

The Fremont Safety Committee met at 3:30 pm on Thursday July 11, 2013 in the Selectmen's Office at the Fremont Town Hall. Present were Building Inspector Bob Meade; Town Administrator (FF/EMT-I) Heidi Carlson; and Selectmen's Office Staff Member Jeanne Nygren. This meeting was intended for Quarter 2 and was delayed by vacation schedules.

Copies of the meeting minutes of March 13, 2013 had been previously distributed. No changes were made to the minutes and they were accepted.

**Updates from the last meeting were provided as follows:**

1. Jeanne Nygren has again updated labor law postings for compliance in all Town Buildings.
2. Bob Meade has begun labeling circuit breakers in the Town Hall electrical panel (that were missing nomenclature).
3. Two emergency light packs have been installed in the Selectmen and Town Clerk Offices in followup to the NH DOL inspection. An electrician completed the balance of electrical work in February 2013. The Complex ladders have been secured appropriately.
4. Faucets in the Town Hall bathrooms were replaced due to leakage at the end of June.
5. The NH DOL follow-up inspection was completed on May 2, 2013 with Inspector Roy. At that time she identified the need for EXIT signs at Jeanne Nygren's desk. These have been purchased and installed. There was one final outstanding item at the Safety Complex, the inspection and rating of the Fire Department chain fall. This inspection was completed by Mass Crane & Hoist on June 27, 2013. Their inspection report was received by the Town on July 1, 2013 and met the NH DOL deadline. It was emailed to and received by Inspector Roy on Monday July 1, 2013. The Town has received an inspection schedule and cost estimate of \$275.00 for this to be inspected annually (a statutory requirement). This money will need to be added to the budget. There was an inspection and certification required (one time cost) of approximately 625.00.
6. The rotted flower boxes were removed from the entry way at the Town Hall in conjunction with the painting and repair work underway.
7. Water problems at the Fremont Public Library have been remedied with installation of a chlorination system. Monthly water tests (IM) for six months are required, and have been completed for the first four months with satisfactory results.

**Other Action Items:**

1. Shrubs have been cut back from the front of Town Hall, more work needs to be done once the painting is complete (and the building is spray-washed).
2. Bob Meade is now able to work on taping off the three foot setback around all electric meters this spring. Yellow duct tape has been purchased for this purpose.
3. Work needs to be done to fix the Library entry (with cold patch or chipping at the curbing).

4. Bob Meade will check the Fire/Police Station and Library tomorrow for regular safety maintenance items.
5. The Town Hall front exterior GFI outlet needs to be replaced. Estimates are being obtained. A second one will be added to the rear exterior of the building.

**Items for review and discussion:**

1. It was unclear if the additional fire extinguisher been acquired, and is in place at the Highway Shed. This remains an open item.
2. A Slip & Fall log was created by Carlson. Meade will investigate a policy to accompany this, for safety and consistency in dealing with any injuries or slip/fall hazards. No requirement for this was found within the NH DOL Rules, but it will be further investigated.

**Exposures / Injuries Reviewed:**

1. There has been one injury reported since the last meeting, with no lost time, and not caused by any lack of failure to use safety equipment.

The next meeting was scheduled for Tuesday September 10, 2013 at 12:00 noon. Bob Meade will handle providing notice to the Departments.

The meeting adjourned at 4:25 pm.

Respectfully submitted,

Heidi Carlson  
Town Administrator

Copies: Distributed to all attendees  
Highway  
Fire Rescue  
Police  
Library  
Parks & Recreation  
Buildings & Grounds