



**City Of Portsmouth  
Joint Loss Management Committee (JLMC)  
Meeting Minutes**

**Location of Meeting; Conference Room A, City Hall  
Date of Meeting & Start Time: February 17, 2022, 10:00am**

**JLMC Representatives Present:**

<i>Management Representatives</i>	<i>Employee Representatives</i>
Kelly Harper, HR Director	Abby Mills, Business Administrator, Finance
Nathan Lunney, School District Business Administrator	Terry Poulin, Finance Assistant, Finance
Darrin Sargent, Police Captain	Helen Moore, Library Assistant III, Library
Patrick Howe, Deputy Fire Chief	Kelly Wood, Benefits Administrator, HR
Joseph Almeida, Facilities Manager, DPW	Michael, Finn, Dispatcher, Public Works
Doug Sparks, Sewer Foreman, Public Works	Dean Outhouse, Patrolman, Police Department
Seth Kenneway, Fire Officer/Paramedic	Steve Morse, Firefighter, Fire Department, JLMC Chair

**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 each workplace.

**Meeting Discussions:**

<p>1. <i>Discussion of City Hall employee parking lot concerns</i> – A thorough discussion was had in regards to a parking lot incident that was experienced by T.Poulin.</p> <p>Joe Almeida spoke to larger projects that were needed, spoke happily that there was no ice to remove from the roof of the outbuilding. Also spoke to potential handicap access to Seybolt Building as suggested by T.P.</p> <p>A discussion was also had in regards to the Eversource light outside of the Seybolt entrance/exit and its extended outage. Potentially putting up a solar light on the pole in its place until it is fixed? A discussion was also had to the walkway/crosswalk to increase safety for the employees traversing to the lower parking lot. A discussion of a potential speed hump was also had.</p> <p>Facilities/highway and J. Almeida also spoke to the level of workload already experienced by DPW. Agrees that the parking lot also has its own challenges for safety both for snow clearing and water movement/removal, etc.</p>
<p>2. <i>Identify concerns previously brought forward</i> A brief discussion was held on workload and previous projects (such as the birds in the light outside of Seybolt).</p>
<p>3. <i>Identify timeline for addressing concerns</i> A potential CIP project for future years was discussed.</p>

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

*Schedule next meeting, post JLMC meeting minutes for employee review, schedule building assessments with building reps, review lighting improvements, and plan next agenda for meeting.*

**Review from Previous Meetings: N/A**