

**TOWN OF HOPKINTON, NH
JOINT LOSS MANAGEMENT COMMITTEE
MEETING MINUTES – June 17, 2010**

The Hopkinton Joint Loss Management Committee (JLMC) meeting of Thursday, June 17, 2010, was called to order at 9:00 AM in the Hopkinton Town Hall.

Members:

- Rick Schaefer, Fire Department
- Karen Dixon, Library
- Karen Robertson, Planning/Zoning (absent)
- Justin La Vigne, Recreation (absent)
- Steve Clough, Public Works – Solid Waste (absent)
- Carol Harless, Town Clerk/Tax Collector
- Neal Cass, Town Administrator
- Harold Blanchette, Public Works – Building/Grounds
- Steve Pecora, Police Chief
- Dan Blanchette, Public Works

I. New Business

- Accident/Injury reports and Department Planned Training – Ms. Harless asked if there were any injury's to report from all Departments representative's present and I'm happy to say there was nothing to report.
- At this time Ms. Harless informed the committee that Sandy Burroughs our Primex representative had come to the Town to perform an on-site training session on Workstation and Offices: Accident and Prevention Techniques. The Committee discussed the recommendations suggested from Sandy Burroughs and a unanimous vote was taken to go ahead and purchase the equipment necessary to comply with the suggestion of Primex. Neal Case will submit a grant application to Primex to be able to use some of the funds available to us through the WCSIP program that we qualify for. Also, Sandy Burroughs came out to the Town Hall on April 20, 2010 to train Ms Harless, Neal Cass and Robert Blanchette on the WCSIP program so they can monitor the on-line system of all claims submitted at anytime.
- Report on Departments Planned Training for 2010/Committee Sponsored Training – Rick Schaeffer spoke next on having one of his firemen to provide the town with either one or two classes of Adult CPR training. The class or classes would be 3 to 4 hours long and there would be a certificate given at the end for successful completion. The town would assume any cost for the training and it will be given during work hours. We would also request from Primex a grant to pay for this through the WCSIP program. Neal Case will send out an e-mail to all department heads to inform them and to get a list of all interested employees. Steve Pecora informed the committee that the Police Department has already been certified.
- Facility Inspections – At this time, Ms. Harless passed out copies of the safety inspection checklist to the committee members and they were reviewed. Rick Schaeffer reported that the Town Hall had an old bicycle in the basement that needed to be replaced because of a fire hazard and the committee asked Neal Cass to have Garret Hoyt remove it. Also the Town Clerk/Tax collector office has a rug in front of their counter with a ripple in it and needs to be replaced. After a brief discussion it was decided that Neal Case would ask Sue Strickford which type of replacement would she want and then replace it with a secure one. Also Garret Hoyt will be asked to fix a couple of burned out lights in their exit signs.

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- Review of Workers' Comp Risk Management Report (Primex³) – Review was continued to the September meeting.
 - Appointment of Committee Members for 2010 – Neal Cass informed the committee that Mr. Kent Barton has resigned his position on the committee and the Board of Selectman have appointed Dan Blanchette to replace him as the new member for the Public Works Department.

II. Adjournment.

The meeting adjourned at 9:40 AM. The next scheduled meeting is Thursday, September 23, 2010, at 9:00 AM at the Library.

Carol Harless
Chairperson