



# Town of Hopkinton

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## HOPKINTON JOINT LOSS MANAGEMENT COMMITTEE

Meeting Minutes – April 11, 2013, 9:05 AM, Bates Building (Town Clerk/Tax Collector's Office)

**Present:** Karen Robertson, Doug Mumford, Steve Pecora, Karen Dixon, Neal Cass, John Thayer and Steve Clough

**Next meeting:** July 2013 – Location and Time to be Determined.

- I. Review of the Minutes of January 17, 2013: Minutes were approved with correction concerning report of accident/injury at the Transfer Station. Paragraph to read as follows: *An incident at the Transfer Station was reported that involved an employee being injured as a result of heavy, wood window blinds. The window blinds have since been replaced with mesh blinds. Following decision, the Committee agreed that no additional safety measures were necessary.*
- II. Report of Accident/Injury on Town Property: An incident involving a member of the Fire Department occurred during training at the NH Fire Academy. As the incident did not occur on Town property no additional safety measures are recommended.
- III. Review Primex Workers' Compensation Report: A review of Hopkinton's Primex Workers' Compensation Report had shown one (1) open incident involving a member of the Fire Department as mentioned above. Again, in reviewing the type and location of incident, the Committee agreed that no additional safety measures are necessary.
- IV. Facility Inspection: Fire Chief Doug Mumford provided a brief overview of his inspection of the Bates building (Town Clerk/Tax Collector's Office). There were no deficiencies found.
- V. First Aid/CPR Certification: A scheduled First Aid/CPR (re)certification class will be offered by the Fire Department on Thursday, April 25<sup>th</sup> at the Senior Center. All full-time and part-time employees are welcome. It was noted that for those employees that are unable to attend an alternative date will be offered.
- VI. Committee Appointments: There was discussion the need to have 50/50 management/employees on the Committee. Recommendations for appointment, along with availability of employees, will be provided to Neal Cass.

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- VII. Adjournment – With no other business to come before the meeting, the meeting adjourned at 9:30 AM. The next scheduled meeting will be held in July 2013 with the date, time and location to be determined based on availability of new members.

Karen Robertson  
Chairperson