

MINUTES
SAFETY & HEALTH COMMITTEE
THURSDAY January 21, 2014 @ - 12:30 P. M.
MIDDLEBURY TOWN HALL CONFERENCE ROOM

Meeting called to order at 12:35 pm

Present: Chairman Ken Long, Mrs. Jan Leduc, Mrs. Brenda Carter, Secretary,
Mrs. Kathy Blick, Ms. Elizabeth Callahan

Mrs. Carter made motion to accept minutes, Mrs. Blick seconded.
No Discussion, unanimous approval, motion passed.

Old Business:

1. Building inspections: Shepardson will be scheduled as soon as time permits.
2. Repairs to Town Buildings: Historical Building repairs done, lighting upgrades being worked on; sidewalks to be repaired; hot water in ladies room – Mr. Long to ask again; Mr. Long to give list of repairs to Kevin Dawes
3. Alarm buttons- PD still needs plan put in place and Town Hall needs to be advised of correct procedures.
4. Town Hall odors- issue resolved with dehumidifiers

New Business:

1. Recent injuries: none – a fall was noted that employee did not want written up and one fall noted that a report was written but paperwork not forwarded to Administrative Manager
2. Ramp and gutter at town hall – addressed with PW
3. Open discussion – Ms. Callahan made motion to amend agenda to vote on Meetings for 2014. Mr. Long seconded.
Meetings for 2014 will be the third Thursday in the months of January, April, July and October. Unanimous approval.
4. Next meeting April 17, 2014 to be held at the Library.

Motion to adjourn made by Mr. Long, seconded by Mrs. Leduc, unanimous approval. Adjourned at 1:00

These minutes are submitted subject to approval.

Respectfully submitted,

Brenda Carter

Original – Town Clerk

Cc: Board of Selectmen

Town Web page

Committee Members