

**Town of Haverhill
JOINT LOSS MANAGEMENT COMMITTEE
Meeting Minutes
Wednesday, December 20, 2023, at 1:00 PM
J.R. Morrill Building
2975 Dartmouth College Hwy.
No. Haverhill, NH 03774**

Wednesday, December 20, 2023

CALL TO ORDER

Co-Chair McKinnon called the meeting to order at 1:16 PM.

ATTENDANCE

Mark Locke (Present), Skip Gadwah (Present), Carol Brooke (Present), and Co-Chair Jim McKinnon (Present), Dennis Cunningham (Absent), Sherri Sargent (Absent), and Mona Sanville (Absent). A quorum was met with one supervisor and three employees.

Recording Secretary: Joanna Bligh

Visitors in Person: None.

REVIEW OF MINUTES from Previous Meeting:

MOTION #1: Locke made a motion seconded by Co-Chair McKinnon to approve the minutes from September 25, 2023, as written.

Voice Vote: All approved, none opposed, and none abstained. The motion passed unanimously.

OLD BUSINESS:

Nominations for Employee Co-Chair

- Brooke nominated Locke as Employee Co-Chair, and Locke declined.
- Locke nominated Brooke, seconded by Gadwah.

The members voted to appoint Carol Brooke as Co-Chair of the Joint Loss Management Committee (JLMC).

Voice Vote: Three voted Yea and one abstained. The vote passed.

NEW BUSINESS

Co-Chair McKinnon reported on safety concerns or completed repairs that have been done in this last quarter.

- CPR and AED training will be planned for 2024 and may include all Town employees.
- New AED pads suitable for adults and children for Phillips units were installed in the AED device at the Highway Garage. All Town AED devices have been rechecked.
- There have been no injury reports in the last quarter. Gadwah asked about the timing of notification of injury reports. Co-Chair McKinnon noted that an accident report should be filed within 12 hours and the final paperwork in 3 days. The report is then sent to the JLMC with names redacted citing the nature of the injury.
- Elevator inspection in 2024 by the NH Department of Labor.

- Safety for space heaters—make sure they are plugged into the wall socket and not into a power strip, which is for electronics only.
- The yellow caution lines were repainted on the CMB entrances.
- The NH Fish & Game staff who were trapping animals to test for rabies near CMB found no rabies infections in three raccoons and six skunks.
- As the Health Office, they are tracking six active infestations bedbugs and rats in buildings on Central St. and Highland St., Woodsville.

NEXT MEETING:

- **Thursday, March 21, 2024, at 1:00 PM at JRM 2nd floor conference room.**

ADJOURN:

MOTION: Co-Chair Brooke made a motion seconded by Locke to adjourn the meeting at 1:46 PM.

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