Minutes

Attendees: Moses Delphia (DPW-Highway), Ross Farnsworth (DPW-Facilities), Don Foster (DPW-Fleet), Janice Grady (Howe Library), Julia Griffin (Town Manager), Chris Koloski (HPR-Grounds), Shannon Kuehlwein (Police), Asa Metcalf (HPR-Grounds), Dave Saturley (Police) Dave Stewart (HR).

Minutes of 4/2/19 meeting: Ross moved to approve the minutes. Dave Saturley seconded. Minutes approved unanimously.

Review of Workers' Comp Reported Accidents: Dave Stewart reported one lift-lower claim. Back strain. Medical only.

Review of Vehicle Accidents: Don Foster reported one minor vehicle accident—police cruiser vs. ledge. No injuries, relatively minor vehicle damage (oil coolers). No injuries. Repairs completed by Fleet, in-house. No claim filed.

Department Updates

- **Town Hall**: Ross reported that he obtained a $25,000 estimate for replacing the concrete steps at side entrance with a non-concrete material. Concrete frequently erodes and can potentially create safety issues, although steps are not a hazard at this point. Julia said she will look at encumbering year end funds, but it's not likely that this amount will be available. A discussion about other options followed. Shannon asked about the possibility of eliminating the stairs and having everyone use the ramp, which is covered. Dave Saturley inquired about extending the roof overhang to cover the stairs. Don said there may be pre-cast options as well. Julia suggested that Ross look at Dartmouth's use of granite steps with wood risers for winter months. Ross will investigate further. He also noted that this is a longer term issue. It won't be difficult to address any safety issues that might come up next winter.

- **DPW/Water/WRF**: No immediate safety issues to report. Ross reported that lack of storage space at the DPW Facility is becoming a significant issue. They're running out of room. This raises questions re: location for a vehicle wash bay, if and when funding for this is approved. Unclear if current cold storage site would be feasible.
• **Howe Library:** Janice inquired about efforts to remedy the sidewalk issues at the front and rear entrances. Julia said that the Town is nearing the point where a complete replacement of all downtown sidewalks is needed. She and Ross will continue to look at interim solutions to ensure safety of patrons and staff.

• **HPR/R.W. Black Center:** No safety issues to report. Reconfiguration of interior office space continues.

• **Police/Fire:** Ross and Julia briefly reviewed the status of improvements to Public Safety building. Construction of pass through garage for police vehicles likely to begin by middle of next month. Stage III of Fire renovations underway, including extensive window replacement.

• **Active Shooter Training:** At April JLMC meeting Moses expressed interest in HPD active shooter training for DPW employees, including use of vehicles as part of emergency response. Moses and Shannon reported that HPD conducted a training session at DPW on April 17th and that it went very well.

• Next meeting scheduled for August 6, 2019.