



Town of Hopkinton

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HOPKINTON JOINT LOSS MANAGEMENT COMMITTEE

Meeting Minutes

August 2, 2012, 9:00 AM, Hopkinton Town Hall

Present: Neal Cass, Karen Robertson, Steve Clough, John Thayer, Dan Blanchette, Steve Pecora, Rick Schaefer, and Karen Dixon

Next meeting: October 4, 2012, 9:00 AM, Hopkinton Police Station

I. New Business

- a. Report of Accident/Injury on Town Property – Employee of the Public Works Department injured his hand. A member of the general public had fallen at the Slusser Center and was attended to by medical staff.
- b. Staff CPR and AED training for 2012 – Training cards are valid for two-years. Training will be scheduled for those employees that weren't able to attend training in 2011. Funding for training was previously paid from monies received from the NH Local Government Center. Consideration should be given in the upcoming budget year to cover cost of training staff.
- c. Report of Facility Inspections – Rick Schaefer completed an inspection of the Town Gazebo, noting the electrical outlets lacked the required covers. While in areas the ground appeared to be uneven, Chief Schaefer believed it was for drainage purposes. He noted that the ground is “packed down” and should not pose a problem to those people using wheelchairs or walkers. Committee members noted that the area surrounding the Gazebo is used for multiply purposes such as parking for unloading and loading of kayaks, boats, and during the winter months the area is used by snowmobilers.
- d. Review of Primex 2011 Workers' Compensation (WCSIP) –Presently, there are no open workers' compensation cases.
- e. Appointment of Chairperson for 2012 – Mrs. Robertson agreed to be Chairperson for one-year. Committee members agreed that the position of Chairperson should be on a rotating basis.

II. Other Business

Committee members were asked to provide a list of training completed by their departments for 2012. List to be received at the next scheduled meeting.

III. Adjournment

The meeting adjourned at 9:15 AM.

Karen Robertson
Chairperson