



Meeting opened: 12:00 pm

Fremont Public Library

Present: Heidi Carlson, Jon Twiss, Eric Abney, Joe Goldstein

It is noted for the minutes that the meeting date had to be moved to 13 June from the original posting of 06 June due to schedule conflicts.

There were no pending injuries since last Committee meeting. Department updates include:

Highway – Purchased new/updated safety equipment for existing and newly hired staff. Currently a PT position posting to replace Jared Butler who has resigned for near the end of June. Town employee Jackson Rowell will fill in until a permanent replacement is hired.

Town Hall – Basement renovations in full swing. Basement area closed for the summer and employees working in the main hall (Planning, Zoning, Building).

Library – Currently treating for mice in the ceiling areas. Eric has purchased first aid kits to replace old and expired supplies.

Complex – Carlson recently called for electrical repairs, Chief Twiss reported three additional areas that need electric repair. Carlson talked with Matt Pitkin about these items immediately upon returning to the Town Hall as he is working on the renovations today. Carlson scheduled the load test on the FRD 2 ton hoist in the bay. This is scheduled for Monday 19 June 2017 at 0730. This has to be done about every 4 years. Chief Twiss also reported additional leakage from the roof during the last rain, causing some damage to ceiling tiles in the training room. The source of the leak is unknown.

Other business:

- Carlson reminded all to be aware of hot weather conditions, keeping employees cool enough and plenty of water.
- There were no other safety concerns to report.
- Eric Abney said he would assume the role of Chair beginning with the next meeting.
- The building safety inspections have not yet been completed. Goldstein said he would begin working on these to include the complex, Town Hall and Highway Shed. Abney and Vinnie Morrison will work on the Library.
- There was discussion about the Town's written Safety Program and no real need for updates at this time. The AED's which have been added to the Town Hall, Library and Complex were reviewed (location and basic operation). Chief Twiss has an AED checklist that he will share with all as a routine maintenance item. These units need regular battery maintenance and the pads have a two year shelf life.

Reminder that all workplace injuries must be immediately (a soon as safe) reported to a Supervisor and the Selectmen's Office Staff (Jeanne or Heidi) for mandatory reporting to the NH Department of Labor and to Primex, our Worker's Compensation Insurance carrier. This includes the WC Claim form and the employee's personal statement about what happened.

The next meeting was scheduled for Tuesday, August 29, 2017 at 11:00 am at the Fremont Public Library.  
The meeting concluded at 1:00 pm.

Respectfully submitted,

Heidi Carlson, Town Administrator