

Safety Committee Meeting Minutes
March 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, Jay Lanpher and Craig Bowden
- III. Review and discuss minutes:
 - a. Rich mentioned key fobs should be key fobs and will update minutes
 - b. Chris mentioned Jamie's name was spelled wrong, minutes will be updated
 - c. Jamie made a motion to approved minutes and second by Dave 6-0 to approve
- IV. Review Quote for Key Fob Safety System
 - a. Chris said the quote was \$69,624.89 for Town Office & Public Safety Buildings
 - b. Chris will get another version, by tomorrow, which shows line items between the Town Office and the Public Safety Building because the equipment going in each of the buildings will vary.
 - i. Roughly \$40,000 at Town Office
 - ii. Roughly \$30,000 at Public Safety Building
 - c. The Town Office will have fobs put on 13 access control doors which is majority of the doors.
 - i. 6 doors upstairs and each door will have door contact, request to access electric strike, the Aptigue Card Reader installed, AI phone, and the AI phone video phone installed at new door which will be put in with 3 call buttons for the downstairs offices.
 - ii. 7 doors downstairs will have the readers
 - d. The Public Safety Building
 - i. 5 access controlled doors will have fobs installed. It's not going on all doors because that building is more secure already.
 1. 4 regular internal door
 2. 1 replace outside fire department door.
 - e. AI Video Phone for dispatch will be in the foyer and the equipment will be in the dispatch office.
 - f. No key fobs at elevators in Town Office or Public Safety Building.
 - g. Jamie asked if we were dealing with cards or fobs
 - i. Chris said combination of both
 - ii. Chris said will be photo id badges that are magnetized cards
 - iii. Chris said a small fob would also be on our key rings.

- iv. Chris said it would come with software but we don't have that cost yet
- h. Company that Chris meeting with came recommended by Director of Campus Security at MMA.
- i. Chris believes we can save at least \$5,000 by pulling the cable ourselves.
- j. New quotes will include:
 - i. Pulling out the cable & labor costs
 - ii. Split quote across 2 buildings
 - iii. Software costs

V. Priority Items

- a. Sean states #1 priority is wall & door at end of the counter
 - i. Sean states Dan, MMA rep, highly recommended wall & door.
- b. Key Fob and a switch with video control on new door
 - i. Jeff mentioned life safety code with the controlled new door because it would be an exit access path from the conference room (putting door with lock on that might be a life safety code because not everyone would have access to that door to escape if it were locked).
 - ii. Rich mentioned that MMA said any changes would need to go to State Fire Marshall's Office.
 - iii. Jeff said if it turned out that it didn't meet code to have a locked door in that hallway maybe we put a door there with no lock on it and put a sign that reads "Access Needs to Be Granted Before Going Through the Door" or "Authorized Personnel Only".
 - iv. Craig believes a sign on the door will take care of 99.9% of the people
 - v. Jeff says makes sense to him to have locks on doors with lobby access
 - 1. Counter door
 - 2. Assessors door
 - vi. Jeff said another way to protect counter top ironing instead of glass maybe some sort of equipment to slow someone down from getting across the counter.
 - vii. Craig mentioned a panic gate for the counter.
- c. One Way In & One Way Out
 - i. Rich said during daytime staff enters downstairs or upstairs and during evening citizens come in upstairs and downstairs and there is no monitoring.
 - ii. Sean said at night time during meetings the upstairs is wide open
 - iii. Jamie said we also discussed the alarm system
- d. Keep Office & Assessors doors shut and put sign that says Authorized Personnel Only and make them bigger than normal.

VI. Recommendations

- a. **1st Recommendation (to Sue):** Close all doors that we have: Assessor (unlocked), Counter (unlocked), Town Manager (unlocked), Top of Stairs (unlocked), and Conference Room Foyer Door (locked). Signs should be placed on the door at the top of the stairs and the elevator “No Unauthorized Personnel” “See Counter Staff”. Place a sign at the first door when you enter the building that states check in with counter staff first. **Craig made a motion, Jay second. Vote 7-1. Sean opposed.** Sean wanted it noted that he is in favor of the new wall and door.
 - b. **2nd Recommendation (to Town Council):** Add a new wall and door with a key fob and security system. Fobs will be on 3 doors the New Door, Assessor’s Door and Counter Door. **Craig made a motion, Sean second. Vote 8-0.** Sean wanted it noted that the MMA rep highly recommended this option.
 - c. **3rd Recommendation (to Sue):** Front entrance doors locked during nightly meetings and the upstairs is not accessible. Front doors only unlocked during normal business hours. **Chris made a motion, Sean second. Vote 7-1. Jeff opposed.** Jeff said it would be an inconvenience especially to those who have never been to this building and are unaware of the parking for the lower level.
 - d. **4th Recommendation (to Council):** Add a gate, structure, or glass with a pass through above the counter to be used after the office is closed and to be used as a safety measure during business hours. **Sean made a motion, Chris second. Vote 8-0.**
 - e. **5th Recommendation (to Sue):** Addition of a 2nd door to the back of Sue’s Office. **Craig made a motion, Sean second. Vote 7-1. Jeff opposed.** Jeff said it is not practical because of existing furniture/cabinets, privacy issues and there not being a path wide enough to pass through and support the need for the door.
 - f. **6th Recommendation (to Sue):** Recommendation to change Economic Development Office into storage closet (as initially designed) and move Economic Development Office back to its previous location. **Jamie made a motion, Craig second. Vote 8-0.**
 - g. **7th Recommendation (to Sue):** Panic button training, PA phone training, Run-Hide-Fight training, Full building safety training and annual safety training for all town office employees. Quarterly check on panic button alarms. **Jay made a motion, Sean second. Vote 7-0.**
- VII. Set dates and times for town building tours
- a. Sean Request to table until speaks to Sue
- VIII. Next Meetings
- a. Wednesday, April 25, 2018 @ 10am Council Chambers
- IX. Adjourned @ 11:35 am motion by Rich and seconded by Sean.