

March 16, 2017

The meeting of the Safety Committee was called to order at 9:05 a.m. by Chairman, Russell Gray. Other members' present- Aaron Aubin, Dale Boisselle and Heather George.

Audience of Citizens: None

Approval of Minutes: R. Gray made a motion, seconded by A. Aubin to approve the special meeting minutes of 10/6/16 as presented. Three voted in favor of the motion, one abstained.

Correspondence: None.

Unfinished Business:

- a. **Emergency Drills:** NexGen serviced the security system after the October meeting. While they were here a fire drill was conducted as well as all panic buttons were tested. Panic buttons will be tested yearly when NexGen comes on site to complete system maintenance. H. George made a motion, seconded by A. Aubin to remove Emergency Drills from the Agenda. All voted in favor of the motion.
- b. **Central File Room:** The two step stool was ordered and delivered. The new stool improves the safety for those who need it to reach upper shelves.

New Business:

- a. **Revenue Office:** Neat and orderly.
- b. **Historical Commission Room:** Everything in order.
- c. **Storage Rooms:** Organized and neat.

Accidents, First Aid, Near Misses: None.

Any Other Business: None.

Adjournment: R. Gray made a motion, second by A. Aubin, to adjourn at 9:35 a.m. All voted in favor.

Attest: _____

Dale Boisselle, Recording Secretary