

**Town of New Durham
Joint Loss Management Committee Meeting
New Durham Town Hall
Thursday, Dec 13, 2012**

Approved 2/2/2013

Present: Jeremy Bourgeois, Town Administrator
Leon Smith, Highway Dept.
Kellie Chase, Recreation Dept.
Carole Ingham, Town Clerk/Tax Collector
Peter Varney, Fire Chief (Arrived at 2:25PM)

I. Called to Order at 2:00 PM.

II. Review of Minutes: Carole Ingham made a motion, seconded by Leon Smith that the June 28, 2012 minutes be approved as written. Ingham, Smith and Chase voted in favor. June 28, 2012 minutes approved as written.

Leon Smith made a motion, seconded by Kellie Chase that the August 6, 2012 minutes be approved as written. Smith, Varney and Chase voted in favor. August 6, 2012 minutes approved as written.

III. Review of Accident/Injuries: There was one accident since the committee last met. The Recreation Department employee rolled her ankle at the town beach stepping off the landscape log. The JLMC review the report and agreed that appropriate procedures were followed and no action needed.

IV. Safety Policy: Carole Ingham stated that the draft of the Safety Policy that Alison Webb was working on is about 75% done and asked that a subcommittee of her and Terry Jarvis could be appointed work on finishing the edits that the JLMC improved this year. Leon Smith made a motion, seconded by Kellie Chase to form a subcommittee of Ingham and Jarvis to finish editing the Safety Policy, all in favor.

V. Annual Property Inspection: Arthur Capello and Don Vachon filed the attached 2012 Annual Health and Safety Property Inspection Report.

VI. Dates for next year's meetings:

Thursday, Feb. 21, 2013 2PM

Thursday, May 23, 2013 2PM

Thursday, Aug 22, 2013 2PM

Thursday, Dec 19, 2013 2PM

Annual Property Inspection dates to be announced at a later date.

VII. New Business:

A. Kellie Chase suggested that the Town adopted a Parade Guideline Policy.

B. Leon Smith suggested that JLMC have available at each town building a notebook that contains blank incident forms.

C. JLMC discussed concerns about an employee safety and Town Administrator Bourgeois will convey the JLMC concerns with the Board of the Selectmen.

VIII. Adjournment: Carole Ingham made a motion, seconded by Leon Smith to adjourn at 2:50PM, all in favor.

Respectfully submitted,
Carole Ingham