

# Town of Haverhill Joint Loss Management Committee MEETING MINUTES

**Entity Name:** Town of Haverhill, NH

**Date:** Thursday, January 22, 2026. **Start Time:** 1:36 PM **Location:** JRM Gymnasium

## JLMC Representatives

<i>Management Representatives</i>	<i>Employee Representatives (Non-Supervisory)</i>
Casey Burnett, Director of Maintenance	Joanna Bligh, Planning Board Clerk
Sherri Sargent, Director of Parks & Recreation Department	Valerie Morse, Administrative Assistant, HPD
Dennis Cunningham, Manager, Dean Memorial Airport	Yvonne Fredericksen, Parks & Recreation Department

*Lab 603.02: Must have equal numbers of employer and employee representatives or more employees than management representatives.*

**Committee Purpose:** The purpose of a JLMC is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace.

## ROLL CALL ATTENDANCE

Casey Burnette, Chair (Present)  
 Sherri Sargent (Present)  
 Dennis Cunningham (Present)  
 Joanna Bligh (Present)  
 Yvonne Fredericksen (Present)  
 Valerie Morse (Absent)

## MINUTES APPROVAL

**Motion:** Sargent made the motion, and Cunningham seconded the motion, to approve the meeting minutes from October 9, 2025.

**Voice Vote:** All in favor, none opposed, and none abstained. The motion passed unanimously.

## NEW BUSINESS

**Motion:** Sargent made the motion, seconded by Chair Burnett, to appoint J. Bligh as Secretary of the JLMC.

**Committee Voice Vote:** All in favor, none opposed, and none abstained. The motion passed unanimously.

### Welcome, New Member

Sargent introduced Yvonne Fredericksen as a new member to the JLMC.

<p><b>1. <i>Reviewed previous Quarter's injury reports</i></b>  Chair Burnett asked if any injuries occurred in their departments, and he noted that the Police Department is its own entity and not subject to notification to this committee. Sargent noted she had no injuries at the Clifford Building, Cunningham had no injuries at the Airport, and Bligh stated that there were no injuries in Administration.</p>
<p><b>2. <i>Are there any injuries, illnesses, or near misses to discuss?</i></b>  All members noted that there were no new injuries since the October 9, 2025, meeting.</p>
<p><b>3. <i>Review of any Workplace Safety Concerns, Trainings, or Inspections</i></b>  Cunningham stated that a concrete slab in the hangar is broken and is a fall risk. He painted the elevated area with yellow paint for safety. Cunningham noted that he has to report that to the NH Department of Environmental Services. Chair Burnett asked about grant funding, and Cunningham replied that there is state and federal grant funding available.</p> <p>Secretary Bligh asked about the first aid kits. Chair Burnett stated that he will order four new ones that mount on the wall. Sargent stated that in the Clifford building (CMB), they have a large first aid kit mounted on the wall.</p>
<p><b>4. <i>Review of Safety Program Manual (at least annually)</i></b>  From a recommendation by NHDOT, Cunningham stated that he is preparing a DRAFT Safety Manual for the airport to be approved by the Select Board. The manual has telephone numbers for contacting emergency services. Cunningham stated that the Select Board approve emergency operations Placards with who-to-call numbers to post at the airport. Chair Burnett noted that he is on the phone alert and is the backup to Cunningham. If a fuel spill is greater than 5 gallons, the state has to be contacted.</p>
<p><b>5. <i>Safety &amp; Health Training for JLMC Members:</i></b>  Chair Burnett stated that the form to use for injuries is the "First Report of Injury" form. Chair Burnett will look into locating these forms and posting them, so they are available to everyone.</p>
<p><b>6. <i>Review of any workplace Safety Accomplishments</i></b>  Chair Burnett stated that he and Chuck Fenn are using salt on the walkways to keep the sidewalks safe.</p>
<p><b>7. <i>Health &amp; Safety Topic: Ergonomics in the Office</i></b>  The members discussed how it's important to make sure people have appropriate chairs and correct monitor setups to provide a comfortable work environment.</p>
<p><b>8. <i>Health &amp; Safety Topic: Recommended Changes</i></b>  The members discussed how to find the proper channels to send Incident Reports to make sure they are filed and end up in an accessible place.</p>

**Chap Lab 603.03: Action Plan, Assigned Duties, and Responsibilities:**

*Schedule next quarterly meeting, post JLMC meeting minutes for employee review, chairperson elections (if applicable), annual safety inspection, relay policy statement, goals, and objectives to all employees, identify and schedule employee/job specific safety training, review employee suggestion box, attend safety training on*

Next Meeting:

April 2026 and the date and time is to be determined.

### **Review of Previous Meetings:**

*Were there things in your to-do from the last meeting? Were they taken care of? Have major safety hazards been communicated to all employees for caution purposes? Examples: broken stairs, loose railings, etc.*

### **ADJOURN**

**Motion:** Sargent made the motion, seconded by Cunningham, to adjourn the meeting at 2:01 PM.

**Committee Vote:** All in favor, none opposed, and none abstained. The motion passed unanimously.

Applicable NHDOL Statutes: [RSA 281-A:64](#), [Administrative Rule Lab 600: Safety Programs and Joint Loss Management Committees](#), & [Lab 1400: Administrative Rules for Safety and Health](#)