

## **Andover Safety Committee**

**February 7, 2018**

### **Minutes**

Meeting was called to order at 10:05 a.m. by Joe Higgins, Town Administrator

Members present; Dianne Grenier, Joe Higgins, Carol Lee, Kathy Luntta and Cathy Palazzi

No public was present

Cathy Palazzi moved to add "Old Firehouse issues" as agenda item 5e. Joe Higgins seconded. Passed unanimous, Old Firehouse issues added as agenda item 5e.

Dianne Grenier moved to add "Library issues" as agenda item 5f. Joe Higgins seconded. Passed unanimous, Library issues added as agenda item 5f.

Dianne Grenier moved to add "Approve Minutes" as agenda item 6. Joe Higgins seconded. Passed unanimous, approve minutes added as agenda item 6.

Dianne Grenier moved to add "Old Business" as agenda item 7. Joe Higgins seconded. Passed unanimous, old business added as agenda item 7.

Safety Committee membership was reviewed. We are still in need of a member to represent the Fire Department. Kathy Luntta will contact Ron Mike for recommendations.

The Town Office Building gutters have been cleaned by the Road Crew and it has been determined that with regular cleaning of the gutters, the problem has been resolved.

The generator grant that Joe was looking into would only cover the upgrade of an existing generator and the cost of a generator for the community room addition would cost over \$50,000.00.

The heat problem in the Town Clerk's office is due to the furnace and old radiators so there is not an easy solution to the problem. There is heat in the office, it is just that it isn't enough.

Cathy Palazzi brought up concerns at the Old Firehouse and asked about the filter in the heat vent going down stairs. Joe said that Ed had replaced the filter. Cathy discussed an un-even area in the floor by the closet in the meeting area. Joe will have Ed look to see what is causing this. Cathy asked about the heater in the garage area and Joe said that Ed re-set the heater and it is working fine. Cathy discussed concerns over a 'weak step' in the large bus. Joe said to have Dubois Automotive give a quote on repairing the step and send it to him.

Dianne shared that Mike Lester, Fire Marshal did a walk through inspection of the library. There are concerns that there is no emergency lighting on the main floor. Joe will look into this and get a quote while electrical issues in other town buildings are being quoted. There was concern over the alarm system having "alarm system disarmed" message displayed. It was determined that this is not a problem because any "911" issues would be properly routed.

Kathy L. moved to approve the minutes from October 19, 2017. Cathy P. seconded. Motion passed Joe, Carol, Kathy L. and Cathy P. yes. Dianne abstained.

No public speak.

Cathy P. moved to adjourn. Kathy L. seconded.

Meeting adjourned at 10:56 a.m.

Respectfully Submitted,

Carol H. Lee