

Office of the Selectmen  
**TOWN OF GREENVILLE NH**  
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Phone: (603) 878-2084

***Joint Loss Management Meeting***  
***October 7, 2015***  
***9:00 a.m.***

***Minutes***

Meeting called to order by Town Administrator, Kelley Collins at 9:00 am.

**In Attendance:** Town Administrator, Kelley Collins, Road Agent, Thomas Plourde, Police Sgt. Michael Needham, Emergency Management Director, Ed White, Water & Sewer Operations Manager, Gerry Curran, and Phil St. Cyr our Worker's Compensation Risk Management Representative from Primex.

Meet with Phil St. Cyr, our Risk Management Representative from Primex to:

**1. Set up Joint Loss Management Committee**

Discussed the requirements of the JLMC including membership (management and employee members) representation from each department. The Town Administrator is worried that we get employees involved and employees from each department. Road Agent Tom Plourde could send Gregg Eastman who could represent an employee from Highway and Captain from Fire. Perhaps we could get an employee from the Library and one from the Town Clerk Tax Collector's Office. Meetings must be at least quarterly and probably monthly until we can get rolling.

**2. Discuss revisions to Safety Manual**

The Town Administrator distributed a draft Safety Manual for Committee review. She will scan and email the Town's current Safety Manual (2006 version)

**3. Review and discuss recent loss claims**

We only had one claim in 2015. A broken ankle from stepping off a ladder.

**4. Set date for next meeting with goals**

The next meeting will be Friday, November 6, 2015 at 9:00 a.m. in the meeting room. The goals will be to get more employee members and to review the Safety Manual and Labor Board Inspection.

Meeting adjourned at 10:30 a.m.

**Submitted by:** Kelley Collins, Town Administrator

***Accepted by vote of JLMC on 11/6/2015***