

## Safety Committee Minutes

April 15, 2021

11:00 AM

- I. Call meeting to order
  - a. Sean Called the meeting to order at 11:12 am
- II. Roll Call
  - a. Members Present: Jamie, Dave, Rich, Katlyn, Luke, Jay & Sean
  - b. Members Absent: Chris C.
- III. Approval of March Minutes
  - a. Jamie made the motion to approve, Katlyn seconded. Motion passed 6-0
- IV. Update from Previous Concerns
  - a. Status of Yearly Employee Training
    - i. Sean said that it has been taken care of by employees. Only seasonal employees who haven't been hired as of yet will need to complete the training.
  - b. Light Fixtures at the Ice Rink
    - i. Rich waiting on Joe Allard to fix it and will reach out again.
  - c. Estimate for Town Manager's Office
    - i. Luke said he hasn't been able to get a quote yet.
  - d. Safety Works
    - i. Sean said that they will be coming to the Public Safety Building on April 29<sup>th</sup> and isn't sure about every other building as this is done via MMA and is different than SAFER.
    - ii. Jay said that SAFER is the outside agency who will be here in June/July. Rich asked what we needed to do to be prepared for SAFER. Sean said that most work was completed but to be up to date on SDS sheets. Jay said that we must keep SDS forms for 30 years even if we didn't have the product anymore.
- V. Any new Concerns
  - a. Sean asked Rich to find someone who knows what they are doing to check on the playground.
  - b. Jamie asked about ordering play chips for the playground. Rich said that the order will take place on May 3<sup>rd</sup> because the company doesn't open until then.

- c. Luke said that we will need to shave off the bottom of the door in the Town Council Chambers so that if the smoke alarm goes off that the door will shut because at this time it gets caught on the carpet.
  - d. Rich said that he and Luke will install the Nok Box at the Town Office.
- VI. Schedule Next Meeting
  - a. The next meeting is scheduled for May 13, 2021 at 11am
- VII. Adjournment
  - a. Jay made a motion to adjourn at 11:35. Sean seconded. Motion passed 7-0.