

TOWN OF MOULTONBOROUGH

Joint Loss Management Committee

PO Box 139

6 Holland Street

Moultonborough, NH 03254

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Committee Members

Jeri King-VNS, Chair
Wayne Richardson-Hwy
Hilary Bride-Recreation
Francis Horne-WMF

W. Andy Daigneau-Maintenance, Vice Chair
Judy Knowles-Library
Scott Kinmond-MPD

Meeting Minutes

Date: January 20, 2009

Time: 8:30am

Location: Town Hall

Attended by: Jeri King, Andy Daigneau, Scott Kinmond, Hilary Bride, Judy Knowles, Wayne Richardson, Francis Horne, Peter Beede Sr.

Call to Order: @8:35am on a motion by Scott and 2nd by Hilary.

Acceptance of Minutes: November 18, 2008 meeting minutes accepted on motion by Scott and 2nd by Wayne.

Introduction of New Members: Peter Beede Sr.-Hwy as employee representative; David Bengston-FD as management representative (arrived late after responding to a fire call). **Many thanks to Wayne** for his many years of service and participation with the JLMC. Wayne will be retiring from his position as Road Agent in March.

Report of Incidents: Back injury resulting from slipping on icy surface; two weeks lost time. The employee has been instructed to wear creepers when out in slippery conditions and to be more cautious.

Condolences: To Francis and the crew at WMF for the recent death of their co-worker Tim Madore. Tim had worked for the Town of Moultonborough for eight years.

Election of Officers: Jeri nominated Andy as Chair with 2nd by Scott; Hilary was nominated for Vice-Chair by Scott with 2nd by Jeri. Both Andy and Hilary voted in by unanimous vote of the committee.

Work Place Inspections: Andy provided the committee with a list of “Focus Issues” as a guide to streamline the inspection process of individual departments in a more appropriately targeted effort. E.g.: Items that may be of focus in the Highway Department aren’t necessarily going to be a concern in the Nurses Department. Andy will continue to search for an appropriate tool to use for the inspections. This year the committee will be performing the inspections.

2009 Safety Training: There was discussion about the need to provide instruction to all appropriate departments for the new Highway & Work Zone Safety requirements. This would include instruction on proper use of the new reflective vests that are now required by the state. Some departments are having difficulty getting these vests because of specific needs such as having to fit over other equipment (Fire Dept); efforts continue for obtaining this safety device. Scott will try to make arrangements to have a co-op effort for this training with the Town of Sandwich thru LGC. Also, there continues to be interest from some for a session to target proper ergonomics for interested departments. The Committee discussed the potential to have both these trainings run concurrently in the later part of the afternoon before the busy summer schedules start. The date is pending on availability of LGC staff.

Other Business: Scott and Andy completed a ten hour Construction Certification course in early Jan. ‘09, which will be required by OSHA for any construction project where Federal or State Funds of more than \$100,000 are used. This course was offered by Northwood Co. with 16 participants and was held at the Moultonborough Life Safety Building. Andy will look into the availability of Primex to provide an in-service for the Temporary & Alternate Duty course that has been offered in the past. Andy notes Carter is working on a policy to address “light duty” status, as there hasn’t been one to date. Jeri noted that information was provided to Alison for the inclusion of the JLMC in the town’s website. It can be found at www.moultonboroughnh.gov then click on town Committees then Joint Loss Management heading.

Next Meeting: March 17, 2009 at 8:30am in the Ernest Davis Meeting Room.

Adjournment: by motion from Hilary and 2nd by Jeri at 9:40am.

Respectfully Submitted

Jeri King, Chair