

TOWN OF HOPKINTON, NH
JOINT LOSS MANAGEMENT COMMITTEE
MEETING MINUTES – SEPTEMBER 12, 2007

The Hopkinton Joint Loss Management Committee meeting of Wednesday, September 12, 2007, was called to order at 9:23 AM in the Hopkinton Town Hall. Members present: Sandi Babson, Town Clerk/Tax Collector, Kent Barton, Public Works, Karen Robertson, Planning/Zoning, Robert Veloski, Interim Town Administrator, David Wheeler, Police Chief. Absent: Don Houston, Building/Grounds and a representative of the Fire Department.

Joint Loss Management Committee's responsibilities were briefly discussed.

- Meet at least quarterly to carry out duties and responsibilities. Minutes of meetings shall be made available for review by all employees.
- Election of a Chairperson of the Committee. Position of Chairperson shall be rotated on an annual basis.
- Development and disseminate to all employees a Safety Policy. Currently, the July 22, 2004, Safety Manual available.
- Establish and disseminate to all employees the goals and objectives of the Committee.
- Review accident and injury data.
- Establish a safety program whereby health and safety inspections will be completed for Town facilities. Findings are to be communicated to the responsible department.
- Safety and health training for employees. Training is currently offered by Primex and the Local Government Center.
- RSA 281-A:64

The Committee agreed to meet quarterly every third Thursday at 9:00 AM, Town Hall.

Members discussed the number of employer and employee representatives required by Statute with Mr. Veloski advising that there is sufficient representation. Mrs. Robertson was then elected chairperson of the Committee. The position of chairperson will be rotated annually.

Discussions ensued concerning prior activities of the Committee with current members agreeing that there is a need to research and revise the Town's Safety Manual (Policy). Additionally, it was noted that in some cases the Town has more than one policy addressing the same subject, such as the Seat Belt Policy. It was agreed that the Committee should make every effort to insure that only one policy exist for each safety issue.

Mrs. Robertson declared the meeting adjourned at 10:00 AM. The next scheduled meeting of the Joint Loss Management Committee is Thursday, October 18, 2007, at 9:00 AM in the Town Hall. Agenda will be as follows:

- Establishing Goals and Objectives of the Committee
- Review of Accident and Injury Data
- Brief review of Self-Inspection Checklist for use during inspection of Town Facilities.

Karen Robertson
Chairperson