Minutes

Attendees:  Bernie Hazlett (DPW-Highway), Dave Field (DPW-Highway) Ross Farnsworth (DPW-Facilities), Don Foster (DPW-Fleet), Janice Grady (Howe Library), Julia Griffin (Town Manager), Shannon Kuehlwein (Police), Asa Metcalf (HPR-Grounds), Dave Saturley (Police) Dave Stewart (HR), Ed Woodbury (DPW-Facilities), Rob Diehm (Fire) and Chris Doolan (Fire).

The Meeting was called to Order at 10:03 a.m.

General discussion was had regarding the large amount of construction activity in Town, the challenges this number of projects impose and the potential risk to Town staff.


Review of Workers Comp Reported Accidents: Dave Stewart reported 1 lost time claim for a hernia and 6 medical claims for strains, sprains, insect bites and cuts.  Less lower back injuries although this is the time of year for sprains/strains as Departments are out working.  Ross has completed the necessary inspections and the Town has received Prime 3 certification again which keeps rates lower.

Review of Vehicle Accidents:  Don Foster reported minor vehicle damage due to a reversing incident. New cruisers and equipment for hybrid vehicles have been ordered.

Department Updates

- Town Hall: the replacement of the side stairs may require encumbering money after a discussion with Betsy McClain. There is a possibility of closing the stairs for the winter to avoid salt damage. The stairs are not hazardous they are just unsightly.  Ross may try to patch the stairs but suggests closing the stairs and only using the ramp until they can be replaced.

Room sensors for the heat pumps need to be installed at the cost of $9300.00 which cost needs to be submitted to Betsy McClain. The heat pumps appear to have some trouble transitioning in spring/fall in Town Hall which the room sensors should alleviate.
When the heat pumps were being installed Ross learned that the temperature above the ceiling in the Assessors/Financial Services Offices is really cold which may need some duct work. Ross needs to investigate further.

- **DPW/Water/WRF:** Wastewater solar power is up and powered. The roof units will work well in the summer but once snow accumulates they will not generate power. Work was subcontracted and likely took longer than necessary. Ross expected the same work ethic as the Town Hall team which was not the case so Ross gave his feedback.

DPW – Storage area and wash bays continue to be a discussion. Fuel island upgrades almost complete with new pumps and skirting. The Fire suppression system is supposed to be checked annually and hasn’t been done since the early 2000’s. Ross has contacted a company to do the annual inspection referred by VT Life Safety.

Parking garage sprinkler system plumbing is a problem.

Water Treatment Plant – Greenhouse was delivered on 8/5/19. No maintenance issues.

- **Howe Library:** Janice indicated the worst areas of the sidewalk had been patched and the granite secured. A new drain cover has been made and installed in the children’s garden. There was a chemical smell which was determined to be a dried out trap in the equipment room. This was located and fixed. Julia indicated that all sidewalks in Town need to be updated but this is a multi-million dollar expense that would need to be budgeted and prioritized. Studio H, the Makerspace location, is in need of a fire extinguisher for electrical equipment. Ross made the request while in this meeting.

Etna Library: Ross indicated the LED lightbulbs are being installed today and more lights need to be ordered to be placed over the children’s bookshelves. There is a carpenter ant issue which pest control sprayed for. The bus stop will be relocated.

- **HPR/R.W. Black Center:** Ross and Ed report there was an elevator shaft problem due to drainage around the building. A new perimeter drain needs to be installed which Julia thinks can be accomplished when the parking lot is done. Julia will talk to Peter Kulbacki about what needs to be done and when it can/should be done. The storm drain caps were not put on after pump out which caused an odor thought to be propane though it turned out to be sulfur from the storm drains. Ed covered the drains and the smell went away.
• **Police/Fire:** LED lights were installed in the bays but some light fixtures need to be replaced so bulbs will work.

The foundation for the police garage is done. Communication cables have been requested for outer buildings and price requested for roof over the back entrance.

Shannon indicates there are some cleaning concerns within the PD. Ross will provide the maintenance checklist.

CRAZE/AED re-certifications have been done. Shannon believes CRAZE training may need to be completed in some Town departments.

Shannon is in need of 2 cots to be used a shelter cots. Julia suggested some ideas on budgets that could support this request.

**New Business:** Bernie suggested DPW try a wireless camera so drivers can see what is left for product in their truck beds and load weight for traction during the winter months. Climbing up onto the trucks to view the bed during winter months is hazardous. Don believes wireless cameras are better than wired as they would not require cables but is unsure how they would hold up. It is believed the cost for each camera is around $350 and this can be added to the year end wish list. The negatives of wireless cameras is battery life and with either type, lense cleanliness. Mirrors on poles would work during the day but would be useless at night. Don will look into one to try prior to installing in all truck.

Meeting adjourned at 11:30 a.m.

• Next meeting scheduled for October 1, 2019 at 10:00 a.m. to be held in the Police Department Training Room.