

**Jt. Loss Management Committee  
Minutes of Meeting**

**March 10, 2009**

**Present:** Scott Tremain, Doug Urquhart, Rob Hebert, Diane Boyce, and Phil Arnone

**Absent:** Liz Dionne, Mike Hoisington, Steve Agrafiotis, Dennis Desrochers, and Lee Ann Chase

**Also Present:** Kevin Flanagan, Wynette DeGroot

The Committee reviewed the minutes of the meeting on February 10<sup>th</sup> . Rob motioned to accept the minutes. Second by Phil. All in favor.

Diane had the Committee review the incident forms that were used years ago. On Wynette's suggestion the form has been changed and Diane will make sure the Department heads receive them. It is for any kind of notification for injury, accidents, incidents and health and safety issues.

Kevin and Wynette had a presentation on the responsibilities of the Joint Loss Management Committee. A suggestion was made by a member of the Committee to withhold some of the information that was on the claims that were presented to the Committee at the last meeting. Wynette will withhold the information. They emphasized that the health analysis questionnaires should be filled out before March 31, 2009. Diane will send this information along to department heads. Minutes of the Jt. Loss Management Committee meetings should be posted in each department. Diane will make sure Department Heads know this.

There was a discussion on some outdoor safety. There are workshops that the Town Can benefit from. Kevin brought up the fact that he has some samples and will give us the name of the company that has poisonous plant "preventive" medication.

Phil and Diane will walk through the wellness area and list the work that needs to be done to complete the area. There was a discussion on how to get money for the equipment.