

Town of Jefferson  
Select Board Quarterly Safety Meeting  
February 27, 2023  
Jefferson Community Center

The Quarterly Safety meeting was called to order at 6:52 p.m. by Kevin Meehan (Select Board Chair), Terri Larcomb (Selectman), Emma Wotton, Liz Milligan, David Savage, and Kate McMann present.

Norman Brown (Selectman), also participated in this meeting via a video call due to no internet service at the time of the meeting. Joe Marshall also attended a portion of this meeting, having arrived for the Select Board meeting immediately following this meeting.

Select Board Chair thanked everyone for coming to the meeting. The purpose for the meeting is for the departments to inform the Select Board of any safety concerns or any safety equipment needed.

Liz Milligan from EMS stated that the items discussed at the last meeting had not yet been fulfilled. Liz mentioned that one mobile AED is still needed, and Amanda would know if this had been ordered. The EMS department are waiting until after March town meeting/voting to obtain the necessary funding. Once that occurs, she will get a more detailed list of the required safety gear. Terri Larcomb inquired about recent trainings that had occurred in the JCC. Liz stated that these were CPR classes for teachers, a different event, not town trainings, and that they had gone well. Liz also mentioned that many had given huge compliments on the space, and that it had been warm and comfortable. With the carpeted meeting room, it was much nicer for people being down on their knees for CPR. Liz also stated that EMS was still waiting for a couple members to get their certifications and when they were received copies would be provided to the Select Board office. No other concerns were mentioned for the EMS Department.

David Savage from the Fire Dept stated that looking at the minutes from the last meeting, LED lights were mentioned. David said he knew that the fire department had spoken with a salesman regarding the rechargeable LED lights, but that he didn't have the results of that conversation because he had been unable to attend that particular meeting. Liz stated that they had received an itemized invoice and that it needed to go back to the Fireman's Association because there had been a donation that was to be utilized for some of the lighting costs. If there were additional lighting needed then they would have to go back and have monies appropriated for that use. No other concerns were mentioned for the Fire Department.

Select Board Chair, Kevin Meehan took a moment to discuss the purpose of the safety meetings. Safety meetings are open meetings with the purpose to offer everyone an opportunity to mention things that are needed for employees out in the field and that all are all able to complete their tasks safely. Kevin stated that it is part of the requirements for the insurance company workman's compensation coverage to hold these meetings quarterly.

Joe Marshall entered the meeting at this time.

Emma Wotton from the Library stated that with their summer reading program beginning in mid-July they are concerned with the back door exit to the playground. Emma mentioned that there is a large drop off that could pose a safety concern to library patrons. Perhaps a ramp could be constructed, or perhaps they could have the area painted with florescent paint. Selectman Norman Brown stated that once weather permits, Ed Stanley would be taking care of this for us. Selectman Terri stated that we would be doing more to the playground this year; Norman agreed. Emma also mentioned that they are hoping to have the awning up on the backside of the building and that chairs will be put out there as well. No other Library concerns.

Terri spoke on behalf of Belinda Morrison, custodian, who was unable to attend. Belinda had sent Terri a request to utilize a machine to clean the gym floors due to the streaking from the wet mop. Kate mentioned that she had spoken to Belinda and that Belinda had requested to use the machine currently in the janitor's closet. Norman stated that we are not to use chemicals on the floor or machines or it would void the floors warranty. Liz stated that the machine does not belong to the town, it had belonged to the Jefferson Fireman's Association who had sold the item and it has not yet been picked up. Kate will touch base with Belinda about not using chemicals or the machine on the gym floor. No other custodial concerns.

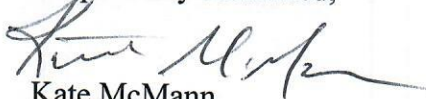
Kate McMann mentioned that in the last meeting minutes Bruce from the transfer station had requested signs like no dump picking and no smoking. Those were ordered and Kate would check to make sure they were received. No other transfer station concerns.

Emma also stated that a request had been made by Darcie Call for available parking for people needing services from the town office during times that events are being held. She suggested a couple dedicated parking spots for people coming for town business, so they could still park within the parking lot. Apparently, during one of the functions held at the JCC, no parking for town office patrons had been available. Terri mentioned that the parking lot had also been full at the most recent funeral function as well. Kevin stated that once the parking lot paving and lines were completed, we should get some dedicated parking spots so this would not be an issue.

Kevin stated that the previous meeting minutes mentioned kitchen electrical issues. Kevin asked Norman if he had heard from Daniel Hebert about the electrical. Norman stated that Tim Stevens from Royal Electric had completed the electrical portion of the kitchen and that he had been hired by the fire department. It was not known who had paid for this at this time. No one had expressed any electrical issues since this had been completed. Kate mentioned that there had not been an issue during the Christmas Festival and Terri did not experience an issue during the most recent funeral service event held at the JCC.

Kevin then closed the safety meeting; the meeting adjourned at 7:05 p.m.

Respectfully submitted,



Kate McMann

Office Assistant to the Select Board