**Town of New Durham**

**Joint Loss Committee Meeting Minutes**

**Town Hall Conference Room**

**September 12, 2016**

**In attendance:** Members: TA Scott Kinmond, Fire Chief/BI Peter Varney, Recreation Director Nicole Hunter and Administrative Assistant Laura Zuzgo. Absent: SWF Supervisor Joe Bloskey

Non-members: Jen Nadeau, Finance/Admin, Donna Young Tax Collector, Stephanie MacKenzie Town Clerk, Mike Gingras DPW Dir., Karen Kehoe- DPW Clerk, Police Chief Shawn Bernier, Amy Smith PD Admin Asst. and Cathy Allyn- Library Dir.

1. **Meeting was called to order:** TA Kinmond opened the meeting at 1:00 p.m.
2. **Review of the Minutes**: Tabled until everyone could review.
3. **Review of Spring/Summer Training**: TA Kinmond reported that the CPR/AED training was successful in training 21 employees, during the two (2) sessions. The training also caused us to evaluate of AED’s and the need for one at the DPW- SWF facility. Jen. Nadeau indicated that she has not received anything back from the State regarding available grants and also in checking on our AED registrations with the State. Jen Nadeau to follow up with the State
4. **Workplace Inspections**: TA Kinmond advised the committee that the Department of Labor requires that annually a self-inspection is to be conducted by the committee or Department. This year the committee will do the inspection. The discussion by the group thought that late October early November would be best to do them. The actual day will be determined at the October Staff meeting. 2014 DOL inspection violations have now all been satisfied and necessary repairs made. (Highway Mezzanine and PD handrails)
5. **Injuries due past quarter:** Jen Nadeau of Finance/Administration reported there have been first reports for: Neck injury (Library), Back injury (Highway) and Foot Injury (Fire Department)
6. **Adjournment**: Meeting adjourned at 1:17 p.m., by consensus.

**Next Meeting: December 6th, 2016 at 1 PM at Town Hall.**

Respectfully submitted,

Scott D. Kinmond

Town Administrator