

GORHAM JOINT LOSS MANAGEMENT COMMITTEE

Meeting Minutes

August 27, 2013

***Members Present:** Robin Frost, Chad Miller, Jeff Stewart, Denise Vallee, Buddy Holmes, Lisa White, PJ Cyr, Dave Rich, Dave Patry, Shawn Costine, Kurt Johnson and Rich Eichler.

***Also Present:** Henry Sanschagrín

***Call to Order:** The meeting was called to order by PJ Cyr at 10:03am.

***Review and accept minutes:** The minutes from 6/27/13 were reviewed. It was noted that there was a misspelling of a word. Lisa White made a motion to accept as printed with changes and Denise Vallee seconded. All members voted in favor.

***Old Business:**

Highway Safety Committee: Due to Mr. Sanschagrín being present, PJ Cyr moved the Highway Safety Committee portion of the agenda up to discussion OHRV. Much was discussed about the proposed draft ordinance of the "Operation of Off Highway Road Vehicles".

- a) Ensure Gorham and Berlin have similar if not the same local rules.
- b) Discussion about subset "b" under section III. Buddy Holmes made the motion to remove it entirely. It was seconded by Rich Eichler. All in favor.
- c) Discussion about subset "a" under section IV. Rich Eichler made the motion keep as written and seconded by Robin Frost. All in favor.
- d) Discussion about subset "b" under section IV. Buddy Holmes made the motion remove this section and reword to follow OHRV proper registration. It was seconded by Chad Miller. All in favor.
- e) Discussion about subset "g" under section V. Rich Eichler made the motion to add in the proper RSA about lighting on OHRVs. It was seconded by Buddy Holmes. All in favor except Shaun Costine.
- f) Discussion about subset "h" under section V. Rich Eichler made the motion to add in the proper RSA about noise control. It was seconded by Buddy Holmes. All in favor.
- g) Discussion about subset "i" under section V. Rich Eichler made the motion to add in the proper RSA about open / close roads. It was seconded by Buddy Holmes. All in favor.
- h) Discussion about section VI. Rich Eichler made the motion to keep as written. It was seconded by Buddy Holmes. All in favor.

Second Quarter News Letter: Newsletter was not drafted as Jeff Stewart didn't have time to create. Jeff will work on providing a Third Quarter Newsletter.

Common Inspection Updates: Jeff Stewart informed the committee of the following items that have been taken care of; sandbox frame, bench in playground, picnic tables, painted gazebo, painted metal swing, fixed electrical boxes behind info booth as well as the one near the old phone booth. Will work on fixing entrance to playground from Railroad St. and yellow strip on info booth porch to show lip on concrete.

Wellness: Walking program was completed. Chad Miller will confirm that Cagney will be attending the "Health & Safety Coordinators Program" at LGC. Denise Vallee as well as others will try and think of other activities that people will take part in.

***New Business:**

Mission Statement: Discussion about adding the JLMC purpose statement on page 6 of the "Town of Gorham Safety & Health Plan". Jeff will add to website.

Incident Report Reviews: Chad and Shaun spoke about some minor issues at the EMS. Jeff will add incident report form to website.

Town Vehicle Seatbelt Policy: Discussed having department heads speak to their staff about town policy of using seatbelts in all town vehicles. Jeff will add to website.

Highway Safety Committee: Items discussed under old business.

Wellness: Items discussed; Chad will set up date(s) for CPR / AED / First Aid classes. Buddy Holmes made the motion to adopt the "Town of Gorham Safety & Health Plan" as presented with changes to Appendix C. Dave Rich seconded. All in favor.

Additional Information on Website: Jeff will add in LAB Rule 600, LAB Rule 1400 and other items discussed above.

***Next Meeting:** The next Gorham JLMC meeting date is Thursday, October 24, 2013 at Emergency Management Conference Room. Meeting will take place at 10:00am (with a site inspection of area immediately after). Lunch will be provided by the EMS at approximately 11:30am with all town employees welcome.

***Adjournment:** A motion to adjourn at 11:45am was made by Buddy Holmes and seconded by Lisa White. All members voted in favor.