

**Town of Haverhill**  
**JOINT LOSS MANAGEMENT COMMITTEE**  
**Meeting Minutes**  
**Wednesday, March 22, 2023, at 1:00 PM**  
**J.R. Morrill Building**  
**Conference Room, 2nd Floor**  
**2975 Dartmouth College Hwy.**  
**No. Haverhill, NH 03774**  
**And on Zoom**

**Wednesday, March 22, 2023**

**CALL TO ORDER**

McKinnon called the meeting to order at 1:00 PM.

**ATTENDANCE**

Ralph Crowell (Present), Mark Locke (Present), Town Manager (TM) Codling (Present), Skip Gadwah (Present), Amanda DeFosse (Present), Mona Sanville (Present), Jim McKinnon (Present), Sherri Sargent (Excused). A quorum was met.

**Visitors in Person:** None.

**Visitors Online:** None.

**AGENDA APPROVAL:** Not done.

**REVIEW OF MINUTES from Previous Meetings:**

**MOTION #1:** McKinnon made a motion to approve the minutes of the last meeting as written, seconded Gadwah.

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

**NEW BUSINESS:**

**MOTION #2:** DeFosse made a motion to appoint Mark Locke to the Joint Loss Management Committee (JLMC), seconded Crowell.

- Mark Locke was chosen by employees to join the Joint Loss Management Committee and approved by the Committee.

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

**NOMINATIONS:**

**Nomination for Co-Chair #1**

Gadwah nominated Jim McKinnon as Co-Chair, seconded by DeFosse.

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

**Nomination for Co-Chair #2**

Locke nominated Amanda DeFosse as Co-Chair, seconded by Croswell.

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

### **NEW BUSINESS, cont.**

#### **Safety Summary Form**

TM Codling reported that this form has to be updated every 2 years, and Co-Chair McKinnon is working on that now.

#### **NH Department of Labor Report**

TM Codling reported on the Department of Labor (DOL) inspections of the buildings, including the JRM, Highway, No. Haverhill Fire, and Haverhill Corner Fire buildings. The Material Safety Data Sheets (MSDS) were not available in some locations.

The DOL report showed:

- Safety steps needed to avoid and report accidents were discussed.
- Report sheets needed for first aid stations to track first aid needs.

First aid kits checked by McKinnon at JRM and CMB; HPD by DeFosse; Dean Memorial Airport by Croswell; and the Highway Department building by Gadwah.

DeFosse will research Primex for safety courses.

Covid protocols are void.

#### **Lessons Learned From Winter Storms**

- Declare location of Emergency Operations Center.
- Provide better communication with the availability of radios.
- Research Emergency Notification System (Chief Appleby).
- Getting word out about shelter location.

#### **Future Meeting JLMC Preparation: Agenda and Meeting Materials**

Ask Bligh to join JLMC to take notes and prepare minutes.

#### **NEXT MEETINGS:**

- Tuesday, June 27, 2022, at 1:00 PM at JRM 2nd floor conference room.

#### **ADJOURN:**

**MOTION #3:** Locke moved, and Croswell seconded the motion, to adjourn the meeting at 1:41 PM.

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