

**HEALTH AND SAFETY COMMITTEE
MEETING MINUTES**

Tuesday, June 11, 2024, at 2:30 PM
Town Hall

In attendance: E. Couture, J. McDonald, M. O'Toole

1. The meeting was called to order at 2:34 pm.
2. Couture moved to approve the minutes of 12/20/2023 as submitted. The motion, seconded by McDonald, passed. O'Toole abstained.
3. New Business
 - a. Fire Drill –Review procedure and set date for 2024:

Procedures were reviewed at the last meeting. We will review vacation requests and set a date accordingly.
 - b. Member concerns
None
 - c. Several employees have stated concerns regarding how long it takes for hot water to be produced. Eric will look into an upgraded hot water tank.
 - d. The absence of fire alarms in the back portion of the building needs to be addressed. Fire alarms can be added when new cameras are installed in the back section of town hall.
4. Old Business
 - a. KAA sponsored a CPR Class on March 5: 4 employees attended-Thanks Don & Pat!
 - b. Active shooter refresher-Run Hide Fight on You Tube-email sent to TH employees and H&S committee members.
 - c. Our panic buttons have been converted to mobile buttons so we can disconnect them from our desk if necessary.
 - d. Eric looked at the railing out front to have it replaced. It is in disrepair and has been for years.
5. The meeting adjourned at 2:48

Respectfully submitted by Michele O'Toole