

TOWN OF HOPKINTON, NH  
**JOINT LOSS MANAGEMENT COMMITTEE**  
MEETING MINUTES – September 24, 2009

The Hopkinton Joint Loss Management Committee (JLMC) meeting of Thursday, September 24, 2009, was called to order at 9:00 AM in the Town Hall.

Members: Rick Schaefer, Fire Department  
Karen Dixon, Library  
Karen Robertson, Planning/Zoning  
Justin La Vigne, Recreation  
Steve Clough, Public Works – Solid Waste  
Harold Blanchette, Public Works – Building/Grounds  
Carol Harless, Town Clerk/Tax Collector  
David Wheeler, Police Chief (absent)  
Kent Barton, Public Works (absent)  
Town Administrator (vacancy)

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**I. Safety Program Manual (Finalized)**

- Safety and Health Communication – Committee reviewed Section X as written by former Town Administrator Leon Kenison. There were no changes proposed.
- Next step for Committee and/or Selectmen – Committee agreed to have Mrs. Robertson presented the Safety Program to the Board of Selectmen for adoption.

**II. Report on Inspections**

- Library – Inspected with minor recommendations re area around electrical panel to be cleared.
- Slusser Senior – Inspected with no recommendations.

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

- Recycling Center – Mr. Clough reported an incident in which a resident was carrying a large piece of cardboard that had impaired his view while walking to the cardboard bin. The resident had fallen and complained of injury to his knee; medical attention was sought by employees, however, upon arrival of the Hopkinton ambulance medical treatment was declined.
- Report of Accidental Injury Form – Committee members agreed that the form should be revised so to clarify the questions for those completing the form. Furthermore, it was agreed that the question involving follow-up by employer is referring to any follow-up deemed necessary by the Town Administrator or Selectmen. If deemed necessary, the Town Administrator or a Selectman would initiate further contact with the resident.

**IV. Report on Town Departments Safety and/or Health Training**

- Safety and/or Health Training year end 2009 – Committee members will compile a list of training that had been completed for their department and submit the list for review at the December 17<sup>th</sup> meeting.

The meeting adjourned at 9:42 AM. The next scheduled meeting is Thursday, December 17, 2009, at 9:00 AM at the Contoocook Fire Station. Committee to Review of Workers' Comp Risk Management Report (Primex<sup>3</sup>); appoint a Chairperson for year 2010; review Town departments' safety and/or health training, and review report(s) of accidental injuries, if any.

Karen Robertson  
Chairperson