

**Safety Committee Meeting Minutes**  
**February 28, 2018 @ 10:00am**  
**Town Office – Council Chambers**

- I. Sean called the meeting to order at 10:02am.
  
- II. Members Present: Sean Geagan, Rich Rotella, Jamie Bowden, Jeff Hammond, Dave Michaud, Chris Grindle and Dan Whittier from MMA.
  
- III. Review and discuss minutes:
  - a. Rich reviewed minutes with group
  - b. Request to add 2 items to training
    - i. Panic Button Alarm Training
    - ii. Run, Hide, Fight Training
  - c. Jeff & Dan agreed per code that each office door doesn't need to be fire rated
  - d. Jeff request add security cameras in downstairs lobby and stairwell to better monitor who is downstairs.
  - e. Sean suggested that putting the new wall upstairs would prevent people from coming downstairs unless they were buzzed in.
  - f. Rich suggested going over previous recommendations office by office.
    - i. Ormsby's office
      1. All set
    - ii. Storage Room & Boiler Room
      1. Install Key Fobs
    - iii. Rich's office
      1. Second way out is needed either in Council Chambers or Hallway by bathrooms.
    - iv. Council Chambers
      1. All Set
    - v. Elevator
      1. Tabled
    - vi. Mechanical Room
      1. All set
    - vii. Jeff's Office
      1. All Set
    - viii. Outside downstairs Doors
      1. ADA Push Button for door
      2. Make sure entry way is even up with concrete
    - ix. Downstairs stairway Door
      1. Keep shut all day long.

2. Jeff says by code doesn't need to be fire rated
  3. Chris & Jamie said will slow down fire and that firefighters goal is to save structure and by having a fire rated door this could be better accomplished
  4. Dan sees the benefit in having this as a closed, fire rated door.
- x. Conference Room
1. When/If new access door in new wall gets installed would need to keep door closest to stairs open as means of exit and to get to break room.
  2. Fourier door leading to back entrance of this room should be locked
  3. Door leading to the outside stairs needs to remain locked
- xi. Sue's Office
1. Door needed in back of office. This door would benefit entire upstairs staff and not just Town Manager. Could be used for everyone to gather and hide in this office.
    - a. Jeff concerned that private conversations could be overheard through this door.
    - b. Sean said it would be an emergency door and wouldn't be used every day.
    - c. Ask Sue if she is concerned with having this door.
- xii. Counter door
1. Door needs to be locked w/key fob
  2. Side door (between assessor and clerk) needs to be locked
  3. Glass window at counter
- xiii. Assessor's Office
1. Door needs to be locked w/key fob
    - a. Jeff says that assessor has many visitors (they won't be seen with a closed door) and will they be deterred or will it cause more work for assessor to have to open door every time someone comes to see him.
  2. Side Door (between assessor and clerk) needs to be locked
- xiv. Entry way doors
1. ADA Push Button for doors
    - a. Jeff spoke to Jill Johanning who was appreciative of the push buttons however the threshold is too high and we need to even up the concrete to the bottom of the door.
  2. Locked at night including evening meetings
    - a. Jeff says that the public will insist on being able to use front doors for entry.

- b. Chris & Sean say to give 1 months' notice prior to making changes. Announce it at a council meeting than put a weekly notice in the newspaper.
- g. Dan said this was a good discussion
  - i. What can we do for training policy and procedures to limit hazard.
  - ii. Continue meeting and doing what we are doing.
  - iii. In regards to windows never ask people to jump out of them it is a personal preference as they are not a means of egress but are actually a fire escape.
  - iv. Egress – is a designed function of a building.
  - v. Any changes done here need to go to the Fire Marshall for Approval.
- h. White Box feature at proposed new door with the wall
  - i. Push the button of who you want to visit.
  - ii. If citizens need to use the bathrooms then there is a remote for the front office staff to push to let them downstairs.
  - iii. Not needed at downstairs outside door because those are locked
  - iv. Jeff not convinced that this approach is practical or that it will work
  - v. Chris says if don't want public going to the door and not having someone downstairs not available so they see the staff anyway; then have them go to staff first to see if downstairs personnel is available then have them buzz in.
  - vi. Jeff doesn't think we need the box and would rather have a live gate keeper.
  - vii. Chris describes the set up as the same as the school. When buzzer is pushed only the person being requested is notified so it doesn't distract all other staff.
  - viii. Sean says that one of the best systems around is at the schools.
- i. Cameras for hallways and lobby
  - i. Chris says we can get those but they would be separate from the original system as this would only allow us to know who is downstairs.
  - ii. Sean says we can tie in to upstairs because that goes to dispatch.
  - iii. 2 total cameras with 1 in the hallway and 1 in stairwell
- j. Key Fobs
  - i. Listed sites were the storage room, furnace room, assessor's office and front counter.
  - ii. Jeff suggested we put fobs on all doors.
  - iii. Sean said he wanted 1 entrance/1 exit in every building
  - iv. Chris said he would get quote for fobs on all doors but not necessarily use them all. It gives flexibility.
- k. Burglar Alarm
  - i. Jamie says there is no alarm in this building.

- ii. Chris says we have part of the infrastructure for it already.
- IV. Review Accident investigation from for town
  - a. Recommended that everyone use the same form as HR (Form provided)
  - b. Follow Town Code Chapter 2 Section 24.6 & 24.7
    - i. Sean made a recommendation that we change the wording in the ordinance from home phone to primary phone.
  - c. Dan says that there is a 2 prong analysis
    - i. Incident analysis – we have a very good practice
    - ii. Follow up analysis – no documented protocol
  - d. Dan says he has a sample form with that procedure and is different than the First Report of Injury form that we use.
    - i. Unpreventable vs preventable accidents
    - ii. Dan will provide to Sue this report
    - iii. 4 key components identified are:
      - 1. Management
      - 2. Employee
      - 3. Equipment
      - 4. Environment
        - a. Example: Employee slipped on wet floor; caused by a leaky pipe; caused by damage from freezing; caused by deferred maintenance. Deferred maintenance is the reason why the injury occurred.
    - iv. How do we prevent in the future.
  - e. Goal is to bring our LEDA score up.
  - f. Dan encourages further training on accident/injury reporting and he can provide it.
- V. Set dates and times for town building tours
  - a. Sean Request to table until speaks to Sue
- VI. Next Meetings
  - a. Wednesday, March 28, 2018 @ 10am Council Chambers
- VII. Items Not on Agenda:
  - a. Jeff says there was a very angry person at the Town Office who he could hear screaming from downstairs in his office. He said the first step that should have been followed was that the panic button should have been sounded. Sean agreed with Jeff. Jeff said the person ended up calming down.
- VIII. Adjourned @ 11:35 am by Sean and seconded by Chris.