Minutes

Attendees: John Emerson (DPW–Highway) Ross Farnsworth (DPW-Facilities), Janice Grady (Howe Library), Julia Griffin (Town Manager), Shannon Kuehlwein (Police), Dave Stewart (HR), Ed Woodbury (DPW-Facilities), Dave Field (DPW-Highway), Dave Saturley (Police), Mark Roper (Water Treatment) and Chris Doolan (Fire).

The Meeting was called to Order at 10:09 a.m.

Minutes of 10/1/19 meeting: Ross moved, Chris seconded. Minutes approved unanimously.

Review of Workers Comp Reported Accidents: Dave reports 1 fall, 1 burn and 1 head bump. Dave further reports injury trend is down to 41.5% and property liability is up to 61%.

Review of Vehicle Accidents: No report given.

Department Updates

- **Town Hall:** the grate beside the back steps has been replaced. The back stairs are full of leaves and need to be cleaned up. Ross continues to do inspections quarterly.

- **DPW/Water/WRF:** Dave Field reports that when road painting, a member of DPW sits in a cage with cones in the front of a truck suspended on a plow frame. When the truck hits a bump, the person gets jarred. Dave requests a wheel be put on the front to keep the cage balanced and smooth for the ride and an LED strobe light be installed on the cage. Dave believes this wheel can be fabricated in-house.

- Discussion regarding the DPW wash bay. Mark indicates a sand trap will be needed. Ross is still getting quotes and info but believes he has received a quote for $186,000. This requires adding the building to the cold storage building.

- **Waste Water** – Mark indicates the dome shaped digestors are a hazard as there are no railings and are now snow covered. Someone goes up onto the domes every day to grease the bearings which creates a huge potential for a fall. The possibility of using a harness system was
discussed but, the person would still need to get to the top to attach a harness clip. Ross will do an inspection and report back.

- Water Storage Building – Ed vacuumed the storage building the last week of November. He reports there is no insulation in the building and, if the attic space was updated, insulated and the roof possibly replaced, this building could be used for further expansion and/or office space. Although, moving storage into the attic may not be possible as Ross indicates the ceilings are low with an I-beam that requires maneuvering under or around. Moving files and shelves to attic is going to require a lot of manpower or possibly forklifting through windows or doors. Ross will review lighting, insulation, upgrades needed and report back.

The water leaks remain an issue.

- Howe Library: Some sidewalk repair has been done but need further repairs right in front of front door, back entrance and South Street. The wheelchair ramp and curbing is failing. Julia indicates some of these repairs could be included in Town sidewalk replacement discussions. Ross will look to see if some cold packing can be done for winter months.

The new carpet in the children’s area has been done. Ross will look at more carpet from the information desk to the children’s center. The elevator has been shut down as the cost to repair is $30,000 for a bandaid and $90,000 to rebuild. There is a second elevator in the building but it is a long walk to get to it. The mural door is no longer being propped open as it is a fire hazard.

Janice reports the information desk was originally built very high and needs higher stools to sit at. An employee fell off the chair but didn’t get hurt. Julia suggests a platform to be build for the stools or a ramp. Ross will review the area and see if he can find a solution. This is a potential Howe Corporation issue and/or expense.

Etna Library: No issues reported.

- HPR/R.W. Black Center: Ed and Ross report no real problems with drain, the pumps are working and keeping up with the water. The estimate to bring drains up to 4 feet to alleviate this problem is $91,000.00.

The handicapped ramp has issues with roof snow. Ross is working on quotes for a roof so snow doesn’t fall directly onto the sidewalks. This expense will likely have to be budgeted.

On December 2nd, one of the inside doors wouldn’t open when a Presidential candidate was using the space.
The Fire Department inquires about using the old Summer Park apartment buildings for drills and training prior to demolition as countless opportunities are available for such trainings in these buildings being in-Town, etc.

CRASE training is scheduled for December 17th at RWB.

- Police/Fire: The gutter on the overhang creates an ice issue, Ross is working on this. There is also a blind spot created by the new cruiser garage which a mirror should fix. A light on the end of the cruiser garage should also be installed to allow people walking to and from their cars to see.

Solar panels are scheduled to be installed on the roof of the Fire Department and Police Department this spring.

The Fire Chief and Police Chief are working on finishing the bunk room.

Ross and Chief Dennis are determining bike storage. More frequent bike auctions will be held.

The back door lock to the Police Department now works.

The cruiser garage is done with some additional IT work to be done for the cameras. There remain some questions on how this area will be plowed and the potential for ice off the roof.

The parking garage sprinkler system is in need of repair, replacement. Julia indicates Dartmouth College needs to review this as well as the Town and a meeting should be set up to include Frank Roberts, Ross, Peter Kulbacki, Jeff Ballard and possibly the Dartmouth Real Estate Office.

Trumball Nelson is doing a temporary fix of the back door from the League of NH Craftsmen to the stairs. A more permanent fix will come in the spring.

**New Business:** Julia reminds everyone that Budget season is upon us.

Meeting adjourned at 11:45 a.m.

- Next meeting scheduled for February 3, 2020 at 10:00 a.m. to be held in the Fire Department Training Room.