

Andover Safety Committee

May 9, 2018

Minutes

1. Meeting was called to order at 10 a.m. by Joe Higgins, Town Administrator.
2. Roll Call - members present - Joe Higgins, Chairperson, Dianne Grenier, Curt Dowling, Cathy Palazzi, Resident Trooper Jared Avery, Sally Doyon, Ed Kasacek, Kathy Luntta. Absent - Carol Lee.
3. Public speak - None
4. Items added under New Business, see # 6
5. Old Business:

Old Firehouse - Ed will paint stairs at Old Firehouse when weather permits and will also check on area of sagging floor.

Library - Dianne mentioned that the Fire Marshal did a walk through. A safety task list is attached. Attachment # 1

Gutter update - No funding currently to correct rain from flooding over, will keep an eye on it.

6. New Business:

Cathy Palazzi mentioned the cracked window in the Community Room for the past few years and that it looks like the Town does not care/take care of its buildings. Also mentioned was the poor acoustics in the room, that microphones should be continuously used. The acoustic problem has previously been looked into and at that time it was decided that there was no money in the budget to make corrections.

Sally Doyon talked about all the security measures that are in effect at the school and that it is ongoing. Drop off, pick up, and bus routes have been altered to make it safer and more efficient for all. There is only the main entrance available to use

during the day, it is locked with a camera and people have to be buzzed in. There are more parking lot signs for traffic flow. Trooper Avery is often present during drop off and dismissal times. Andover Elementary School has received a FEMA Grant of about \$40,000. to enhance security.

Curt Dowling spoke about the Town's Fire Alarm system. He recommends that all Town buildings emergency calls go direct to Tolland Mutual Aid (TN). Curt will check on all the buildings.

Joe Higgins reported that Mike Lester, Fire Marshal did inspection of the Town Hall. Exit signs were needed and installed. Emergency lights and some exit signs needed batteries replaced. An Occupancy sign for the Community Room will be posted soon indicating maximum capacity at 125.

7. Public Speak - none

8. Joe Higgins adjourned the meeting at 10:51 p.m.

Respectfully Submitted,

Kathy Luntta

Library Safety Report
May 2018
By Dianne Grenier

Attachment #1

The Library board of Directors has met with the Town Fire Marshall in January. Together they created a "Safety Task List" which Library Board members have been addressing.

Items that have already been completed include:

- Program director should point out "exits" prior to program events
- Determine who is responsibility to check Emergency Light batteries
- Keep furnace room door at all times to contain possible fire
- Clear entrance way near back door
- Maintain Inventory of keys to building
- State Trooper determined where "Panic Alarm" goes to
- First Aid and CPR training offered to all Library Staff
- Notify State Trooper of Library hours and asked for extra patrols after dark
- Installed locks on all storage room doors to prevent children from entering
- A First Aid Kit has been acquired
- Posted Exit sign at bottom of stair in Children's room
- Acquired a Defibrillator and trained staff

Items to be completed in the near future include:

- Remove all combustible materials from Furnace room and near pipes in storage closets
- Have CO detector installed in basement (purchased, needs to be installed)
- Move Emergency Exit sign w/ lights in basement to over front door.
 - Met with 5 electricians and waiting for funding.
- Light over rear door to be fixed / replaced. Photosensor light to be installed.
 - Part of electrician's task list when funding is available.
- Emergency Exit sign to left of back door, has dead battery.
 - On electrician's task list when funding is available.
- Do not allow parking in front of back door that would obstruct opening.
 - Yellow hash lines to be painted when parking lot lines are done this spring