

**TOWN OF HOPKINTON, NH
JOINT LOSS MANAGEMENT COMMITTEE
MEETING MINUTES – April 15, 2010**

The Hopkinton Joint Loss Management Committee (JLMC) meeting of Thursday, April 15, 2010, was called to order at 9:00 AM in the Hopkinton Town Clerk's Office.

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

I. New Business

- Accident/Injury Reports and Department Planned Training – Ms. Harless and Mr. Cass will have onsite training with a representative of Primex³. Training will be password access to various pages of Primex³'s website. Use of their website will allow for immediate access to claim reports and other useful tools that will assist the Committee and other Town representatives in limiting liability and worker's compensation claims. Additionally, it will allow the Committee access to information concerning the availability of allocated funds that may be available for purchase of safety equipment, etc.

Committee members were provided a hand-out of various training and workshops available from Primex and/or the Local Government Center. It was noted that members of either organization would provide onsite training, if requested. In addition to training and workshops, there is also safety equipment available for purchase as needed. For example, for a reduced price, Yak Tracks are available for purchase for use during the winter months. Mr. Blanchette suggested that it may be something that would helpful to the Building and Grounds Department.

Additionally, the Committee briefly discussed the possibility of spending some of funds currently allocated by Primex for Hopkinton for the purchase of a slip resistant floor mat for in front of the counter at the Town Clerk's Office. This was noted as a deficiency in a recent inspection completed by Chief Schaefer. The application process and purchase of the mat is to be coordinated by Town Administrator Neal Cass.

- Committee Sponsored Training – Ms. Harless noted that at the previous meeting there was discussion concerning the Committee sponsoring First Aid/CPR/AED training for employees. It is recommended that the training be provided by an employee that is a certified EMT. Training should be at no charge to the employee and during working hours. A questionnaire will be sent out to departments in an effort to determine the number of employees interested and the days and times that they would be available.
- Facility Inspections/Department of Labor Common Citations – It was noted that Mr. Barton is no longer interested in completing the quarterly facility inspections. Now, Mr. Schaefer has agreed to take on the responsibility of inspections of Town facilities. Mr. Schaefer completed a recent inspection of the Town Clerk's Office and will, for the next scheduled meeting, complete an inspection of the Town Hall.

- Review of Workers' Comp Risk Management Report (Primex³) – Review was completed with it being noted that only one department had a pending claim.
- Appointment of Committee Members – Following brief discussion, Mr. Cass will determine whether Mr. Barton is interested in continuing to serve as a representative or if Dan Blanchette will be the newest representative of the Public Works Department. If so, the necessary appointment will be presented to the Board of Selectmen for their approval.

II. Adjournment.

The meeting adjourned at 9:35 AM. The next scheduled meeting is Thursday, June 17, 2010, at 9:00 AM at the Town Hall.

Carol Harless
Chairperson