



Meeting at 11:00 am at the Fremont Public Library, 7 Jackie Bernier Drive in Fremont.

Attendance: Mike Malloy (Building Maintenance), Don Bourassa (Parks & Recreation), Jon Twiss (Police), Kevin Zukas (Fire Rescue), Eric Abney (Library), Heidi Carlson (Town Administrator) and Kathy Clement (Selectmen's Clerk).

No injuries have been reported since the last Committee meeting on 08/28/2018.

#### **Department updates:**

Highway – Obtaining a quote for the roof, which needs replacement. The Town will be running an ad for a full and part-time position shortly. A temporary plow driver may be needed in the interim.

Safety Complex – The old generator was sold and has been removed from the site. The new generator is running well. Replacement door for rear rusty one (door to upstairs storage room) has been authorized, waiting to hear about scheduling. The man doors in the bay and perhaps the front door may be the next items we look in to for replacement. Roof was replaced 11/7 and 11/8 with encumbered funds from 2017. A quote was obtained for parking lot paving – unknown if this will get into the budget. Chief Twiss says the Complex is ready for winter.

Fire Rescue – Chief Butler may work on a key/card security update. Deputy Zukas said that they would be expanding the size of the door to the shed behind the Complex and will be putting electricity for a light and plug in also. This will allow the lawn mower and other yard equipment to be moved into the shed.

Electric - Still pending on Matt Pitkin's (electric repair) list is the rear parking lot light.

AED updates – TH/Lib pads due 03/31/2019. Sets of new pads were ordered this fall and are at the Town Hall pending the expiration date, or if a set is used. One set sent to the Library for replacement at the end of March. Deputy Zukas keeps up with the units within the Fire Rescue Department and the unit in the training room at the Safety Complex.

Town Hall – We are looking at additional insulation around the windows to stop some of the heat loss in winter. The basement windows are still secured in plastic. Jackson Rowell will be placing the plastic on some additional windows to keep the heat in.

Library – There was a walk through at the Library and no deficiencies were found but one bulb was replaced. Matt Pitkin was at the Library at the end of August to do the monitor outlets install (FCTV project). The third quarter water test was absent bacteria. Fourth quarter testing is to be done by end of December and includes the annual Nitrite/Nitrate test.

The Library has been working on a maintenance plan/replacement schedule for fire suppression components as well. The Trustees have also engaged a company to come in and provide a building assessment and cost to cure for planning and CIP purposes. Abney said the library is all set for winter and Alex Coulombe may be a backup for some winter maintenance when he is available.

Parks & Recreation – Many projects completed at year end. A fence has been requisitioned around the basketball court for safety. It should be completed by year end. The gate will be locked starting Monday 12/03/2018. Don wanted to say that Leon Holmes Jr did an amazing job cleaning up some trees at the fields this summer.

**Other Business:**

Still pending are potentially looking at new Accident Form (template from another Town). Looks like a concise way to get some information reported relative to accident or other incident and have a place for Safety Committee follow-up.

**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**

The next meeting was scheduled for Tuesday February 12, 2019 at the Fremont Town Hall at 11:00 am.

Notes taken by Heidi Carlson and Kathy Clement.