

Safety Committee Meeting Minutes
January 30, 2018 @ 10:00am
Town Office – Council Chambers

- I. Members Present: Sean Geagan, Rich Rotella, Jaime Bowden, Jeff Hammond, Craig Bowden and Chris Grindle.

- II. Nominations for chair and secretary
 - a. Jeff nominated Sean - Chair
 - b. Sean nominated Rich – Secretary

- III. Discussion of Town Office Security
 - a. Where are we with security in the building
 - i. Keyless entry – Chris met with sales rep
 - ii. Handicap accessible doors – PDQ will do upstairs 2 doors
 - iii. Change doors to have windows and keep locked from inside
 - iv. Still need to limit peoples access to this building
 - 1. Better control over who is downstairs
 - 2. Doors locked during the daytime
 - 3. Doors left unlocked during meetings
 - v. Looking for medium level security and take steps to deter what we can
 - 1. No way to take care of every situation
 - 2. People can be fine when they come in then mindset can change
 - vi. Locked downstairs outside door, security buzzers and video are done
 - vii. Put access code on elevator
 - viii. One entrance during after hour meetings
 - 1. Keep front door locked
 - 2. Only use downstairs entry way
 - ix. Put new doorway @ end of counter and key pad to the downstairs office

- IV. Recommendations
 - a. Look at elevator
 - i. Turn off after hours
 - ii. Put access code
 - b. Sue’s office
 - i. Exit door at back to Ann’s desk
 - ii. Add entry way door to end of counter before Sue’s desk with keypad
 - c. Office doors
 - i. Keep doors locked during the day
 - ii. Add glass to doors to see visitors

- iii. Doors need to be fire rated with mesh window
 - iv. Lock all office doors when leaving for the day
 - d. Training
 - i. Need class for safe meeting place
 - ii. Need class for safe procedures
 - e. After Hour Meetings
 - i. All committee & public meetings held in Council Chambers
 - ii. Any meeting held upstairs need pre approval
 - iii. Downstairs/outside doors only unlocked, upstairs/outside doors locked
 - iv. Elevator shut off or sign saying off limits to keep people downstairs
 - v. All downstairs office, stairway and closet doors locked

- V. Building walkthrough
 - a. Ormsby's office
 - i. Need Fire rated door
 - b. Storage Room
 - i. Door needs to be locked
 - c. Rich's office
 - i. Window needed
 - ii. Need Fire rated door
 - d. Council Chambers
 - i. Okay
 - e. Elevator
 - i. Key Access
 - ii. Control Pad
 - f. Mechanical Room
 - i. Need Fire rated door
 - g. Jeff's Office
 - i. Need Fire rated door
 - h. Outside downstairs Doors
 - i. ADA Push Button for door
 - i. Downstairs stairway Door
 - i. Need Fire rated door
 - j. Conference Room
 - i. Doors need to be locked
 - k. Sue's Office
 - i. Door needed in back of office
 - ii. Need fire rated door
 - l. Counter door
 - i. Door needs to be locked w/key fab
 - ii. Side door needs to be locked

- iii. Glass window at counter
 - m. Assessor's Office
 - i. Door needs to be locked w/key fab
 - ii. Side Door needs to be locked
 - n. Entry way doors
 - i. ADA Push Button for doors (ordered)
 - ii. Locked at night including evening meetings

- VI. Future Meetings
 - a. Look at all other town buildings
 - b. Discuss Accident Investigation Protocol (Vehicle & Bodily)
 - i. Review of forms
 - ii. Review of policy
 - c. Meet monthly until we are caught up

- VII. Next Meetings
 - a. Wednesday, February 28, 2018 @ 10am Council Chambers
 - b. Wednesday, March 28, 2018 @ 10am Council Chambers

- VIII. Adjourned @ 11:30am after tour