

**TOWN OF NEW DURHAM  
JOINT LOSS MANAGEMENT COMMITTEE MEETING  
January 30, 2014  
New Durham Town Hall**

**COMMITTEE MEMBERS PRESENT:** Carole Ingham, Jeremy Bourgeois, Kellie Chase, Leon Smith, Peter Varney and Reginald Meattey.

**COMMITTEE MEMBER ABSENT:** Max Wirestone

Leon Smith convened meeting at 2:05 PM.

**MINUTES:** Corrected the minutes of **December 19, 2013:** “to adjourn the meeting”.

**Kellie Chase made a motion, seconded by Jeremy Bourgeois, to accept the minutes of December 19, 2013. Bourgeois, Ingham and Chase voted yes. Motion passed.**

**WORKERS COMPENSATION CLAIMS:** Postponed until the next meeting.

**OLD BUSINESS:**

1. The committee reviewed/amended the first ten pages of the **draft of the Health and Safety Program Guidelines.**
2. Bourgeois will follow-up on progress of the **annual inspection of town property.**
3. Committee members discussed the NH Department of labor safety requirements. Primex3 Risk Management Bulletin shared and included with these minutes.

**NEW BUSINESS:**

1. **Bourgeois made a motion, seconded by Ingham, to nominate Leon Smith as chairman of the JLMC. All in favor. Motion passed.**
2. Chase for the Recreation Department was given a copy of Primex’3 parade safe guidelines.
3. Next meeting is Thursday, Feb 20, 2014 at 2:00 PM at the Town Hall.

**ADJOURN: Smith made a motion, seconded by Ingham to the adjourn meeting at 3:15 PM. Motion passed.**

Respectfully Submitted,  
Carole Ingham