



***Town of Moultonborough***  
***Joint Loss Management Committee***

6 Holland Street – P. O. Box 139  
Moultonborough, NH 03254  
(603) 476-2347 - Fax (603) 476-5835

JLMC Meeting Minutes  
09-12-2025 @ 0930  
Ernest Davis Meeting Room

**Call to Order:** 0930 by Chair Ashley Kenney

**Members Present:** *Outgoing Chair* Ashley Keeny, Tom Hughes, Ashley Pouliet, Brandon Page, Jo-Ann Roy, Robin Reade, *Incoming Chair* Austin Wakefield

**Public Present:** Nicole Armaganian (Primex)

**Old Business:** Acceptance of the Prior Meeting Minutes

**New Business:**

- 1) Voting for new Chair. A. Wakefield nominated and unanimously approved, effective immediately.
- 2) Presentation and overview of JLMC requirements and process by Nicole Armaganian. Nicole explained the resources available to the JLMC and Primex's invested interest in the JLMC's success.
- 3) Chair requested loss reports 1 week prior to next meeting to include the 4<sup>th</sup> quarter report and the 2025 calendar year report, allowing for time to review.
- 4) Discussion of building inspection program, R. Reade to supply current list of town owned property. Program to be established once full list is compiled
- 5) JLMC Member discussion on program/recommendation ideas for the '26 Calendar Year.  
Items Discussed:
  - Fire Drills
  - CPR Class
  - Water Quality Program
  - Land Use/Accessing Archive Safety HazardUpcoming Events discussed
  - January Active Shooter Program
  - December Meeting, Review of Cyber Security Policy
- 6) Review of 3<sup>rd</sup> Quarter Loss Report. Noted two preventable injuries, (PD Glove) and (Admin Box Opener). Chair to follow up with respective department heads.

**New Business Continued:**

- 7) Chair to reorganize JLMC prior to next meeting to better distribute employee to supervisor ratio. New roster to be presented at 12-12-25 meeting and appointment of Vice Chair to follow.
- 8) Next JLMC meeting to be **Friday December 12<sup>th</sup> at 1000** in Ernest Davis Meeting Room

**Meeting Adjourned:** 09-12-2025 @ 1115

*Austin Wakefield*  
Austin Wakefield  
Chairman  
Joint Loss Management Committee