

Town of Lebanon  
Safety Committee  
Monday, October 23, 2017- 2:00 p.m.  
**Town Hall - Upper Conference Room**  
**MINUTES**

- 1.0 Call to Order: Chairman Linda McDonald called the meeting to order at 2:07 p.m. The following department representatives were present: Fire Chief John Lyon, Donna Maheu (Library), Jim Prescott (Transfer Station) (arrived 2:11), Joe Noel (CIRMA) (arrived 2:15), Ian Havens (CIRMA), Jay Tuttle (Public Works) and Darcy Battye (Senior Center).

The board welcomed Ian Havens, Risk Management Consultant from CIRMA, who will be covering Lebanon due to the retirement of Joe Noel. The members expressed gratitude to J. Noel for his help and expertise and wished him well. I. Havens and J. Noel will schedule a time to conduct a Building Hazard Assessment for the Town Hall in the next few months. I. Havens notified the Committee of the upcoming Slip, Trip, and Fall Awareness Months of December 2017 and January 2018.

- 2.0 Approval of Minutes from the July 24, 2017 regular meeting: D. Battye MOVED to approve the minutes from July 24, 2017 regular meeting as presented. J. Tuttle SECONDED. MOTION CARRIED 5:0:2 with D. Maheu, and J. Lyon abstaining.

- 3.0 Approval of 2018 Meeting Schedule: D Battye MOVED to approve the following 2018 meeting dates:

Monday, January 22  
Monday, April 23  
Monday, July 23  
Monday, October 22

Meetings will be held at Town Hall at 2:00 p.m.

J. Tuttle SECONDED. MOTION CARRIED 8:0:0.

- 3.0 Discussion by Department: Incidents/Accidents; Safety Issues; Safety Improvements; new requests or suggestions:

Public Works: J. Tuttle reported employee out on worker's compensation and a motor vehicle accident on October 18<sup>th</sup> involving a Town truck. He asked if there was an exit plan in place for the Town Garage. L. McDonald said she will research this.

Police: State Trooper Collin Konow was not present but contacted the Chair and had no issues to report.

Fire: J. Lyon reported physicals for fire personnel are up-to-date. He said some of the exterior lights are not working on the public side of the Fire Safety Complex. He recommended numbering the fixtures to make bulb replacement easier. L. McDonald will relay this to the buildings and grounds maintainer.

Library: D. Maheu reported that the Library door (handicapped entrance) is rusted and needs repair. L. McDonald responded that the buildings and grounds maintainer is aware and will make assessment as to whether the door needs replacement. D. Maheu said emergency escape route signs are needed for the building. L. McDonald will contact the Facilities Director to address this issue.

Transfer Station: J. Prescott said the rat population is under control at the Transfer Station as a result of pest control efforts. Everything else is going well.

CIRMA: J. Noel announced he is retiring at the end of January 2018. The members expressed appreciation for his help and expertise and wished him well. He provided informational materials including the September 2017 Risk management Services and Products Guide. The board welcomed Ian Havens, Risk Management Consultant from CIRMA, who will be covering Lebanon due to the retirement of Joe Noel. I. Havens and J. Noel will schedule a time to conduct a Building Hazard Assessment for the Town Hall in the next few months. I. Havens notified the Committee of the upcoming Slip, Trip, and Fall Awareness Months of December 2017 and January 2018.

Town Hall: L. McDonald reported on a new security measure in place for employees in Town Hall.

Senior Center: D. Battye said the new crosswalk in the front of the building has been installed. Emergency escape route signs are needed for the building. L. McDonald will contact the Facilities Director to address this issue.

Discussion followed on inviting a member of the Board of Education to join the Safety Committee.

5.0 Adjournment: D. Battye MOVED to adjourn the meeting at 2:38 p.m. J. Lyon SECONDED. MOTION CARRIED 8:0:0.

Respectfully Submitted by Linda McDonald