

Attending: Bethany Brace
Heidi Carlson
Bob Meade
Jon Twiss

Safety Concerns:

Safety Complex receptacle box in records room was secured and cover replaced. There is another in need of work. Jon mentioned the electricians had also been at the Safety Complex working. He said that the drainage (near the sally port) should be looked at (and drain away from the building). The new glass speak easy/pass thru was installed at the Police Station. The ADA concern about height could be met with a shelf if needed (see 2010 ADA and the article "Lower the teller.")

There was some discussion on the Highway Department garage Renovation and what takes place there (such as welding?).

Library is now at quarterly water testing and in good standing with the state. The sidewalk curbing (trip factor) has been taken care of.

Town Hall – Electrical work has been taken care (outside outlet repaired, another added, night lights installed in main hall, signage added for generator & electrical service space and more interior outlets added). The possibility of a roof over the back door to help with rain and icing/slipping was brought up again (given the weather).

Labor law signs have been updated and posted in all Town buildings.

There was discussion about Safety Committee and items needed and might be needed. Yellow tape and carpet tape and other items for signage will be purchased.

Trip & Fall Policy was passed out as a work in progress. Need to set up in Safety Manual format. It will be sent around for all to review and then added to the manual.

That takes care of the items from the last meeting.

It was decided that we would all review the Safety Manual (making sure that it is current).

We need to take a look at the garage behind the Town Hall (cleaning and a path to the electrical panel – cleaning come spring and addressing the panel sooner).

Discussion turned to maintenance, snow removal and sanding at the library, hiring part timers (finding another maintenance person) and looking into purchasing a snow blower for the library.

Rug (trip hazard) was replaced with a non-slip one at the Town Hall (back Door). Fire extinguishers were checked, one at the library and another at the town hall were taken out for service. A list was made locating fire extinguishers (and drawings of the town hall had fire extinguishers added). Drawings should be made of all town buildings.

Went over insurance claims and safety issues for the quarter.

The first quarter meeting was scheduled for Tuesday, February 25, 2014 at 12 noon. That meeting will take place in the Safety Complex.

Think Safety.

Respectfully submitted,
Bob Meade

Record keeping: we will e-mail these minutes around, file them on the server, post them and keep them in a book.