

**BUSINESS MEETING  
JOINT LOSS MANAGEMENT COMMITTEE  
TOWN OF WAKEFIELD, NH**

23 July 2015

Present: Chief Ken Fifield, Chairman, Nathan Fogg, Recorder, Warren Winn, Wayne Robinson, Angie Casperonis, and Brad Beveridge

The Meeting was opened 09:30am by Chairman Ken Fifield.

**A. Accident / Injury reports:**

1. **Highway Dept.** (Report missed from January.) On January 30<sup>th</sup>, a highway department employee struck a utility pole while plowing snow. Snowy conditions resulted in greatly reduced visibility. Employee was instructed that reduced visibility required greater care taken to prevent this type of incident.

JLMC felt that the incident was caused generally by the weather and poor visibility. No further action was recommended to be taken.

2. **Town Hall.** On June 2<sup>nd</sup> at 11:30am, an individual tripped and fell on the front steps of town hall. Unsure of the cause. Some chipped concrete on the top step may have led to the fall. Concrete on front step was patched. A railing is NOT required in the middle of the steps.

JLMC felt that the potential problem had been addressed and no further action was recommended to be taken. Each Department Head should check the entrance to their building(s) to ensure safe, unobstructed access.

**B. Safety Manual Review:**

1. The members reviewed the revised version of the Safety Manual. The suggestions from the previous meeting were incorporated into the revised version. The JLMC unanimously agreed to recommend the Safety Manual to the Selectmen for adoption.

**C. Parks & Recreation Properties:**

1. **Town Beach:** Need to replenish sand to cover exposed rocks. In addition, need to remove poles/ concrete. Town should reconsider pros and cons of hiring a life guard (life safety and property security.)
2. **Ball Fields:** Should fix cracked concrete around snack shack.
3. **Weeks Beach:** Need to replace picnic table. Boat launch ramp need to be addressed. Big drop at the lake end should be addressed.
4. **Lake Ivanhoe/ Dearborn Road Beach:** Need to address erosion problem. Viewing the site during a rainstorm would help determine where the runoff

comes from and if it can be reduced. Potentially need a stone-lined channel to covey runoff without eroding beach/ boat launch area.

5. **Parks & Recreation Building & Turntable Park:** Even out area in front of entrance to make it safer. Mike Gingras will bring forth a proposal. Need to lower water valve. Brush in the turntable needs to be trimmed/ removed. Who is responsible? Filling the water tank near the basketball court. We need to follow up with Teresa to see how this can be accomplished.

**D. Adjournment:**

1. No further action or discussion was proposed and the meeting adjourned. Chief Fifield called Teresa Williams and there will be no Department Head meeting following the JLMC meeting today.

Respectfully Submitted,

Nathan Fogg, Recorder