at 10:04am.

***Review and accept minutes:** The minutes from 4/25/13 were reviewed. Lisa White made a motion to accept as printed and Buddy Holmes seconded. All members voted in favor.

***Old Business:**

Town Safety and Health Plan Review:

- Evacuation Procedures – each department head will update (if necessary) routes and procedures.
- Appendix Updates – each department head will update their portion of Appendix C and forward to PJ Cyr. Once the Safety & Health Plan is updated, PJ Cyr will send to Town Manager, Robin Frost for selectmen's approval.

Ergonomic Handout: Reviewed handout "Set up your Mac the right way". The group also discussed ergonomic desks, computers, etc.

Common Inspection Updates: Jeff Stewart informed the committee of the following items that have been taken care of; trimmed tree limbs, sandbox frame. Other items found during the 4/25/13 meeting that will be taken care of now the budget freeze is over.

Highway Safety Committee: Discussed whether there should be a new name for this committee. No action was taken. Discussed OHRV plans and routes through Main St. and side streets.

Wellness: Research through the internet and Primex will be compiled for future meetings. Discussed forming a letter about safety issues in town such as sidewalks, street entrances, etc. Buddy Holmes stated the side street entrances should be fixed this summer. PJ Cyr will call AVCC to cancel golf dates.

***New Business:**

Second Quarter News Letter: Discussion about payroll stuffer with information about ticks, hydration and JLMC minutes. Jeff Stewart will compile information and forward to PJ Cyr for review.

Incident Report Reviews: No new incidents to report or discuss.

Highway Safety Committee: Denise Vallee discussed a coordinators academy provided by GLC. Buddy Holmes nominated Cagney Hatch to attend.

Wellness: Items discussed; Rally for a Cure golf tournament (Gorham should have team(s) participating. Payroll stuffers with information discussed in Second Quarter News Letter, walking program and other outdoor activities.

***Next Meeting:** The next Gorham JLMC meeting date is Thursday, August 22, 2013 at Libby Recreation Complex. Meeting will take place at 10:00am (with a site inspection of area immediately after). Town picnic / BBQ will take place starting at 12:00pm.

***Adjournment:** A motion to adjourn at 11:08am was made by PJ Cyr and seconded by Buddy Holmes. All members voted in favor.