

TOWN OF HOPKINTON, NH  
**JOINT LOSS MANAGEMENT COMMITTEE**  
MEETING MINUTES – June 18, 2009

The Hopkinton Joint Loss Management Committee (JLMC) meeting of Thursday, June 18, 2009, was called to order at 9:00 AM in the Town Hall.

Present:           John Pianka, Fire Department  
                  Karen Dixon, Library  
                  Karen Robertson, Planning/Zoning  
                  Justin La Vigne, Recreation  
                  Steve Clough, Public Works – Solid Waste  
                  Greg Roberts, Public Works – Building/Grounds  
                  Leon Kenison, Town Administrator  
                  Harold Blanchette, Public Works – Building/Grounds  
                  David Wheeler, Police Chief (absent)  
                  Kent Barton, Public Works (absent)

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**I. Safety Program Manual (working draft 6/11/09)**

- Safety Rules & Regulations - Mr. Blanchette is to review draft and recommend changes, if any.
- Accident/Incident Reporting & Investigations – Committee members were in receipt of a draft form prepared by Mr. Wheeler. The form is to be used to report accidents/incidents of employees and the general public. Committee members will review the form and recommend revisions, if any.
- Safety and Health Communications – Mr. Kennison provided his recommendation for language for the Safety and Health Communications section of the Safety Program Manual. There were no changes recommended.
- Next step for Committee and/or Selectmen – Following review of the draft for corrections and/or changes. The draft will be provided to the Board of Selectmen for review and adoption.

**II. Report on Inspections (deficiencies/improvements needed, if any)**

- Senior Center and Library – Review of the inspection reports was deferred to the next meeting as Mr. Barton was not present to discuss his findings.

**III. Report of Accidental Injury on Town Property**

- Slusser Senior Center – Mr. La Vigne advised of an incident in which a resident that had volunteered at the Senior Center luncheon had accidentally cut herself. On-site first aid was provided. Committee determined that the incident was unpredictable and therefore no changes in procedure were recommended.

**IV. Report of Training Available for Safety and Health**

- Mrs. Robertson provided Committee members with a list of available training provided by Primex and the Local Government Center.

**V. Other Business**

- Flu Clinic - Mr. Kenison advised of an upcoming flu clinic that will be available to all employees.
- Insurance – Tammy Croft of the Local Government Center will attend the next scheduled Staff Meeting to review employee insurance coverage. All employees have been invited and are welcome to attend.

**VI. Adjournment**

The meeting adjourned at 9:35 AM. The next scheduled meeting is Thursday, August 20, 2009, at 9:00 AM at the Contoocook Fire Station.

Karen Robertson  
Chairperson