

**December 1, 2011**  
**Safety Committee Meeting**

|          |                               |                                      |
|----------|-------------------------------|--------------------------------------|
| Present: | R. Lundstedt                  | Highway Department                   |
|          | K. Wilson                     | Building Inspector/Health Department |
|          | B. Hutchins, Chairman, absent | Police Department                    |
|          | L. McCann                     | Health Officer                       |
|          | D. Lawler                     | Parks, Cemeteries                    |
|          | B. Milkovits, Secretary       | Admin. /Clerical                     |
|          | W. Brown                      | Town Buildings                       |
|          | R. Bergeron, absent           | Fire Department                      |

Meeting opened at 10:00 AM.

**Agenda:**

**Old Business:**

1. Minutes from November 3, 2011 meeting were reviewed. Still need MDS sheets for cleaning supplies kept at the Mann House. There were no corrections made.

**Accidents or Incidents:**

None

**Safety Concerns by Department:**

1. Library – No safety issues reported.
2. Fire Department – No safety issues reported.
3. Police Department – Handicap ramp railing was replaced.
4. Highway Department – No safety issues reported
5. Town Buildings, Parks & Cemeteries – No safety issues reported.
6. Building Inspector/Health Department – No safety issues. Mrs. McCann will try to set up meeting in the near future with Greater Nashua Health Group/Patty Crooker. Also the Building Inspector was advised that any business with the public must be conducted in the gathering room. No public will be allowed inside the town offices.
7. Town Office – No safety issues reported.

**Other:**

1. Presented Written Safety Program books to committee members. It was decided to hold the mandatory Town Department-wide meeting for the books on Monday, December 19<sup>th</sup> at 10 AM at the Town Hall. Lunch will be provided with holiday refreshments to follow.
2. Committee reviewed and worked on Safety Summary Form. The question came up as to how often inspections must be done. Primex, our Workers' Compensation Insurer will be consulted on this matter. The form will be finalized on December 19<sup>th</sup> to be submitted to the State by December 31<sup>st</sup>.

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3. Primex Risk Management Consultant Phil St. Cyr will be meeting with some members of the Safety Committee on Tuesday, December 6<sup>th</sup> at 10:30 AM. He will review the Written Safety Program and will offer some suggestions and ideas for the retro-fitting of the town offices and other safety issues. Discussion ensued on retro-fitting the town offices. After more discussion, it was decided that a recommendation will be sent to the Board of Selectmen starting on January 1, 2012, to have the Town Clerk/Tax Collector's office begin using the counter on the office half door for all town clerk/tax collector business with the public. This would stop the public from entering into the Town Clerk/Tax Collector's office before the final Department of Labor's extension date for retro-fitting the offices.

Meeting adjourned at 11:21 AM. First 2012 quarterly meeting set for Thursday, March 1, 2011 at 10:00 AM, at the Town Office.