

TOWN OF HOPKINTON, NH  
**JOINT LOSS MANAGEMENT COMMITTEE**  
MEETING MINUTES – December 18, 2008

The Hopkinton Joint Loss Management Committee meeting of Thursday, December 18, 2008, was called to order at 9:00 AM in the Hopkinton Police Station.

Members:

- Carol Harless, Town Clerk/Tax Collector
- John Pianka, Fire Department
- Leon Kenison, Town Administrator
- Karen Dixon, Library
- Karen Robertson, Planning/Zoning
- David Wheeler, Police Department
- Kent Barton, Public Works
- Justin La Vigne, Recreation
- Steve Clough, Public Works – Solid Waste (Absent)
- Harold Blanchette, Public Works – Building/Grounds

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**I. Approval of Minutes**—Review deferred to the January meeting.

**II. Old Business.**

a) List of safety training sessions attended in 2008.

Chief Wheeler and Recreation Director Justin La Vigne submitted information concerning training sessions completed by their departments.

b) Flagger Training (Safety Vests).

Mr. Kenison noted that the flagger training for the DPW and others interested has been rescheduled. Those that attend will receive a safety vest at no charge.

c) AEDs (Automatic External Defibrillators) at Town Facilities.

John Pianka reported that he had received the necessary paperwork to purchase at the State bid price AEDs for Town facilities (Town Clerk's Office, Town Hall, Public Works Garage, Transfer Station, Library and Recreation). It was noted that there are no longer grants available to assist in the purchase of AEDs. The State bid price is \$735.00 per AED.

Mrs. Robertson inquired as to whether those departments that currently would have AEDs have funds available to assist other departments in the purchase, if necessary. Chief Wheeler replied yes, noting that he most likely would have funds available; however, he requested that the actual decision to expend the funds from his budget be presented to the Board of Selectmen for approval. Mr. Pianka offered to reach out to the Fire Fighters' Association for assistance, and Mr. La Vigne assumed that money would be available from his budget.

Following brief discussion, Mrs. Robertson agreed to reach out to the various departments to determine the exact amount of money available. Once that has been determined, the Selectmen will be approached for permission to purchase the AEDs. Mr. Pianka has agreed to complete all the necessary paperwork on behalf of the Town.

d) Fire Extinguisher/Alarm Inspections of Town Facilities.

There was brief discussion concerning the two companies that the Town currently uses for fire extinguisher and alarm inspections at Town Facilities. Mr. Pianka noted that Statewide Fire

Extinguisher is the company that is most used by the Town. Mr. Pianka provided Mr. Kenison with the quote for services should the Town decide to utilize their services for all facilities.

Chief Wheeler noted that he waiting for a response from ESP (Electronic Security Protection) regarding alarm inspections.

The Committee briefly discussed the various alarm systems available at Town facilities. With the Committee recommending that a panic alarm system similar to that used at Town Hall be installed at the Town Clerk's Office. Chief Wheeler will provide the Committee with a cost estimate.

### **III. New Business.**

#### a) Report of Accident Injury on Town Property.

Mr. La Vigne suggested that there be a process by which employees report accidents or injuries of others that take place on Town property. It was noted that there have been incidents in which people visiting Town facilities have fallen for one reason or another.

During discussion, Committee members recommended that should an incident occur that the employee/department head notified should immediately contact emergency medical services to insure that any potential injuries are immediately taken care. Furthermore, the employee/department head should complete a report outlining the person's name, address, telephone number, and a description of the event.

The Committee will draft an accident report that is to be submitted to the Board of Selectmen with a recommendation that a formal process/report be adopted. It was then noted that once adopted the Town's Safety Manual would need to be revised to reflect the same.

#### b) Facility Inspection (Police Station).

Mr. Barton completed the necessary safety inspection of the Police Station with no deficiencies noted. Committee members followed.

#### c) Quarterly Meetings in 2009.

Committee agreed to meet quarterly beginning in January 2009.

The meeting adjourned at 9:45 AM. The next scheduled meeting is Thursday, January 22, 2009, at 9:00 AM. Location to be determined.

Karen Robertson  
Chairperson