

TOWN OF HOPKINTON, NH
JOINT LOSS MANAGEMENT COMMITTEE
MEETING MINUTES – January 17, 2008

The Hopkinton Joint Loss Management Committee meeting of Thursday, January 17, 2008, was called to order at 9:10 AM in the Hopkinton Town Hall.

Members: Sandi Babson, Town Clerk/Tax Collector (Absent)
 John Pianka, Fire Department (Absent)
 Robert Veloski, Interim Town Administrator
 Harold Blanchette, Public Works – Building/Grounds
 Karen Dixon, Library
 Karen Robertson, Planning/Zoning
 Steve Pecora, Police Department
 Kent Barton, Public Works
 David Wheeler, Police Department (Absent)

Note: Steve Pecora was present on behalf of Mr. Wheeler.

I. Town Hall Facility Inspection—Philip St. Cyr of Primex advised of the Committee's responsibility in completing facility inspections, noting that inspections are mandated by the NH Department of Labor.

Committee members with the assistance of Mr. St. Cyr completed a detailed safety inspection of the Town Hall with Mr. St. Cyr pointing out areas of interest. See attached report for detail information.

II. Approval of Minutes of October 18, 2007—Review deferred to the April 17, 2008 meeting.

III. Safety Training—Fire Extinguisher training session for various Town departments will be offered during the spring by the Deputy Fire Chief John Pianka.

Mrs. Robertson asked that each department provide the Committee with a list of training sessions that their employees had attended in 2007.

IV. Election of Chairperson—Since Mrs. Robertson was recently elected to the position as chairperson she had agreed to continue as chair during 2008. Mr. Barton agreed to be the Committee's representative in completing inspections of Town facilities.

The meeting adjourned at 11:10 AM. The next scheduled meeting of the Joint Loss Management Committee is Thursday, April 17, 2008, at 9:00 AM in the Hopkinton Library, unless otherwise noted. Agenda as follows:

- Review of the Minutes of October 18, 2007 and January 17, 2008.
- Finalize Coordination of Safety Training Session re Use of Fire Extinguishers.
- Report on Facility Inspections.

Karen Robertson
Chairperson