



The meeting opened at 11:00 am at the Fremont Safety Complex, 425 Main Street in Fremont.

Attendance: Mike Malloy (Building Maintenance), Jon Twiss (FPD), Joe Goldstein (FFRD), Eric Abney (Library); and Heidi Carlson (Town Administrator)

There have been no injuries since the last Committee meeting on 05/22/2018.

### **Department updates:**

Highway – Staff is busy working on summer projects. New full-time employee (the only one in addition to the Leon Holmes Jr) was officially hired in May. They have completed the Beede Hill Road and Red Brook Road projects thanks to Town Meeting Warrant Article approvals. The annual building checklist was done by Joe in August with no deficiencies. The new generator installation is complete and was handy during summer storm outages. This is the first time the building has had backup power.

Safety Complex – The annual building checklist was completed by Goldstein and Malloy in early August with no deficiencies. The generator installation is complete and does its weekly self-test on Thursdays. The old generator has been removed and is sitting out back pending disposition. No bids were received in recent RFP project to dispose of this unit. The man doors in the bay and perhaps the front door need to be looked into for replacement. The rear bay man doors have extensive rust and rot on them.

It was noted that we got a generous donation to cover the cost of a new, energy efficient refrigerator to replace the 25+ year old one in the training room. JJ and Renee King worked with their companies to make this happen, and it is due to be delivered next week. Thanks also to Global Partners and the North Hampton Home Depot!

Fire Rescue – The rear pole barn electric work is complete. Chief Butler has asked that we remind all users of the building (and the public) to use care with cigarette butt dispenser cans. Malloy does check them periodically. Butler also asked that they not be stored under the roof canopy. Leaves accumulated recently in one of them and it started smoking when someone put a cigarette butt in the container.

Malloy said the electric box outside (believed to run power to the buried water storage tank) has been secured and that he believes the attic fan is operational. Still pending on Matt Pitkin's (electric repair) list is the rear parking lot light.

AED updates – TH/Lib pads due 03/31/2019 (this is a pending reminder). These will be looked at for year end replacement to be done before expiration.

Town Hall – The building checklist was done by Goldstein in August with no deficiencies. The basement renovations are complete and some other housekeeping items are being looked at presently. The new generator installation is complete and does a weekly self-test on Fridays. The old unit still on site pending a method for disposal. We are also looking at additional insulation around the windows to stop some of the heat loss in winter. The basement windows are still secured in plastic.

Library – Abney said the building checklist was done in the spring and they will do it again this fall. Matt Pitkin said he would be there this week for the monitor outlets install. (This is an FCTV project). The June water test was good. The Library Association installed carpeting in the Community Room this summer.

There was discussion about service to the fire alarm system and the panel. The Library has been working a lot this summer with the Fire Chief and our vendor, Fire Alarm & Safety Technologies.

Parks & Recreation – Camp Program went well for 5 weeks this summer at Ellis. We are trying to secure some returning staff and are planning for next year. There were no injuries of staff or campers! The ballfields annual maintenance is underway, with some of the work that only happens annually nearing season end.

**Other business:**

There was discussion about potential budget items for 2019. The wish list includes doors, including front entry, and addressing the parking lot paving.

**Other safety concerns**

As always, a 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.

**Any other business**

Bulky Day is scheduled for Saturday October 20<sup>th</sup> from 8:00 am to 12 noon

The next meeting was scheduled for Tuesday November 13, 2018 at the Fremont Public Library at 11:00 am.

Respectfully submitted,

Heidi Carlson  
Town Administrator