

---

**Town of Moultonborough**  
Joint Loss Management Committee  
P) Box 139, 6 Holland Street  
Moultonborough, NH 03254  
603-476-2347

**Committee Members**

Jeri King-VNS	Chair	Francis Horne-WMF
W Andy Daigneau-Maintenance	Vice-Chair	Judy Knowles-Library
Wayne Richardson-Highway		Scott Kinmond-MPD
Hilary Bride-Recreation		

**MEETING MINUTES**

**Date:** November 18, 2008  
**Time:** 8:30 am  
**Location:** Town Hall  
**Attended by:** Jeri King Chair, Francis Horne, Hilary Bride, Andy Daigneau Vice-Chair, Judy Knowles and Wayne Richardson.

**Call to Order:** Meeting called to order at approximately 8:40 am from a motion by Andy and 2<sup>nd</sup> by Hilary.

**Acceptance of Minutes:** Minutes from August 26, 2008 meeting were accepted by a motion from Francis and 2<sup>nd</sup> by Hilary.

**Report of Incidents:** A finger laceration caused by lack of use of appropriate safety equipment (gloves) and rushing. No time lost. The department head has reinforced the consistent use of safety equipment and procedures for all staff to observe in order to avoid further injuries of this type.

**Fall Training:** The September 23, 2008 staff training afternoon was reviewed, there were 24 of 31 surveys returned with a mostly positive response from attendees. Some responders didn't feel as though the training provided was practical for future use or that there wasn't enough practice offered. However, the feedback also indicated that the instructors were adequately prepared and effective. Attendee comments varied widely from "trainings important but boring" to "excellent job" and "everything was valuable". There was a request to offer additional stress/coping skills. **Many thanks to Hilary** for taking the lead role in this training effort, for developing and presenting a great nutrition and fitness piece and for arranging a tasty lunch.

---

JLMC Meeting Minutes 11/18/08:

**Future Safety Training:** Discussion regarding any future training was fairly general with suggestions for the committee to look into new offerings through LGC and Primex.

There is an interest from both the Rec. Dept and Library to be reevaluated for improving ergonomics for staff as both of these departments have had changes to environment and staff. Jeri suggested these requests be directly from each department to LGC in order to arrange a visit conducive to individual schedules. Jeri will provide contact info as needed.

There was also some interest in a Primex conference for Temporary Alternate Duty. This addresses how departments can handle instances where an employee may be able to return to work at "light duty" level. Andy will explore this and report back to the committee.

**Other Business:** Francis reports all WMF staff are now certified to run the forklift.

Hilary questioned if there was some type of insurance coverage (Worker's Comp or Disability) for volunteers who may be injured while participating in a town offered activity ie: such as acting as a coach or referee. Jeri recommended Hilary direct this question to Heidi.

Andy reports he and Scott will be attending a ten hour Construction Certification course offered by OSHA that will teach improved safety techniques for road construction sites.

Jeri will obtain the year-end figures from Primex for Moultonborough's Workers Comp Claims to be shared at the next JLMC meeting.

Andy made suggestions for considering a sick time incentive program and to develop new employee orientation information.

Andy will also investigate alternative department inspection forms to address at the next meeting.

We also look forward to electing new officers to the committee in January.

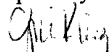
In anticipation of Wayne's retirement next year, the committee will be looking to add another department head. Jeri spoke with Dave Bengston who is willing to participate and maybe the highway dept would be able to have an employee representative join the committee as well.

The JLMC would welcome any Moultonborough employee who is interested in participating, please contact any member for additional information

**Next Meeting: January 20, 2009 @8:30 am, Town Hall.**

**Adjournment:** Meeting adjourned at 9:45am on motion by Francis and 2<sup>nd</sup> by Andy.

Respectfully submitted,

  
Jeri King, Chairman