

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
June 15TH MEETING**

**Members present**

Roger Gilbert	-Highway Department
Robert Drye	-Plainfield Library
Pamela Abrahamson	-Meriden Library
Robert McGranaghan	-Plainfield Fire Department
Andrew Forbes	-Meriden Fire Department
Stephen Halleran	-Town Administrator

The meeting opened at 6:30pm at the Plainfield Highway Garage.

The March 8th minutes were approved as presented. The committee established Tuesday September 14th at 6:30pm as the date/time for the next meeting at the Meriden Volunteer Fire Department station. CFNH loss management specialist David Crane will be invited to the meeting.

Halleran noted that there have been no work related accidents or injuries in the twelve weeks since the group's last meeting.

The town office has, with the help of the highway department, made some improvements to the buildings barrier free access. The work involved extending the asphalt ramp to provide a more substantial area for making the transition from a vehicle to a wheelchair.

The 2nd quarter facility inspection reports were reviewed, no significant defects were noted.

The remainder of the meeting was spent reviewing the Highway Garage facility. Roger Gilbert pointed out areas where safety improvements have been made. Air lines have been attached to the walls reducing hoses on the floor, fire extinguishers are charged, safety guards are in place on all bench tools, proper worker protection devices are provided for welding, chainsaw work, etc. A recently purchased eye wash station was inspected. All agreed that employees need to be properly trained in its use.

Roger noted that each truck is equipped with safety equipment, including helmets, fire extinguisher, and heavy gloves. Halleran noted that the town has a seat belt usage policy for all employees.

Suggested improvements were as follows: fire extinguisher need to be clearly marked, chemical storage room needs to be marked and a sweep or threshold added to the doorway to reduce the potential for any spills to leak outside the room. The flood light in the easterly bay of the equipment shed needs to be repaired. The bays are used to store the front plows during the winter and the lights are used to assist plow installation.

The meeting adjourned at 7:30pm.

Minutes prepared by

Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
SEPTEMBER 15<sup>TH</sup> 1999 MEETING**

**Members present**

Lawrence Dore, Chair -Police Department  
Roger Gilbert -Highway Department  
Pamela Abrahamson -Meriden Library  
Andrew Forbes -Meriden Fire Department  
Stephen Halleran -Town Administrator

The meeting opened at 6:30pm at the Meriden Fire Station

The June 15<sup>th</sup> minutes were approved as presented. The Committee determined that the next meeting would be Tuesday December 7<sup>th</sup> at 6:30pm at the Plainfield Fire Station.

Halleran reported that there has been one worker's compensation claim filed since the June 15<sup>th</sup> meeting. The incident involved a PVFD member who received second degree burns at a car fire on River Road last week. Chair Lawrence Dore, who responded to the fire call, explained how the injury occurred. Hot fluids from the engine compartment sprayed on to the individual who was wearing full protective gear, including a face shield. Some of the liquid got between the man's gloves and jacket burning his left arm. In absence of the proper gear the injury would have been much worse.

Roger Gilbert reported that while not all items at the Highway Garage (see June 15<sup>th</sup> minutes) have been corrected, he and Road Agent Stocker are working on the minor improvements that were suggested at the last meeting.

Guest speaker David Crane from the CFNH explained how the Compensation Fund works. His job is to work on site with members to improve worker safety. Mr. Crane reviewed the Safety Committee's statutory role, noting that it appears Plainfield's Committee is meeting its required charge.

Mr. Crane reviewed the town's claim history, noting that Plainfield's claims since joining the fund have been very minor. The town enjoys a very low 8% loss ratio.

Safety shoes for the Highway Department and body armor for the Police Department remain as CFBH recommendations that the town has not acted upon.

Committee member Andrew Forbes next took the group on a tour of the Meriden Facility. All were impressed with the building and equipment. The following items were noted: possible need for a GFI electric receptacle in the kitchen area and additional exit signage

The meeting adjourned at 7:50pm

Minutes prepared by  
Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
DECEMBER 7<sup>TH</sup> 1999 MEETING**

**Members present**

Lawrence Dore, Chair -Police Department  
Roger Gilbert -Highway Department  
Pamela Abrahamson -Meriden Library  
Andrew Forbes -Meriden Fire Department  
Stephen Halleran -Town Administrator  
Robert Drye -Plainfield Library

The meeting opened at 6:30pm at the Plainfield Fire Station.

The September 15<sup>th</sup> minutes were approved as presented. March 7<sup>th</sup> at 6:30pm at the Meriden Library was established as the next meeting date.

No injury reports have been filed by any town employees since the September 15<sup>th</sup> meeting. Plainfield Fire Chief Douglas Plummer reported that the fire fighter injured at a car fire back in early September has completely recovered from the incident.

Roger Gilbert reported that the previously noted broken lights in the Highway Department plow shed have been repaired.

Andrew Forbes noted that on further inspection the electrical outlet near the sink at the Meriden Fire Station is GFI protected.

At this time the Plainfield Fire Chief Douglas Plummer and Deputy Fire Chief John Conly provided a tour of the existing fire department facility. The department hopes to break ground on a new fire station next spring. The current building has no exhaust venting for trucks, no bathrooms and only minimal fresh water.

Safety gear for individual firefighters was reviewed. Chief Plummer explained various features on each of the department's three trucks.

The meeting adjourned at 7:30pm

Minutes prepared by  
Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
MARCH 7TH 2000 MEETING**

**Members present**

Lawrence Dore, Chair -Police Department  
Roger Gilbert -Highway Department

Pamela Abrahamson -Meriden Library  
Andrew Forbes -Meriden Fire Department  
Stephen Halleran -Town Administrator  
Robert Drye -Plainfield Library

The meeting opened at 6:30pm at the Meriden Library.

June 6<sup>th</sup> at 6:30pm was determined as the date of the group's next meeting. Plainfield library will host the event.

Committee members reviewed their individual inspection reports. No new issues were raised. Halleran reported that there has been no workers compensation incident reports filed since the groups last meeting (sept. '99 was the last filed incident report). The town continues to enjoy a very low occurrence of workplace injuries.

As required by RSA 281, the town has filed with the labor department its annual safety summary form. The form requires the town to summarize its safety and incident reporting procedures.

Librarian Betty Ann Dole provided the committee with a tour of the library facility. While generally in very good overall shape, during the inspection the following conditions were noted for improvement: Need for two exit signs above doors; the need to have the building's two fire extinguishers serviced (last done in '97); lack of a first aid kit in the building.

In particular the following positive conditions were noted: Outside lighting is well located; walkways are well maintained; the inside of the building is well organized; bookshelves are securely attached to walls to insure that tip over type accidents don't occur.

Committee member Andrew Forbes suggested a fire department sponsored fire extinguisher training course for all town employees might be a good idea. Members agreed to look into this.

The meeting adjourned at 7:20pm

Minutes prepared by  
Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
JUNE 6TH 2000 MEETING**

**Members present**

Roger Gilbert -Highway Department  
Pamela Abrahamson -Meriden Library  
Andrew Forbes -Meriden Fire Department  
Stephen Halleran -Town Administrator

Robert Drye

-Plainfield Library

The meeting opened at 6:30pm at the Plainfield Library. The March 7<sup>th</sup> minutes were approved as presented.

Tuesday September 12<sup>th</sup> was established as the date for the next meeting. The Plainfield Police Department will host the event. At the suggestion of Pam Abrahamson, all employees who work at the host site will be noticed about the meeting and invited to participate.

Work place safety reports were reviewed. Pam Abrahamson noted that since the last meeting the Meriden Library has installed new exist signs and purchased a first aid kit. Halleran noted that all town owned fire extinguishers have been scheduled for recharging in the next week or so.

There have been no workers compensation claims filed since the last meeting.

Andrew Forbes reported that he is working on a fire extinguisher training course for all town employees. A combined effort with the fire departments in the fall is one possibility.

Librarian Nancy Norwalk provided the committee with a tour of the facility. While generally in good shape, the following conditions needing improvement were found:

1. Removing and turning around the existing floor heat grate near the basement stairs would eliminate the possibility of someone tripping on the adjustment knob.
2. Additional exit signs are needed in the basement, "junior room" to provide a clearly define how to leave the building in an emergency situation.
3. One wall bookshelf was found not to be secured.

The grouped thanked Nancy Norwalk for the tour.

The meeting adjourned at 7:30pm

Minutes prepared by

Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
September 13<sup>th</sup> 2000 MEETING**

**Members present**

Roger Gilbert	-Highway Department
Andrew Forbes	-Meriden Fire Department
Stephen Halleran	-Town Administrator
Robert Drye	-Plainfield Library
Sgt. Lawrence Dore	-Police Department
Chris Berry	-Plainfield Fire Department

The meeting opened at 6:30pm at the Police Department. The June 6<sup>th</sup> minutes were approved as presented.

Tuesday December 5<sup>th</sup> at the Plainfield Town Office was established as the date/place for the next meeting.

Work safety inspection reports were reviewed. Robert Drye reported that both the work on the floor grate near the cellar door and repairs to the front step of the Plainfield Library have been made since the last meeting.

Chris Berry gave a brief update on the new fire station construction in Plainfield Village.

Halleran reported that all town owned fire extinguishers have now been inspected, charged, and tagged.

The group discussed the one employee incident report filed since June. The incident involved bites and scratches from a feline to one of our part-time officers on the Police Department. The officer was helping a resident catch a number of cats on her property. One doctor visit was required, no loss of work resulted.

Sgt. Lawrence Dore provided a tour of the Police Department facility. Larry noted that the two major improvements made by the department in the last few months are the acquisition of body armor for all officers (Fed grant) and weapon lock boxes for officer firearms during the booking process.

In reviewing the facility, member Andrew Forbes noted that some additional improvements could be made to the access ramp/threshold area to insure that wheelchairs could negotiate the entrance.

Sgt. Dore reviewed with the committee various safety related department procedures.

The meeting adjourned at 7:10pm

Minutes prepared by  
Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
December 5<sup>th</sup> 2000 MEETING**

**Members present**

Roger Gilbert

-Highway Department

Andrew Forbes

-Meriden Fire Department

Stephen Halleran

-Town Administrator

Sgt. Lawrence Dore

-Police Department

Chris Berry

-Plainfield Fire Department

Pam Abrahamson

-Meriden Library

The meeting opened at 6:15pm at the Meriden Town Hall. The September 13<sup>th</sup> minutes were approved as presented.

Tuesday March 13<sup>th</sup> at the Highway Garage starting at 6:30pm was established for the next meeting.

Pam Abrahamson reported that the Meriden Library has changed its snow removal plan to maintain a second means of egress open. Previously, only the front door was kept open during the winter months.

Chris Berry updated the group on the status of the new fire station. The department plans to begin using the new facility in the spring. The new facility will have most of the safety features that old one lacked, including truck ventilation and showers for fire fighter use after fire calls.

The group discussed two employee incident reports since the last meeting. Both involved fire fighters from the Plainfield Department. The first was heat exhaustion during a training drill, the second a punctured foot during a fire call. Neither injury was serious.

Stephen Halleran provided the group of a tour of the town office facility. Member Andrew Forbes noted that the parking lots are particularly dark and that perhaps additional outside lights should be installed particularly in the rear and side parking areas.

Entrances and exits are well maintained and lighted. Exits are clearly marked, fire extinguishers properly located and tagged. Emergency lighting is in place. For employee safety, "panic buttons" have been installed at all work stations.

The meeting adjourned at 7:00pm

Minutes prepared by  
Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
April 3rd 2001 MEETING**

**Members present**

Stephen Halleran	-Town Administrator
Sgt. Lawrence Dore	-Police Department
Chris Berry	-Plainfield Fire Department
Pam Abrahamson	-Meriden Library

The meeting opened at 6:00pm at the Meriden Town Hall.

This is the first quarter meeting of the Safety Committee for year 2001. The meeting had previously been scheduled twice in March, but cancelled both times due to bad weather.

The date of the next meeting was established for Tuesday June 11, 2001 at 6pm. At this time the group again plans to take a second tour of the Plainfield Highway garage. Halleran noted that several of the more significant recommendations from the first meeting have been implemented.

The group reviewed the one employee incident report that had been filed since the last meeting. A Highway Department employee was involved in a truck accident during plow operations. No other vehicles were involved and no serious injuries resulted.

The group discussed holding two training sessions this summer. The first being a fire extinguisher training class, the second being a "how to handling upset people" class. The fire extinguisher idea has been in the works for a while. All agreed that a reasonable goal would be hold both classes this year.

Sgt. Larry Dore detailed recent improvements in the Police Department. These include the purchase of a defibrillator unit and a new police cruiser.

Member Chris Berry updated the board on the status of the PVFD new station. The department hopes to move into the station my early summer.

When questioned about plans for ADA compliance at the Meriden Library, Pam Abrahamson noted that the Trustees continue to investigate several options. As with many small town libraries the "perched" architectural style complicates barrier free access plans.

The meeting adjourned at 7:00pm

Submitted

Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
June 18th 2001 MEETING**

**Members present**

Stephen Halleran	-Town Administrator
Sgt. Lawrence Dore	-Police Department
Chris Berry	-Plainfield Fire Department
Pam Abrahamson	-Meriden Library
Roger Gilbert	-Plainfield Highway Department

The meeting opened at 6:00pm at the Plainfield Highway Department facility.

The minutes of the April 3<sup>rd</sup> meeting were approved as presented. September 13<sup>th</sup> at 6pm at the Meriden Library was established as the date and time for the third quarter meeting.

The only claim since the April meeting involved a volunteer fire fighter who suffered exhaustion at a training drill. Halleran noted that two of the town's last four incident reports have involved fire fighters at training sessions.

Member Chris Berry updated the committee on the status of the new Plainfield fire station. A shortage of funds and labor has slowed the project, but the department expects to move into the new facility during the summer.



Halleran noted that a recently appointed library facilities study committee will be working on evaluating both town library facilities. Among other things, the town meeting requested group will be looking at barrier free access issues for both town libraries.

Sgt. Dore discussed a recent state grant the department is utilizing to increase traffic patrols on state highways in town. In addition, as the fire arm instructor for the department, Larry will be certifying all officers next month.

Roger Gilbert walked the group through the Highway Garage noting various changes within the facility since the last visit. The chemical room now has a sweep on the bottom of the door. The entire interior has been painted, a safety zone area clearly marked near the buildings utility junction boxes. No hand tools or clutter is allowed within the zone. Halleran noted that all manufacturer installed guards are in place on the town's new bench grinder.

The meeting adjourned at 6:45pm

Submitted,  
Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
September 13<sup>th</sup> 2001 MEETING**

**Members present**

Stephen Halleran	-Town Administrator
Chris Berry	-Plainfield Fire Department
Pam Abrahamson	-Meriden Library
Roger Gilbert	-Plainfield Highway Department

As scheduled the meeting opened at 6:00pm at the Meriden Library

The group toured the facility. Pam Abrahamson indicated that since the group's first visit the following items have been improved upon. Exit signs have been installed over all the appropriate doorways, fire extinguishers have been serviced and a first aid kit purchased for the building. In general, the group found the building to be in very good order. Areas between book stacks were clear, and shelves properly secured. It was noted that the building still lacks a barrier free access, however, a separate committee is working on that issue.

In other business, since the June meeting no employee incident reports have been filed. The group determined 6pm December 4<sup>th</sup> at the Plainfield Fire Station as the date, time and location for the next meeting. Halleran and Berry will continue to work on scheduling a fire extinguisher training course in the coming weeks.

The meeting adjourned at 6:30pm.

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
December 4<sup>th</sup> 2001 MEETING**

**Members present**

Stephen Halleran	-Town Administrator
Chris Berry	-Plainfield Fire Department
Pam Abrahamson	-Meriden Library
Andrew Forbes	-Meriden Fire Department

As scheduled the meeting opened at 6:00pm at the new Plainfield Fire Station.

Chris Berry provided the group a detailed tour of the facility which is about 80% complete. The new station will have both restrooms and a separate gear cleaning room for fire fighters to use after a fire. Other rooms include storage, Chief's office, computer room and a lounge/meeting area. Outside lights are located above each bay door as well as entrance doors to the facility. Outlets in restrooms and the kitchen area are all GFI protected. Entrance and exits are marked, emergency indoor lighting is in place. While not yet installed the components for the truck exhaust ventilation system have arrived.

In general the committee was very pleased with the new facility which is a great improvement over the existing station. Support was voiced for the installation of some windows. At the moment the large building has no windows.

**Other business:** Tuesday March 5<sup>th</sup> was established as the date for the next meeting. The Meriden Fire Station will be the location and the meeting will commence at 6pm.

Halleran reported that since the September meeting one employee incident report has been filed. This involved a part-time police officer who slipped and fell, injuring his knee, while performing a night time security check at a business in Plainfield Village. Assessment of the damage to the knee is ongoing, the employee has returned to his full-time job, but has not yet resumed duties as a part-time officer.

The meeting adjourned at 6:45pm.

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
March 5, 2002 MEETING**

**Members present**

Stephen Halleran	-Town Administrator
Chris Berry	-Plainfield Fire Department
Pam Abrahamson	-Meriden Library
Andrew Forbes	-Meriden Fire Department
David Hollinger	-Plainfield Highway Department
Robert Drye	-Plainfield Library

As previously determined the meeting opened at 6pm at the Meriden fire station. New member David Hollinger was welcomed, David replaces Roger Gilbert as the Highway Department representative.

Facility reports were reviewed. Chris Berry updated the group on the new fire station. Plans are to move in early this summer. Exhaust ventilation fans have recently been installed. Halleran reported that a new larger monitor has been purchased for Ruth Wheeler the town's Tax Collector/Town Clerk/Office Secretary. It is hoped that the new monitor should reduce the chances of eye strain and make her computer work a little less tedious.

The committee reviewed the only incident report filed since last meeting. A highway employee was poked in the eye by a stick while working on a brush cutting project. The need to constantly wear the safety helmet and face shield was discussed. In this case the chainsaw work was completed and the brush pick up work had begun.

Tuesday June 4<sup>th</sup> at 6pm at the police station was determined as the date, time & place for the next meeting. Halleran indicated that at that time the long discussed fire extinguisher training course will have taken place.

The remainder of the meeting was spent reviewing the Meriden Fire station. Member Forbes noted that since the last visit, exit signs have been installed and he has confirmed that the outlets near the kitchen are ground fault protected.

The meeting adjourned at 6:45pm.

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
June 4th, 2002 MEETING**

**Members present**

Lawrence Dore	-Police Dept.
Stephen Halleran	-Town Administrator
Andrew Forbes	-Meriden Fire Department

David Hollinger  
Robert Drye

-Plainfield Highway Department  
-Plainfield Library

As previously determined, the meeting opened at 6:00pm at the Police Department.

September 10<sup>th</sup> at 6pm at the Town Offices was determined as the group's next meeting.

There have been no work related incident reports filed since the last meeting.

Member Andrew Forbes reported that several members of the MVFD have now completed a CDL course. While not required for operation of a fire truck, the CDL training does provide advanced operational and safety training for driving large trucks.

Halleran reported that the long awaited fire extinguisher training session is scheduled for June 12<sup>th</sup> at 3:30pm at the Highway Garage and will be put on by Fire Chief Douglas Plummer. All town employees have been invited to attend.

Larry Dore noted that the Police Department has had no significant building changes since the last committee visit, however three new portable radios have been ordered. The new radios should provide enhanced communications for officers during calls. The department's current portable radios are over twenty five years old.

The meeting adjourned at 6:30pm.

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
October 1<sup>st</sup>, 2002 MEETING**

**Members present**

Lawrence Dore	-Police Dept.
Stephen Halleran	-Town Administrator
Robert Drye	-Plainfield Library
Pam Abrahamson	-Meriden Library

As previously determined, the meeting opened at 6:00pm at the Town Office.

Tuesday December 10<sup>th</sup> at 6:00pm was determined as the date of the next meeting. The Plainfield Library will be the host site.

Halleran reported that the fire extinguisher training course did occur as planned. Fire Chief Doug Plummer instructed town employees in the proper use of various fire extinguishers.

Halleran noted that there has been no workers compensation incident reports filed since January. A general discussion about the town office followed. The committee felt that equipping the vault with some sort of communication device should be considered. In the event that an employee used the vault to escape an assailant the ability to call for help might be critical. Either a phone line or a panic button was suggested. Halleran will look into these suggestions.

Finishing the vault discussion, Sargent Dore noted that employees should be trained in how to leave the vault so that the door will secure itself if closed. There is a lever on the inside of the vault that assures anyone in the structure can get out.

The meeting adjourned at 6:30pm

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
December 10th, 2002 MEETING**

**Members present**

Lawrence Dore	-Police Dept.	Stephen Halleran	-Town Administrator
Robert Drye	-Plainfield Library	Pam Abrahamson	-Meriden Library
Chris Berry	-PVFD	Andrew Forbes	-MVFD
David Hollinger	-Highway Dept.		

The meeting opened at 6pm at the Plainfield Library.

Library Director Nancy Norwalk gave the committee members an update on the ongoing construction project. Footings are in place and the foundation walls are being formed. The construction company doing the work has set up safety fencing around the construction site. Robert Drye noted that the construction does not impact emergency access to and from the building. There is no longer any operational plumbing in the facility, but a temporary toilet for patrons has been set up.

In follow up to last meeting, Steve Halleran reported that the town vault is now being equipped with a telephone line. In addition, daily operations within the office have been modified to allow the best chance for using the vault as a safe place from danger in the event its every needed.

Andrew Forbes reported that the Meriden Fire Department has updated its door openers to include improved safety equipment. Through inspections of the doors it become known that the doors were not equipped with emergency stops, this has now been corrected.

The Board discussed the one workers compensation claim that has been filed since the last meeting. This involved a slip and fall of a fire fighter who was responding to a call at the Christ Community Church. The exact extent of the injury is not yet known, but the individual does appear to have hurt his back in the fall. Robert Drye indicated that he felt the town should consider a policy of transporting any employee that has suffered a fall or other possibly serious injury to the local hospital for evaluation. Currently, if the employee refuses treatment there is not much that can be done. Halleran noted that he would like to see each fire department purchase its own workers compensation coverage and pass that cost onto the town via the their annual appropriation. This is what was done with the Cornish Rescue Squad some years ago. The current situation of the town providing the coverage but not having any control over either the rosters or the training and the fire departments having no impact of cost increases does not create the proper incentives for all affected parties.

The group determined that the next meeting would be Monday March 10<sup>th</sup> at 6pm at the Highway Garage.  
Submitted,

The meeting adjourned at 6:40pm.

Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
MARCH 10<sup>TH</sup> 2003 MEETING**

**Members present**

Stephen Halleran	-Town Administrator	Robert Drye	-Plainfield Library
Pam Abrahamson	-Meriden Library	Chris Berry	-PVFD
Andrew Forbes	-MVFD	David Hollinger	-Highway Dept.

The meeting opened at 6:30pm at the Town Office.

Halleran apologized for having changed the meeting location, a visit to the highway department will be planned for an upcoming meeting.

Andrew Forbes repeated his view that the highway department should have a Knox box key station installed. In absence of such a box, the fire department will have no recourse but to force entry into the building for an alarm activation. Halleran agreed to again look into the matter with the Selectboard and Road Agent. Pam Abrahamson noted that Meriden Library would like to have a Knox box as well. While there is no alarm in the building, Andrew Forbes noted a box still made good sense.

Robert Drye reported that the new library is coming along as scheduled. Currently, the second means of egress is blocked due to construction, but that blockage should be cleared in a couple of weeks. Until that time the library is not having an group meetings at the facility.

The committee reviewed incident reports since the last meeting. Three reports were filed, one a major slip and fall by a Meriden Fire Department the other two minor hand injuries. All either have or are expected to make full recoveries. The two slip and falls, both fire fighters, will impact the town's insurance premiums starting in year 2004.

The committee will meet next on June 10<sup>th</sup>, either at the highway garage or the new library. The committee discussed having an employee training seminar in proper lifting techniques. Halleran will check with Primex to see if they could help with such an event.

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
June 24<sup>th</sup> 2003 MEETING**



**Members present**

Lawrence Dore	-Police Dept.	Stephen Halleran	-Town Administrator
Pam Abrahamson	-Meriden Library	Chris Berry	-PVFD
Andrew Forbes	-MVFD	David Hollinger	-HighwayDept.

The meeting opened at 6:30pm at the Plainfield Library.

The group met for the specific purpose of receiving a tour of the new addition to the Plainfield Library. The shell of the building is now up and the interior partitions are in place. Library Director Nancy Norwalk toured the group around both the inside and outside of the new addition. While not coverage by the town's carrier committee members noted that the work site seems safe and well managed.

The groups next meeting will be December 9<sup>th</sup> at 6pm at the Meriden Fire Station.

Individual members filed their facility reports, noting any changes since last meeting. Pam Abrahamson noted that carpet has been replaced at the Meriden Library. The new carpet is properly fastened and has no exposed seams.

David Crane of Primex will conduct a lifting seminar for town employees in late summer. This at the request of the safety committee which tries to put on at least one training seminar each year for employees.

David Hollinger asked about whether the Highway Department, like many others in the area, should have an indoor only work rule for temperatures over 90 degrees. Halleran will discuss this issue with the Selectmen and the Road Agent.

The next meeting will be in early September at the Highway Garage.

The meeting adjourned at 7:15pm.

Regards

Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
September 30<sup>TH</sup> 2003 MEETING**

**Members present**

Stephen Halleran	-Town Administrator	Robert Drye	-Plainfield Library
Pam Abrahamson	-Meriden Library	Chris Berry	-PVFD
Andrew Forbes	-MVFD	David Hollinger	-Highway Dept.
Lawrence Dore	-Plainfield Police		

The meeting opened at 6:00pm at the Highway Garage.

Steve Halleran reported that there have been no incident reports filed since the group's last meeting. Larry Dore noted that one of the part-time officers was involved in a work related altercation that resulted in his knees being scuffed up, but to date the officer has refused to file an incident report, insisting that there was no injury. Halleran will talk with the officer to encourage him to at file the necessary report, even if medical attention is not ever required. Larry noted that the officer is refusing out of a sense of loyalty to the town. All agreed that the report should be filed if any injury resulted.

The Safety Committee sponsored lifting seminar, to be put on by Primex, is scheduled for later in October. The exact date still to be determined by David Crane who will be teaching the class.

Robert Drye updated the group on the Plainfield Library expansion that is nearly complete. The new addition should be ready for occupancy in the next few weeks. The elevator has been installed, but is not yet operational.

Pam Abrahamson noted that Meriden Library has continued to study renovation options that include improved building access. No plans for actual construction are expected for at least a year more likely two.

Both fire departments noted that calls this summer have been down, however, the upcoming start of the heating season will undoubtedly result in an increase in calls. Both departments have continued with training and drill efforts throughout the summer.

David Hollinger explained some of the improvements that have been made to the town's chipper. The after market additions are designed to make the piece of equipment even more safe. Improvements include extending the loading chute and the addition of two different motor kill switches.

Dave noted that job site safety as it pertains to traffic has been stressed this summer, with each site being fully signed and workers all wearing appropriate vests. The Police Department has also been working the Highway Department to insure that traffic slows near job sites.

Mr. Hollinger gave the group a tour of the facility. It was noted that the rug covering the stair treads that provides access to the employee lounge is worn and should be replaced. Member Forbes noted that there still is no Knox box for the building. Halleran will again address this issue with the Selectboard. The Committee noted that while generally picked up, the building is filled to capacity when all the trucks are parked inside, making it hard to negotiate around the facility.

Chris Berry noted that the town might want to consider purchasing a cage for the propane cylinders. Hanover Highway, where he works, has just purchased such a cage and believe it to be required.

The group completed the tour by examining the improvement to the Chipper. The meeting adjourned at 7:15pm. The next committee meeting will be Tuesday December 9<sup>th</sup> at the Meriden Fire Department.

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
December 9<sup>th</sup> 2003**

**Members present**

Stephen Halleran	-Town Administrator	David Hollinger	-Highway Dept.
Pam Abrahamson	-Meriden Library		
Andrew Forbes	-MVFD		
Lawrence Dore	-Plainfield Police		

The meeting opened at 6:00pm at the Meriden Fire Station.

As outlined at previous meetings a training class for preventing back injuries has been scheduled for all town employees for Wednesday January 7<sup>th</sup> starting at 2:30pm at the Meriden Town Hall. This class will represent the second training class offered by the safety committee.

Halleran reported that the Knox box has been installed at the Highway Department. The box was installed with the assistance of Meriden Fire Chief David Best.

No employee incident reports have been filed since the last meeting.

Each member present reviewed the status of their department's facility and general working conditions. It was noted that the ground level near the first step at the Meriden Town Hall should be raised. Plowing operations over the last couple of years have lowered the grade making the step higher than normal.

Andrew Forbes and Chief David Best demonstrated two new safety devices purchased with grants by the Meriden Fire Department. The first is a thermal imaging camera that allows the department to search building for heat sources. Humans and/or hot spots in walls show up on the camera even when the object is behind a partitioned wall or in total darkness. The second item is a hand held palm style device that allows the fire department to track the status of fire fighters during incidents. This system is particularly effective during forest fires as often multiple fire fighters are approaching the fire from various directions.

All committee members agreed that both of these products improve safety and are valuable tools for the department.

The next meeting will be Tuesday March 2<sup>nd</sup> at 6pm and will be held at the Plainfield Library.

The meeting adjourned at 7:10pm

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday March 16<sup>th</sup> 2004**

**Members present**

Stephen Halleran       -Town Administrator  
Pam Abrahamson       -Meriden Library  
Robert Drye           -Plainfield Library

The meeting opened at 6:00pm at the Plainfield Library.

Halleran reported that no employee incident reports have been filed since the December meeting. In reference to the discussion about a training course for 2004, Robert Drye suggested a basic first aid course for all town employees. Halleran will look into this with Primex.

Each member reviewed the status of their facility. Halleran noted that Ken Stocker plans to repair the grade issue with the Meriden Town Hall front step as soon as this year's plowing season is completed. The Meriden Library has been provided a new sand barrel for treating walkways. Library Director Nancy Norwalk noted that the new library addition could use a barrel as well.

Library Director Norwalk provided a tour of the new completed facility. Outside and interior lighting were both pointed out for being very good. Interior steps are marked with tape to reduce the chance of tripping. Fire extinguishers are in place around both the old and new sections of the library. Robert Drye noted that old emergency lighting in the existing stairway leading to the basement is not functioning. Nancy Norwalk will have it checked. The entire building is now barrier free. Final work is just now being completed on setting up bookshelves and the new circulation desk. All agreed that the new library appears to be very well done and should meet the needs of the entire community for years to come.

The Committee's next meeting will be Tuesday June 1<sup>st</sup> at 6pm and will be hosted by the Meriden Library.

The meeting adjourned at 7:00pm.

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday June 2<sup>nd</sup> 2004**

**Members present**

Stephen Halleran	-Town Administrator
Pam Abrahamson	-Meriden Library
Chris Berry	-Plainfield Fire Department
Andrew Forbes	-Meriden Fire Department

The meeting opened at 6:00pm at the Meriden Library.

Halleran reported that no employee incident reports have been filed since the December meeting. In reference to the discussion about a training course for 2004, Halleran reported that while Primex does not offer a basic first aid course, the American Red Cross has a one night class that is available. All present thought this might be a good course to make available to employees.

The ground elevation at the front step at the Meriden Town Hall has been raised. The long awaited ADA access cover is to be installed later this month.

Committee member Andrew Forbes stressed the need for having municipal fire extinguishers checked annually. He noted that many around town seem to not have been checked since 2001. Halleran agreed noting that Andrew's suggestion about contracting the maintenance work out on an annual basis is a good idea. Halleran will see to it that the extinguishers are all serviced and will investigate putting them all on an annual maintenance agreement.

The meeting ended with a walk around the library building. All agreed that eliminating some of the clutter in hallways and near exits needs to occur. Likewise, the furnace room should not be used as a storage facility. Emergency lighting was found to be in working order and all doorways and exits are clearly marked. It was noted that having some driveway repair work done at the facility might be a good idea since the town is working on the fronting street at this time. The existing driveway pavement is cracked and basically worn out.

The Committee's next meeting was scheduled for September 7<sup>th</sup> 2004 at the Plainfield Fire Station.

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday September 21<sup>st</sup> 2004**

**Members present**

Stephen Halleran	-Town Administrator
Pam Abrahamson	-Meriden Library
Chris Berry	-Plainfield Fire Department
Andrew Forbes	-Meriden Fire Department

The meeting opened at 6:00pm at the Plainfield Volunteer Fire Department

Safety Committee member Chris Berry walked the group around the new fire station which is now substantially complete. Safety features of the new facility includes large fans to exit vehicle exhaust from the storage bays, a wash room for cleaning gear after fires. All exists are properly marked, and fire extinguishers are in place. The Committee recommended that insulation be placed on a run of exposed heat pipe that goes up and around a doorway. The concrete floor slab prevented the pipe from being run under the threshold. GFI outlets are in place in the kitchen areas.

At the conclusion of the tour committee members reviewed the status of their own facilities. Halleran reported that the barrier free access at the Meriden Town Hall has now been covered with a small porch. This should prevent icing of the walkway during the winter months. Pam Abrahamson noted that the Meriden Library is adding a storage shed which should eliminate the clutter in the furnace room

Since the group's last meeting one incident report has been filed. Chief Gordon Gillens damaged the tendons in his arm while providing assistance to a motorist with a flat tire. The tear had to be surgically repaired. The Chief is on light duty for four weeks.

A basic first aid course from the American Red Cross will be offered to town employees this year. Halleran is working on the details.

The meeting adjourned at 6:50pm. The group determined that its next meeting will be Tuesday December 7<sup>th</sup> starting at 6:30pm at the Meriden Town Hall.

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday December 14<sup>th</sup> 2004**

**Members present**

Stephen Halleran	-Town Administrator
Pam Abrahamson	-Meriden Library
Chris Berry	-Plainfield Fire Department
David Hollinger	-Plainfield Highway Department
Lawrence Dore	-Plainfield Police Department

The meeting opened at 6:30pm at the Meriden Town Hall

The group walked around the town hall noting the new barrier free access porch that is intended to improve the safety for those using the side access point. In the past, snow and ice build up on the walkway from the roof eaves have created a dangerous situation. All agreed that the new porch was an improvement.

The group discussed the lighting in the building. Halleran noted that at this time of the year with so little day length the lighting in the building is very poor. The group suggested trying some different types of bulbs along with cleaning of the existing globes as a way of improving the lighting. Each work station is fitted with various task lights, but overall the room is poorly lighted.

The Town is working with the regional planning commission on some hazardous mitigation planning which is designed to focus attention on preparing for and when possible preventing emergencies before they occur. Having a mitigation plan is now a prerequisite for receiving Federal disaster funds, such as the snow emergency monies received early this year.

Each department reported on the status of safety related issues.

**Police-** The 2005 budget will contain a third full-time position for the department. This addition, is endorsed by the Selectmen and the Finance Committee.

**Highway-** Bean Road project was completed this summer. New fiberglass step ladders have been purchased for the department replacing several older wooden models.

**Meriden Library-** A new storage shed will soon be in place, the shed will allow materials being stored in the furnace room to be removed from that space. Also as part of the Bean Road project, the Meriden Library parking lot was resurfaced.

**Plainfield Fire:** Chris Berry reported that the fire department has a new more automated electric shock heart machine to be used in the event of cardiac arrest that will be available on all calls. The fireman have been trained on the use of this new machine which is much like the ones being carried in the Police Cruisers.

The group decided that the next meeting would be Tuesday March 22<sup>nd</sup> at 6:30pm at the Police Department.

The meeting adjourned at 7:30pm.

Submitted,

Stephen Halleran



**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday March 15<sup>th</sup> 2005**

**Members present**

Stephen Halleran	-Town Administrator
Pam Abrahamson	-Meriden Library
David Hollinger	-Plainfield Highway Department
Lawrence Dore	-Plainfield Police Department
Robert Drye	-Plainfield Library

The meeting opened at 6:30pm at the Police Department.

**Yaktrak discussion:** Stephen Halleran reported on a slip and fall prevention program sponsored by Primex. As part of this effort to reduce slip and falls Primex has brokered a special deal on Yaktrak, boot chains. The rubber and steel devices slip on over boot soles and provide improved traction on ice. Larry Dore indicated that he has used the product and has found them to be outstanding. Halleran noted that the town is considering making sets available for town employees. Committee members supported this idea.

**Claims Discussion:** The committee discussed the town's claim history, as reported by Primex, over the last two years. The two slip and fall claims associated with the fire departments were very expensive.

**Facility Discussions:**

Town Office: Halleran reported on efforts to improve the lighting in the town hall. Cleaning the globes and going up one bulb size has made a significant difference.

Plainfield Library : Robert Drye noted that the new library addition is having drainage problems with the new parking lot. The trustees hope to have the problem repaired in the spring. The property is so level that melting snow cannot drain away causing the parking lot to become icy when temperatures cool off.

Meriden Library: Pam noted that the new storage shed has reduced clutter in the library. The furnace room is now clear of items.

Police Department: Larry Dore walked the group around the police station. The group discussed preparations for the new full time officer. Larry indicated he is not exactly sure how work spaces are going to be set up. The new full-time officer has been a part-time officer for Plainfield for a number of years and therefore has a full set of gear and is ready to begin full-time work.

The group determined that its next meeting would be Tuesday June 7<sup>th</sup> at 6:30pm at the Plainfield Highway Garage.

The meeting adjourned at 7:30pm

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday June 7th 2005**

**Members present**

Stephen Halleran	-Town Administrator
Pam Abrahamson	-Meriden Library
David Hollinger	-Plainfield Highway Department
Lawrence Dore	-Plainfield Police Department
Robert Drye	-Plainfield Library

the meeting opened at 6:15pm at the Highway Department.

Highway representative David Hollinger reviewed with the membership the details of the spring accident involving a highway department employee breaking his arm. The crew was removing plow wing towers from the department's heavy plow trucks when the tower unexpectedly shifted breaking the employees arm. Members of the crew quickly called for EMS and administered first aid.

As a result of the accident the department is working with Primex to review policies and procedures aimed at reducing future injuries. While there is no obvious pattern, the town has in recent years experienced four major accidents, all in different departments.

The group reviewed the highway garage facility, discussing some of the short-term and long-term needs of the facility. The Selectmen have authorized using a subscription type service for maintaining first aid kits. Other town departments may participate as well.

Floor drains within the highway garage continue to be a safety concern. If the town is required to discontinue the drains that were installed when the building was built, floor safety conditions could deteriorate.

Turning to other employee areas:

Sgt. Dore reported that our new full-time police officer is working out very well. The smaller, but more experienced force (more full-time employees fewer part-time officers) has advantages, particularly in the area of training.

Chris Berry reported that the Plainfield Fire Department has enhanced their qualification requirements for joining the force. The changes are designed to screen potential fire fighters before they are admitted to the department.

Pam Abrahamson reported that the new storage shed at the Meriden Library continues to help with the management of library property. As a result of the increased storage area, hallways and aisles contain fewer items.

Robert Drye reported that the Plainfield Library continues to benefit from its new addition. While the elevator does not receive a lot of use, it is very helpful in moving heavy objects into and out of the building. Once the rear parking lot and the downstairs meeting rooms are finished it is expected that more patterns will use the rear entrance and consequently the elevator.

Stephen Halleran reported that at the request of Ruth Wheeler, a half door is being installed at the town office to control access to the area behind the counter where employees work. Committee members thought this was a good idea and encouraged Halleran to investigate ways of locking and unlocking the

door from remote locations behind the counter so that access could be easily and effectively controlled.

Cornish Rescue has several Red Cross certified instructors who are willing to provide a basic first aid course to town employees. Halleran is working with Margaret Drye to schedule the event. Having the course completed by the group's next meeting was established as a priority.

The group decided that its next meeting would be Tuesday September 13<sup>th</sup> at 6:30pm at the Meriden Library.

The meeting adjourned at 7:00pm

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday September 13th 2005**

**Members present**

Stephen Halleran	-Town Administrator
Pam Abrahamson	-Meriden Library
David Hollinger	-Plainfield Highway Department
Lawrence Dore	-Plainfield Police Department
Robert Drye	-Plainfield Library
Chris Berry	-Plainfield Fire
Andrew Forbes	-Meriden Fire

the meeting opened at 6:15pm at the Meriden Library

David Witham, Risk Management Consultant with Primex attend the meeting and was introduced to the group. A brief discussion about the town's claim history took place. David encouraged the committee to continue to ask tough questions about work place safety and to look for patterns.

The minutes of the June 7<sup>th</sup> meeting were approved as presented.

Halleran reported that the employee training seminar on first aid has been scheduled for Monday afternoon September 26<sup>th</sup>. American Red Cross certified instructor and Plainfield Resident Margaret Drye will teach the course. Topics to include basic first aid and how to safely handle an incident.

**Committee members turned in their facility reports and each discussed the status of their departments:**

David Hollinger noted that the new highway truck will be equipped with an improved wing design which will reduce the chances of injury when installing or removing the wing.

Sgt. Dore reported that each police cruiser is now equipped with a video camera which among a lot of things provides increased safety to the officer. Knowing that they are being recorded impacts the conduct of those that are being recorded. The cameras are also a great training tools for new officers.

The police department is also planning to use federal monies to replace existing body armor which is reaching its expiration date.

Andrew Forbes noted that the Meriden Fire Department has been awarded a Federal Grant to install a truck ventilation system inside the fire house. The new system will be installed in the coming weeks.

Chris Berry reported that the kitchen is now complete in the Plainfield Fire Station. The department has also reduced its fleet of trucks from three to two.

Robert Drye noted that while the public is not using the new elevator very much at the Plainfield Library, employees are using it to move heavy loads of books around, eliminating the need to carry things up and down stairs.

Drainage in the rear parking lot continues to be a concern. A lack of pitch in the parking lot

prevents melting snow from leaving during the winter leading to icy conditions. The current plan is to install a catch basin that will connect into the state highway drainage system at the street curb.

Pam Anderson noted that the Meriden Library is doing a much better job removing clutter from the facility. The upstairs is now in excellent shape and the work on the downstairs is ongoing. The storage shed recommended by the committee has been a great asset to this process.

One exit light is currently out, bulbs for the light are on order.

It was determined that the next meeting will be December 6<sup>th</sup> 2005 at the Meriden Fire Station.

The remainder of the meeting was spent touring the Meriden Library facility. Safety recommendations included removing books from the stairway, repairing a light that is not working and possibly replacing the large fire extinguishers in the building with lighter models. More clearly marking egresses from the building was also mentioned as a recommendation.

The meeting adjourned at 7:15pm

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday December 7<sup>th</sup> 2005**

**Members present**

Stephen Halleran	-Town Administrator
Pam Abrahamson	-Meriden Library
David Hollinger	-Plainfield Highway Department
Lawrence Dore	-Plainfield Police Department
Robert Drye	-Plainfield Library
Chris Berry	-Plainfield Fire
Mark Thomason	-Meriden Fire

Also in attendance was Meriden Fire Chief David Best.

the meeting opened at 6:30pm at the Meriden Fire Station.

Committee members welcomed Mark to the group, he has replaced Andrew Forbes as the representative for the Meriden Fire Department. A brief discussion followed concerning the technical responsibilities of the committee as well as the actual work that the group has done over the last five years.

Steve Halleran reported that the First Aid course was done back in September and was well received by employees. The Meriden Town Hall is need of new batteries for the emergency lighting. Halleran is trying to locate the proper units. In addition, Halleran still hopes to have the half door installed to control access behind the work counter. That job was put on temporary hold while some structural issues with the building were corrected.

Pam Abrahamson reported that some much needed electrical upgrade work is currently being done at the Meriden Library. The driveway received a final course of pavement. The highway department installed some shoulder stone along the edge of the driveway.

Lawrence Dore indicated that his facility inspection notes an outside light that needs a new bulb at the Police Department. The new full time officer position continues to work very well for the department. Halleran noted that the public feedback that he has received about the position has been very positive.

David Hollinger offered that the new highway truck is now in service. As with last year's new truck these units have a improved wing tower design that significantly reduces the risk to works during the installation and removal process. Responding to an inquiry David agreed to back sure that each truck has rubber gloves in the first aid kit. A recent auto accident that included response from a Cornish Highway truck showed the value that these gloves can have if available. In that case gloves were not available. Chief Best provided David some gloves for each highway vehicle.

The group determined that Tuesday March 28<sup>th</sup> at 6:30pm would be the date of the next meeting which will be held at the Plainfield Highway garage.

At this time Chief Best and Mark Thomason provided the group with a tour of the Meriden station. The department has received a federal grant that will be covering the cost of a proper exhaust ventilation system for the station. Once that work is complete many of the hoses and wires that are now hanging from the ceiling will be on reels that will keep them out of the way when not in use.

The meeting adjourned at 7:30pm

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday March 28th 2006**

**Members present**

Stephen Halleran      -Town Administrator  
Pam Abrahamson      -Meriden Library  
David Hollinger      -Plainfield Highway Department  
Lawrence Dore      -Plainfield Police Department  
Chris Berry      -Plainfield Fire

Dave Witham   -Primex Risk Management Consultant

The meeting opened at 6:30pm at the Plainfield Highway Garage. The minutes of the December meeting were reviewed and accepted. Tuesday June 27<sup>th</sup> at 6:30pm at the Plainfield Fire Station will be the committee's next meeting.

The group reviewed the status of each of the various departments. Halleran noted that the Police Department had one minor claim since the December meeting. This involved a back strain to a Plainfield Officer attending the NH Police Academy.

The town office, police department, highway department and Meriden Library have all received upgrades to their emergency lighting systems in the last few months.

Primex Consultant Dave Witham reviewed some of the town's claim history with the membership. Dave noted that while there is no cluster of accidents in any one particular department he recommends the following action items:

1. The use of a uniform accident report, copy attached, for each incident. This report will help standardize the reporting process and will provide a starting point for discussions for preventing future incidents.
2. The development of tool usage policy for the highway department. The goal here getting everyone that is using particular tools to think ahead about the work they will be doing.
3. Continued evaluation of each work facility by the safety committee.

The group next walked around the highway department facility noting that in general the shop is well organized. Exits are marked, fire extinguishers serviced, eye wash station was in place, floors swept. Various safety guards were in place on shop tools like the grinder and chop saw. When all the vehicles are in the shop, space is very limited.

At the end of the walk through the following suggestions were made: The chemical storage room should have the vent checked to make sure its working properly, likewise the door latch needs repair. The storage area above the chemical storage room needs a bottom rail to prevent any loose items from rolling off and onto the work area below. There is one area of the shop that contains a fair amount of scrap items, this area should be considered for cleaning.



Since a Police cruiser was in the shop for maintenance, Sgt. Dore demonstrated, to the group, how the department's new video camera system works. The technology has been very well received by the town's officers. Sgt. Dore noted that just having the cameras rolling changes the way the person who is being recorded acts during the encounter.

The meeting adjourned at 7:50pm.

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday June 27<sup>th</sup> 2006**

**Members present**

Stephen Halleran	-Town Administrator
Pam Abrahamson	-Meriden Library
Robert Drye	-Plainfield Library
David Hollinger	-Plainfield Highway Department
Mark Thomason	-Meriden Fire Department

The meeting opened at 6:30pm in the parking lot of the Plainfield Fire Department.

Each of the members reported on their respective department's activity over the last three months. Halleran confirmed that no incident reports have been filed since the March meeting. David Hollinger reviewed the work completed to date on the Highway Department inspection from last time. The door to the paint room has been repaired, speedy dry is available for spills, a general clean up of the garage has taken place. Secondary oil containment for the new oil bins will be purchased in the next budget cycle.

Pam Abrahamson reported that the Meriden Library Trustees have been cleaning out the library and are currently looking for a new librarian. Betty Ann Dole, the Meriden librarian for many years past away due to health complications earlier this spring.

A similar situation exists within the recreation department, as long time recreation director George Prescott passed away a few weeks ago from health complication caused by diabetes. Resident Dan Cantlin is acting director at this time.

David Hollinger reported on what he feels was an extraordinary chainsaw safety class sponsored by Primex. Dave felt the skills learned at the class were very beneficial to improving safe working conditions in what can be very dangerous circumstances. Halleran was asked to see if a similar class could be made available to the town's two fire departments. Each of the departments is staffed by volunteers and they do at times become involved in assisting with downed trees after storms.

Halleran updated the group on the town's avian flu planning efforts. The town is part of Region #5 with the City of Lebanon and thirteen other area town's. Plainfield will be writing a plan for its handling of a pandemic, this plan to be part of the regional's more comprehensive planning effort.

The group's next meeting will be Tuesday September 19<sup>th</sup> at 6:30pm at the Plainfield Library. A safety tour of the Plainfield Fire Station will be rescheduled.

The meeting adjourned at 7:20pm.  
Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday September 19<sup>th</sup> 2006**

**Members present**

Stephen Halleran	-Town Administrator
Pam Abrahamson	-Meriden Library
Robert Drye	-Plainfield Library
David Hollinger	-Plainfield Highway Department
Larry Dore	-Plainfield Police Department

The meeting opened at 6:00pm at the Plainfield Library.

Dave Witham, Loss Prevention Officer with Primex was in attendance at the meeting. Library Director Nancy Norwalk also was in attendance.

Halleran reported that there have been no employee accident incidents reported since the June meeting. Dave confirmed this, noting that to date the town has had only once incident reported in 2006 and that was of a minor nature.

Each representative updated the group on activities in their department. No new safety concerns were brought up. It was noted that there are still outstanding items from last meeting's inspection of the Highway Garage. This information has been conveyed to the town's road agent. Halleran committed to having the items addressed prior to the December meeting.

Responding to a question from the group, Dave suggested that focusing on slip and fall prevention and employee awareness of the need to be careful might be a good direction to take with the December meetings.

Library Director Nancy Norwalk provided a tour of the facility. In general the group was very complimentary of the building. Emergency lighting was working properly, fire extinguishers were up to date on inspection, exits clearly marked, pathways open and clear. Two areas of concern were securing free standing bookshelves to prevent them from being inadvertently pushed over. Also, keeping work areas free of clutter should be a priority.

The meeting adjourned at 7pm. The group's next meeting will be December 5<sup>th</sup> at 6:00pm at the Meriden Library.

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday December 4<sup>th</sup> 2006**

**Members present**

Stephen Halleran	-Town Administrator
Pam Abrahamson	-Meriden Library
Robert Drye	-Plainfield Library
David Hollinger	-Plainfield Highway Department
Larry Dore	-Plainfield Police Department

The meeting opened at 6:00pm at the Meriden Library.

Sheila Thomason the new librarian for the Meriden Library was in attendance. The group explained to her the purpose and work of the safety committee.

Stephen Halleran reported that most of the “noted” items at the Highway Department have now been corrected as directed by Primex. By example, bathrooms have been cleaned, the shop has had some general pick up and clean out work accomplished, speedy dry is now once again posted outside near the pumps in a container, the needed rail above the paint storage room has been installed. Dave Hollinger asked if “Seatbelt Required stickers for all town vehicles could be purchased.” Halleran will look into this with Primex.

Rob Drye reported that the drainage system in the parking lot for the Plainfield Library has now been installed and should eliminate the water ponding that has been a problem in past winters. The large pile of clutter inside the building observed at least meeting has been removed and single width free standing bookshelves have been doubled up to reduce the chances of a tip over. How to more securely fastening these shelves down remains a challenge.

Dave Hollinger noted that he has joined the Plainfield Fire Department. The department has recently added a cover over the entrance door to protect the walkway from ice and falling snow. Rob Drye reported that Cornish Rescue as recently been able to certify three Plainfield Fire Fighters for having completed CPR training.

Turning to the idea of a slip and fall prevention campaign Sgt Dore noted that his experience with the YakTrax shoe chains have been very positive. He noted that when readily available, these devices can make an enormous difference on icy surfaces. Having pairs available for both librarians to facilitate getting to their cars at the end of the day during winter storm events was suggested. Halleran noted that he feels if it is the recommendation of the committee that these items be provided, the Selectboard will support the request. Committee members feel that these should be made available in needed quantities for each department. Halleran will confer with Primex if the promotional pricing is still available.

The group made a tour of the Meriden Library, noting that all emergency lighting is working properly

and that fire extinguishers have been serviced. It was suggested that signs be posted making it clear where the units are located. General debris and clutter has all but been eliminated from the library. Walkways, hand rails and flooring all seem to be in sound condition. Outside lights were working properly.

The group determined that its next meeting would be March 20<sup>th</sup> 2007 at the 6pm, Meriden Town Hall.

The Safety Committee Adjourned at 7pm.

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday March 20th 2007**

**Members present**

Stephen Halleran      -Town Administrator  
Pam Abrahamson      -Meriden Library  
Robert Drye            -Plainfield Library  
David Hollinger      -Plainfield Highway Department

The meeting opened at 6:00pm at the Meriden Town Hall.

Halleran explained the details of the one employee incident report that has been filed since last meeting. The case involved a police officer who went to the emergency room following a car accident/fire he responded to. He had ingested a lot of smoke and fumes from the fire and was advised by medical responders at the scene to seek medical attention. He returned to work for his next shift.

**Since the last meeting the following improvements have been made:**

“Seatbelt Use Required” stickers have been placed in all town vehicles.

The Selectboard has approved the purchase of Yak-Track no slip boot chains for all employees.

The drainage improvements to the rear parking lot of the Plainfield Library seem to have solved the icing problem.

The large highway dump-trucks have been equipped with manual tarp controls that are operated from road level rather than having to climb up on the body.

The large map cabinet in the town office has been firmly bolted to the building. The cabinet shifted over time on its base and crashed to the floor a month or two ago. Thankfully, no one was injured, the repair/improvement should insure that the episode is not repeated in the future.

The Plainfield Fire Department has received a grant for the upgrade of several air packs for fire fighters as well as turn out gear for new members. The new air packs replace some older units that had fallen out of current code compliance.

**New Business**

Pam Abramson inquired about having a railing repaired at the Meriden Library and additional lights added to the children’s room. Halleran suggested that she contact either Tom Lappin or David Grobe for the rail repair and Win Spencer (licensed electrician) for the light upgrade.

Turning to the Meriden Town Hall facility. All fire extinguishers are up to date, emergency lighting is operational. In general the building seems in good shape. Rugs are flat to the floor, there is minimal clutter on the floors or in corners. A swinging door still needs to be installed to keep residents and

young children from getting back behind the counter area.

Halleran noted that the building needs an upgrade for the motion sensitive lighting in the rear parking lot. Cars will activate the lights, but employees and residents leaving the building late at night seem to be having difficult getting the lights to activate. Halleran will contact Win Spener about making some repairs.

The group determined that the next meeting will be June 5<sup>th</sup> at 6pm at the Plainfield Fire Station.

The meeting adjourned at 7pm

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday June 5th 2007**

**Members present**

Stephen Halleran	-Town Administrator
Pam Abrahamson	-Meriden Library
Robert Drye	-Plainfield Library
David Hollinger	-Plainfield Highway Department
Larry Dore	-Plainfield Police Department

The meeting opened at 6pm, at the Plainfield Volunteer Fire Department.

Chief Frank Currier joined the group to participate in the meeting. Deputy Chief Christopher Barry provided the group with a tour of the facility. Since the last committee visit a weather cover for the side entrance door has been installed. This prevents water and ice from building up against and around the base of the side passage door which is located under the building's eaves. The door is not safe to use during winter, without the cover. The group spent a significant amount of time learning about the department's purchase, with a homeland security grant, of a new portable air system for use by fire fighters during fire calls. The system includes eleven respirators and twenty two tanks. The new system meets current standards for fire fighters and includes features such as an audible alarm that sounds if the fire fighters has not moved in a set amount of time, the new system also provides the user constantly updated information about the amount of air remaining in the portable tank. Each tank is designed for thirty minutes of use, but the actual run time depends on the individual fire fighter. At this time, the department uses a station at the Lebanon Fire house for refilling the tanks. The department hopes to seek more federal funding for a portable filling station.

The group viewed the rest of the department facility including the now operational kitchen. Chief Currier is attempting to purchase a generator for the facility which would enable the building to serve as a community shelter.

Each member of the committee reported on their respective facility inspections. Pam Abrahamson of the Meriden Library noted that the fire extinguisher locator signs have not yet been installed but that she expects that to happen very soon.

The Plainfield Library Trustees continue to work on having staff reduce clutter in and around hallways, doors and stairwells.

Sargent Dore of the Police Department noted that the use of a cleaning service for the police department has been a welcome addition and has improved the working conditions in the of the facility. Larry noted that the motion sensor light switches have not yet been installed. Chief Currier explained that the fire station is having these types of switches installed and he is happy to have their electrician contact the town about also doing the work at the Meriden Town Hall. This suggestion



was welcomed.

The group reviewed information provided by Primex Loss prevention officer David Witham. The data shows that Plainfield's claim rate is starting to return to a normal level. Several years ago the town experienced multiple major claims, but thankfully that trend has not continued.

The group also discussed the outstanding items from the Primex report on the highway garage. Halleran noted that he feels the only things that are outstanding are the purchase of an oil containment system for the bulk oil containers, continued general housekeeping at the facility and the permanent mounting of the drill press. Other measures have all been accomplished. Speedy dry is now available at the pumps, the bathroom has been renovated to include a shower and a new urinal toilet, the town does have a seatbelt usage policy and the fix to the paint room door has been made.

Halleran also noted that the highway department has recently assisted the recycling center with replacing the used oil collection tank that had developed a seep at one of its seams.

The group determined that its next meeting will be Tuesday September 11<sup>th</sup> at 6pm and will be held at the Plainfield Police Department/Meriden Town Hall.

The meeting adjourned at 6:50pm

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday September 11th 2007**

**Members present**

Stephen Halleran	-Town Administrator
Pam Abrahamson	-Meriden Library
Robert Drye	-Plainfield Library
David Hollinger	-Plainfield Highway Department
Larry Dore	-Plainfield Police Department
Chris Berry	-Plainfield Fire Department
Mark Thomason	-Meriden Fire Department

The meeting opened at 6:10pm at the Plainfield Police Department  
There have been no incidents reported since the group's last meeting.

Each member of the committee reported on the status of his or her department's facility with respect to employee safety:

Highway reported that the secondary containment units for the oil storage containers in the highway garage have been purchased and are in use.

Halleran reported that the town office has had installed a motion activated light switch for the conference room in an attempt to make it easier for the police to check on the building and use the town's copier after hours. There is no light switch on the police department side of the room making it necessary to negotiate the staircase and the room in the dark. While it does help the unit has been less than a great success, the unit's range is fairly limited. Chris Berry reported that the Plainfield Fire Department has had a similar experience with the light controls they have installed.

The Meriden Fire Department has received a grant to purchase an industrial washing machine suitable for fire gear.

Robert Drye reported that the Plainfield Library is planning to complete the downstairs portion of the library project in the next year or so. The capital campaign is nearly complete.

The Meriden Library is updating its inventory of equipment for handling winter snow and ice. Halleran note that the highway department distributes filled sand barrels to town buildings in late fall.

The town will again make Yak Track snow cleats available to all employees who want a pair.

The group decided its next meeting would be Tuesday December 4<sup>th</sup> at 6pm at the Meriden Town Hall.

The meeting adjourned at 7pm

Stephen Halleran

**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday December 4th 2007**

**Members present**

Stephen Halleran	-Town Administrator
Pam Abrahamson	-Meriden Library
Robert Drye	-Plainfield Library
Larry Dore	-Plainfield Police Department

The meeting opened at 6:10pm at the Meriden Town Hall

A detailed discussion followed about the use of the existing town office space and meeting room. Currently, the office has more employee space and less meeting space than might be ideal. The main constraint withing the working space is the concrete vault located to the rear of the Town Clerk work area. Committee members offered suggestions that might allow for additional space in the conference room. Things like changing or rearranging the existing tables and chairs, removing some unused office equipment and general debris from the space. If a more comprehensive renovation were undertaken it might be possible to gain more meeting room space by changing the current layout in the front of the building.

The group also discussed the outside lighting for the entire building. All agreed that more lighting is needed and that if "dark sky" compliant fixtures were utilized the results might be more favorable for neighbors than the existing situation.

The group reviewed reports from Dave Witham of Primex. After several difficult years, Plainfield's claim experience has returned to a very quiet pattern. One that the committee hopes will continue well into the future.

Each representative present reported on his or here department. There have been few changes since the last meeting. Sand barrels and shovels have all been strategically located at each building for the winter season. To further protect employees from slips and fall, Halleran will order two sets of Yak Trax for each of the two libraries and the town office. The traction devices will be available, at the facilities, to assist employees during icing events. Its not uncommon for parking lots be become icy during early and late season rain/snow storms.

Halleran also reported that all of the town's alarmed buildings have had their annual inspection and where needed improvements were made.

The group determined that Tuesday March 18<sup>th</sup> at 6pm, Meriden Fire Station will be the next committee meeting.

The meeting adjourned at 7:10pm

Submitted,  
Stephen Halleran

**TOWN OF PLAINFIELD  
JOINT LOSS COMMITTEE MINUTES  
Tuesday March 18<sup>th</sup> 2008**

**Members present**

Stephen Halleran	-Town Administrator
Pam Abrahamson	-Meriden Library
Mark Thomason	-Meriden Fire
Anthony Swett	-Plainfield Police Department
David Hollinger	-Plainfield Highway/Plainfield Fire
Dave Witham	-Primex loss prevention officer

The meeting opened at 6:05pm at the Meriden Library

Halleran reported that again this quarter there have been no incident reports filed. The safety committee had six pairs of Yaktrax walking cleats distributed to town employees in the office and both libraries. The cleats have been particularly helpful this winter which has featured a lot of ice.

The outside lights at the Meriden Town Hall still need to be improved upon. Weather has not been favorable for this work during this winter. Halleran hopes to get the highway departments help with changing out some flood light bulbs in the very near future.

Dave Witham shared with the group the town's loss experiences for both workers compensation and property liability over the last twenty four months. Claims have been minimal. Town management and employees have clearly done well at keeping the work place safe.

Dave also shared with the group some upcoming Primex training opportunities. Of particular interest was the chainsaw safety course. Both fire departments and the highway departments will try to have new members attend the class.

Dave Hollinger reported on the planned lighting upgrade for the highway garage. The new interior and exterior lights are being funded through a rebate program with the NH Electric Cooperative. Once installed the new lights will provide a safer working environment and should reduce the buildings monthly lighting bill.

Pam Abrahamson reported on the Meriden Library's continued efforts to manage clutter within the library building. The emergency lights have been tested and the fire extinguishers are clearly marked.

The group will meet next on Tuesday June 3<sup>rd</sup> at 6pm at the Meriden Fire Station.

Submitted,

Stephen Halleran

**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday June 3<sup>rd</sup> 2008**

**Members present**

Stephen Halleran      -Town Administrator  
Pam Abrahamson      -Meriden Library  
Chief David Best      -Meriden Fire  
Lawrence Dore        -Plainfield Police Department

The meeting opened at 6:00pm at the Meriden Fire Station

The group reviewed facility reports. Halleran noted that the outside lights at the Meriden Town Hall have had modest improvements. He also reported on the chainsaw safety course attended by several members of the Highway Department. Crew members found the training to be very useful.

There was a general discussion about the need for training for traffic control methods at public work job sites. The highway department has been involved in a very active work site and it seems clear that the way the public perceives the traffic control being done at a work site makes a huge difference on how they act when traveling through the area. The Police Department has been helping with traffic as time allows. Sargent Dore noted that the mannerisms used by the flagging staff can make a huge difference. Being courteous, yet authoritative is key. Road Agent Ken Stocker has purchased new bright yellow safety vests for all highway employees to wear when working on or near roads. The Selectboard recently used the vests during a site visit to Willow Brook Road.

Sargent Dore reported on a missed training opportunity with the City of Lebanon at their airport. Unfortunately, because Plainfield is insured by Primex and Lebanon by NHMA having our officers attend the session could not be worked out. The Selectmen are considering sending a letter to both municipal organizations and asking them to in the future , for the good of towns, look past their own territorial issues.

Pam Abrahamson reported that Jean Thompson has taken over as the librarian at the Meriden Library. She has lots of experience with library automation and is already working to upgrade the computers in the library and to offer enhanced public access.

Chief David Best gave the group a brief facility tour. The new commercial grade washing machine for fire fighting gear has been installed and is now operational. In addition, each member of the department has received a new set of run out gear for calls. Prior to having the machine, members were left to their own devices for cleaning gear.

The groups next meeting will be at the highway garage facility on September 9<sup>th</sup> at 6pm.

Respectfully Submitted,  
Stephen Halleran

**TOWN OF PLAINFIELD**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday September 9th 2008**

**Members present**

Stephen Halleran	-Town Administrator
Pam Abrahamson	-Meriden Library
Chief David Best	-Meriden Fire
Lawrence Dore	-Plainfield Police Department
Robert Drye	-Plainfield Library
Chris Berry	-Plainfield Fire
Dave Hollinger	-Plainfield Highway Department

The meeting opened at 6pm at the highway garage at 351 Stage Road.

No incident reports or work related injuries have occurred since the group's June meeting.

Halleran reported that in follow up to last meeting's discussion, most of the highway crew members are scheduled to attend a job site flagging course to be held in late September in Manchester. Highway Department flaggers are all using the required stop/go paddle and everyone on the site is issued a fluorescent colored vest to wear. Sargent Larry Dore suggested that the course information be forwarded to the school for those that are involved in the daily traffic directing that occurs when school is let out in the afternoon.

Officer Dore updated the group on the police department's acquisition of the new car "54" technology. Basically, the installed devices allow many of the cruiser functions to be operated on voice commands. This allows the officer to operate the cruiser with both hands on the steering wheel.

Dave Hollinger reported that the highway department has taken delivery of a new truck. The new vehicle has been outfitted with proper safety equipment including a fire extinguisher and a first aid kit. The group discussed the outside spill containment box by the fuel pumps. Adding a fire extinguisher and an absorbent sock to the bin were suggested. Currently, the bin includes speedy dry and absorbent pads.

Robert Drye reported that the Plainfield Library continues to work on having staff reduce clutter and piles. On his latest inspection walkways and landings were clear but office and work areas had significant clutter that needs to be addressed.

Pam Abrahamson noted that the Meriden Library needs to make arrangements to have a walkway to an egress door (swings inside) at the rear of the building cleared of snow this winter. The trustees have recently discovered the walk has not been cleared and the down stairs room is used in the winter for social events. In the event it was needed, not having the path cleared could increase the time it would take to get a large group of people out of the building in an emergency.

Chris Berry noted that the Plainfield Fire Department has had very few calls for service over the summer. The new facility continues to function very well. Membership in the department has risen over the last two years.

The group determined that Tuesday December 9<sup>th</sup> at the Plainfield Fire Station will be the next meeting time and place.

The meeting adjourned at 6:50pm

Submitted,

Stephen Halleran

**Town of Plainfield**  
**JOINT LOSS COMMITTEE MINUTES**  
**Tuesday December 9th 2008**

**Members present**

Stephen Halleran	-Town Administrator
Pam Abrahamson	-Meriden Library
Paul Roberts	-Plainfield Police Department
Robert Drye	-Plainfield Library
Dave Hollinger	-Plainfield Highway Department

The meeting opened at 6pm at the Plainfield Volunteer Fire Station.

Halleran reported that he has submitted, on line, the required labor department safety report. All employers with more than 10 employees are required to complete this report once every two years. The report details the town's procedures for dealing with the work place safety issues.

The town has now completed a competitive quote process for both workers compensation and property liability insurance. As a result of this process, Plainfield will be staying with Primex for another three years. The town has continued to be very pleased with the organizations proactive approach to safety.

Member Roberts updated the group on the new requirements for traffic vests which now must be of a five part tear away design. The Police Department has the new vests, Highway still needs to acquire them. Halleran will check with Primex to see if they are offering any vest replacement program.

The Plainfield Fire Department is also in the process of obtaining the now required accident hazard signs and road cones that, as conditions permit, are to be used at all prolonged accident scenes.

Member Hollinger reported that the now completed highway garage lighting upgrade as made a huge difference in the shop. Lighting is far better making the working environment much safer. Halleran noted that the new lights use half the energy of the old ones and provide approximately twice the light output. Police Officer Roberts repeated his concern that the outside lighting at the Police Department really needs a similar upgrade. Halleran agreed and committed to having a local electrician to some work on this perennial concern before the next safety meeting.

Robert Drye and Pam Abramson both reported that continuing to work on reducing clutter at both libraries is the main challenge. Both make regular inspections to see that aisles and exits are clear.

The meeting adjourned at 7:50pm, the group will meet next on Tuesday March 17<sup>th</sup> at the Meriden Town Hall at 6pm.

Submitted,  
Stephen Halleran



## **Plainfield Safety Committee Meeting**

**March 17<sup>th</sup> 2009**

### **Meriden Town Hall**

#### **In attendance were:**

Paul Roberts	Plainfield Police Department
David Hollinger	Plainfield Highway Department
Robert Drye	Plainfield Library west side of town
Steve Halleran	Plainfield Town Offices

The meeting opened at 6pm at the Meriden Town Hall.

The December minutes were reviewed and June 2<sup>nd</sup> 2009 at the Highway Garage was established as the next meeting time. The meeting will open at 6pm.

The group discussed the outside lighting upgrade for the Meriden Town Hall. Local electrician Win Spencer has been hired to do the work. The project involves replacing three outside spot light with newer dark sky complaint fixtures that will use electricity and be more motion sensitive than the existing motion activated flood lights in use now. In addition, the Police Department has asked to have their outside light relocated so that during warm weather insects don't get into the office each time the door is open. Currently the existing light is in very close proximity to the passage door. Paul Roberts will work closely with Steve and Win on this part of the project.

A mechanical door closer has been added to the front door at the Meriden Town Hall. Insuring that the main door is properly closed.

On April 15<sup>th</sup> the highway crew will attend the rescheduled flagging course in Manchester NH. Dave noted that since the last meeting new passage doors have been installed at the highway garage and additional wall mounted air lines have been installed reducing the need to pull rubber hoses all over the shop when using the compressor.

Robert Drye noted that the basement rooms at the Plainfield library should be started later this summer. It is Rob's hope that this will help elevate some of the clutter that is commonly found at the Plainfield Library. He and the Trustees continue to work with the library staff to reduce book piles and materials that are near doorways and passage ways.

Halleran noted that the Meriden Library will soon be renewing planning efforts for dealing with the lack of ADA compliance at the facility. This small building is perched 3/4 of a story up in the air making barrier free access particularly difficult.

The meeting adjourned at 7:00pm.

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**June 2<sup>nd</sup> 2009**  
**Meriden Town Hall**

**In attendance were:**

Larry Dore	Plainfield Police Department
Pam Abrahamson	Meriden Library
David Hollinger	Plainfield Highway Department
Steve Halleran	Plainfield Town Offices

The meeting opened at 6pm at the Highway Garage. The March minutes were reviewed and Tuesday September 8<sup>th</sup> at the Meriden Library was established as the next place and time. The meeting will open at 6pm. No accident reports were filed since the last meeting. In fact the last incident report filed was in February 2007.

**Meriden Town Hall** Halleran reported that the outdoor lighting upgrade at the Meriden Town Hall is now complete. Electrician Win Spencer installed two new outside lights both designed to provide improved lighting in the back parking lot and at the Police Department entrance. In the winter the sloped parking lot and lack of light has created a real safety concern. This improvement should address that concern.

Inside the Meriden Town Hall the quarterly inspection noted one emergency light is out, a replacement battery has been ordered.

**Meriden Library:** Pam Abrahamson noted that the extra walk snow shoveling done last winter by the highway department to keep the rear door of the library open was a great help. Pam has noticed that the library does not appear to have any smoke or fire detectors. Halleran will ask the town's building inspector to review the building and make recommendations on installation of some units.

**Plainfield Highway:** David reported that the highway department has worked hard to keep the interior of the garage clean. Additional hard piped air lines have been installed around the shop and he hope that a retractable air hose reel can be purchased. All these effort minimize clutter and obstacles on the floor.

**Police Department:** Larry reported that both cruisers now have high visibility reflective decals and that new compliant yellow rain jackets have been purchased. The department had a problem with their cell phone service (Unicel to Verizon switch) however that has now been corrected. Larry also noted that the new outside lighting is a solid improvement over what had been available.

**Plainfield Fire:** Dave Hollinger indicated that the fire department has applied for a grant to acquire a cascade filling station for the department's air tanks.

The June meeting adjourned at 7pm.

Submitted,  
Stephen Halleran

**Plainfield Safety Committee Meeting**  
**September 8th 2009**  
**Meriden Town Hall**

**In attendance were:**

Larry Dore	Plainfield Police Department
Pam Abrahamson	Meriden Library
David Hollinger	Plainfield Highway Department
Steve Halleran	Plainfield Town Offices
Robert Drye	Plainfield Library

The meeting opened at 6pm.

Halleran reported that there has been no employee incident reports since the June meeting.

Pam Abrahamson updated the group on the Meriden Library smoke detectors. New hard wired detectors are being installed this fall. Specifications and locations as outlined by the town's building inspector. In addition, the building will receive a new hot air furnace. The existing furnace is original to the building (1965) and has been red tagged by the town's fuel oil provider.

Dave Hollinger reported that several members of the highway crew have now received certification as trained work site traffic flaggers.

Dave also reported that the Plainfield Fire Department now has a full roster of members and the department has recently received a grant funded generator for the station.

Sargent Dore reported that both town police cruisers are now out fitted with laptop computers and cell phone enabled software that allows for enhanced communication with dispatch. The new system still needs some fine tuning, but once it is all working as advertised the system will provide enhanced safety, through improved information, for the officers.

Rob Drye reported that work on finishing the Plainfield Library basement should begin in the coming weeks. As safety officer Rob continues to try and deal with clutter throughout the building. Some progress is being made and the new finished space will require that materials being stored in the basement will have to be dealt with before construction begins.

Halleran reported that all is working well at the town office. The half door to designate employee work areas from public areas at the town office remains an open item that needs to be addressed.

The group will meet next on Tuesday December 8<sup>th</sup> at 6pm at the Meriden Fire Station.

The meeting adjourned at 6:40pm.

Submitted,

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**December 9th 2009**  
**Meriden Town Hall**

**In attendance were:**

Paul Roberts	Plainfield Police Department
Pam Abrahamson	Meriden Library
David Hollinger	Plainfield Highway Department
Steve Halleran	Plainfield Town Offices
Robert Drye	Plainfield Library
Chris Berry	Plainfield Fire Department
David Best	Meriden Fire Department

The meeting opened at 6pm at the Meriden Fire Station.

Halleran reported that there has been no employee incident reports since the September meeting.

The group discussed the status of each of their facilities.

Town Offices- Steve reported that the building is in good shape, the much discussed half door between the employee work stations and the public area as still not be completed and must be done this next year.

Meriden Library- New hardwired smoke detectors, a new furnace and a new oil tank have all been installed. A couple of other minor electrical issues were discovered and have now been corrected.

Highway Department- Dave noted that all the town's highway employees were all kept safe this summer. The road work included a lot of chainsaw and chipper work, special attention was paid to safety and good work practices.

Plainfield Fire- Chris explained that the department is starting to replace out dated bunker gear. Each complete outfit can cost more than \$2,000 so the expenditure will be spread out over several years.

Police- Paul Roberts noted that work has continued to update the department's technology. The new laptops are working much better in each of the cruisers. These are allowing for increased patrol time by reducing the amount of paperwork that each officer is responsible to complete.

Meriden Fire-Dave noted that the fire stations has just had a new furnace installed. The new unit is more efficient and has been relocated to a back room of the station. This has allowed for the removal of a masonry chimney that was a maintenance probelm with the buildings standing seam room. No longer will department members have to climb up on the roof and remove snow from in front of the chimney.

Dave also took the group on a tour of the facility showing the now fully installed exhaust system

that removes exhaust from the trucks out of the building.

The safety group will try to hold one or two training sessions for town employees in 2010. Fire extinguisher safety and basic first aid are both under consideration. The group will meet next on March 2<sup>nd</sup> at the Highway Garage facility starting at 6pm.

The meeting adjourned at 7:00pm

Submitted,

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**March 3<sup>rd</sup> 2010**  
**Highway Garage**

**In attendance were:**

Paul Roberts	Police Department	Pam Abrahamson Meriden Library
David Hollinger	Highway Department	Steve Halleran Plainfield Town Offices
Robert Drye	Plainfield Library	Chris Berry Plainfield Fire Department
Dave Best	Meriden Fire Department	

The meeting opened at 6pm at the Highway Garage

Halleran reported that there has been no employee incident reports since the June meeting. In fact its been several years since any incident report for town has been filed. A solid round of knocking on wood followed this announcement.

The group discussed the recent wind storm and once again how well all the town's emergency service providers and departments worked together. Thankfully, no one was hurt during the storm and power was restored within three days to all homes. The Highway Department still has a lot of clean up to do, but the roads are all open.

Each department reviewed their facility and discussed recent changes. A brief synopsis follows:  
Town Office: Solid door between the employee and public section of the office remains a priority.  
Police: Securing the fire extinguishers in the trunks of the cruiser to prevent accidental discharge.  
Highway: Four replacement radios are being installed to improve communications.  
Meriden Library: Quiet at this time.  
Meriden Fire: Still waiting on building grant news.  
Plainfield Fire: With new generator could serve as an emergency shelter.  
Plainfield Library: New shed for storage during basement renovations.

The group discussed a training seminar for the summer session. Contacting the NH Electric Coop and having their safety officer put on a presentation for fire, police and highway was suggested. Halleran will follow up on this. The group determined that the next meeting will be Tuesday night June 15<sup>th</sup> at the Plainfield Library starting at 6pm.

The meeting adjourned at 7pm  
Submitted,  
Stephen Halleran

**Plainfield Safety Committee Meeting**  
**June 15<sup>th</sup> 2010**  
**Plainfield Library**

**In attendance were:**

Paul Roberts	Police Department	Pam Abrahamson Meriden Library
David Hollinger	Highway Department	Steve Halleran Plainfield Town Offices
Chris Berry	Plainfield Fire Department	

The meeting opened at 6pm at the Plainfield Library.

Before going inside the group took a look at the new shed that has been installed toward the back of the library parking lot. Its primary function is for storage of books for the annual book sale. The shed will also serve to reduce clutter in the main facility.

Halleran reported that an employee of the Highway Department was injured while moving rocks to build a culvert header. Dave Hollinger filled in the details of the index finger injury noting that in his view sound safety practices were in use at the time of the accident.

The gate at the Meriden Town Hall was finally been completed. The gate, which had been requested for years by the tax collector, delineates employee work space from public space and has helped to shape traffic flow in the office. The cost of the gate was paid for using set aside funds that Primex makes available to members for work place safety improvements.

Earlier this week all town fire extinguishers were inspected and where necessary replaced/recharged. The town contracts out annually for this work.

Chris Berry reported that Plainfield Fire hopes to add an exhaust fan system to the new station. Some of the new bunker gear is in use now for the fire fighters. Over the next several years the department will be replacing most of its outdated gear. The state mandates that bunker gear, regardless of condition that is more than 10 years old is no longer fit for fire duty.

Pam Abrahamson reported that all is quiet at the Meriden Library. Some work on outside landscaping is being done. The planned garden location has been discussed with the highway department to insure that it will not negatively impact plowing operations.

Police Chief Roberts discussed with the group some of the changes that he is making to the layout of the police department. In addition, the Chief is hoping to work with the Selectboard on developing a reserve fund for the police department.

Halleran is still working on the power line safety training session. The group will meet next on September 14<sup>th</sup> at the Meriden Library and possibly visit the Police Department as well.

The meeting adjourned at 7pm

Submitted,

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**September 14<sup>th</sup> 2010**  
**Meriden Library**

**In attendance were:**

Lawrence Dore	Police Department	Pam Abrahamson Meriden Library
David Hollinger	Highway Department	Steve Halleran Plainfield Town Offices
Robert Drye	Plainfield Library	

The meeting opened at 6pm at the Meriden Library.

Librarian Mary King toured the group around the facility. The Committee was very impressed with clean and clutter free condition of the entire building. All emergency lights are were operational and the fire extinguishers were tagged and up to date. The furnace room is entirely redone, new furnace, new double walled oil tank and no stored items are being kept in the room.

Pam Abrahamson asked about obtaining a suitable first aid kit for the library. It was suggested that she contact the school which uses a company to furnish a variety of different kits for the classrooms. Halleran noted that the town has funds to cover the cost of the kit and that having one at the library should be a priority.

Rob Drye noted that all is about the same at the Plainfield Library. Excessive clutter continues to be a problem, however, the trustees are making some progress on this front.

Dave Hollinger explained the details of his own incident report since last meeting. Dave was struck in the head by a limb he was cutting, but thankfully good safety equipment kept this from being a serious injury. Safety helmet, face shield, chapes and gloves were all being worn.

Dave Hollinger noted that the highway department has a new dumptruck. This unit is equipped with an automatic transmission. All the members of the department are interested in seeing how this new truck performs. It certainly has the potential to be easier on the driver than a standard transmission.

Speaking for the Plainfield Fire Station, Dave also noted that the department is trying to receive federal monies to install an exhaust system in the new station. The grant for the tanker was not success in last year's round of funding.

Dave noted that the Plainfield Fire Department may be going to a power line safety course this fall. If so, he will try to see if the highway and police department personnel can attend as well.

Larry Dore noted that the police department continues to enjoy a smooth transition from Chief Gillens to Chief Roberts. The entire department has a new appreciation for how many hours of coverage that Chief Gillens was absorbing himself.

The group determined that the next meeting will be Tuesday December 7<sup>th</sup> at 6pm at the Police



Department.

The meeting adjourned at 7pm.

Submitted

F:\WP\SFTYCM\LOSS.MIN (7/11/19)

**Plainfield Safety Committee Meeting**  
**December 7<sup>th</sup> 2010**  
**Meriden Library**

**In attendance were:**

Lawrence Dore	Police Department	Pam Abrahamson Meriden Library
David Hollinger	Highway Department	Steve Halleran Plainfield Town Offices
Robert Drye	Plainfield Library	

The meeting opened at 6pm at the Police Department.

The group discussed the recently completed training session on power line safety. The course was put on by the NH Electric Coop. Police, fire and highway employees all attended and have reported that the class was very well done and very informative.

Halleran noted that there have been no incident reports since the last meeting.

Dave Hollinger reported that the Plainfield fire department has had their parking lot paved and that the new surface is a huge improvement both from operational and safety perspectives.

Pam Abrahamson indicated that the Meriden Library would like to improve its outside lighting. Either a timer or motion sensor is needed to allow employees to reach their cars safely when closing up.

The group decided to meet next at 6pm on Tuesday March 1<sup>st</sup> at the Highway Garage.

Deputy Police Chief Dore took the group on the tour of the facility noting the lack of outlets. Power strips are being used heavily and some additional outlets are desperately needed. Town Administrator Halleran agreed noting that he would get on this immediately. He was not aware that the existing outlets were so heavily taxed.

The meeting adjourned at 7pm.

Submitted,

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**March 1<sup>st</sup> 2011**  
**Meriden Library**

**In attendance were:**

Lawrence Dore, Police Department  
Steve Halleran, Plainfield Town Offices

Pam Abrahamson, Meriden Library  
Robert Drye, Plainfield Library

The meeting opened at 6pm at the Town Office.

Steve Halleran explained that while this meeting was originally scheduled for the Highway Department, road crew member David Hollinger is out on a medical leave and therefore the June meeting will be at the Highway Garage.

Deputy Chief Dore reported that since the last meeting additional outlets have been installed in the Police Department. The work is a significant improvement and has been appreciated.

Robert Drye reported on the work being done to finish the basement at the Plainfield Library. Robert feels that the new space will be finished by mid summer and that perhaps the September meeting can be done held in the new meeting room.

Pam Abrahamson reported that motion sensitive outside lights are being added to the library to assist patrons and employees leaving the building in the dark.

Halleran noted that several of the outside lights at the Meriden Town Hall have blown bulbs. He will have highway change them out as soon as clean up from the various storms in the last couple of weeks is complete.

The group will meet next at the highway garage on June 7<sup>th</sup> at 6pm.

The meeting adjourned at 6:30pm.

Submitted,

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**June 7<sup>th</sup> 2011**  
**Plainfield Highway Garage**

**In attendance were:**

Steve Halleran, Plainfield Town Offices      Chris Berry Plainfield Fire  
Sean Smith, Plainfield Highway

The meeting opened at 6pm. The group toured the highway facility, spending time inspecting the town's chipper. Sean explained the additional safety features that were added to the chipper some years ago.

The group discussed the safety benefits of heavy trucks with automatic transmissions. Both Sean and Chris agreed that during high stress times, icy roads or fire calls, the automatic transmission allows the driver to focus more on the road and surroundings.

Halleran noted that the town hall landscaping in the front has been replaced due to plow damage. The new smaller shrubs have made a huge difference on improving site distances around the corner of the building. The previous large evergreen shrubs created a blind spot on the corner of the Meriden Town Hall.

There have been no employee incident reports filed since the March meeting.

Fire extinguishers have been scheduled for the annual inspections in early July.

The meeting adjourned at 6:45pm. The group will meet next on Tuesday September 13<sup>th</sup> at 6pm at the Plainfield Library.

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**September 13th 2011**  
**Plainfield Library**

**In attendance were:**

Steve Halleran, Plainfield Town Offices	Pam Abrahamson-Meriden Library
Sean Smith, Plainfield Highway	Robert Drye- Plainfield Library

The meeting opened at 6:00pm at the Plainfield Library.

The group toured the basement of the library to check on the basement finishing project. Library Director Nancy Norwalk explained that the project has been stalled for about a year now, dealing with a code issue. A substantive change in the egress requirements occurred since the building was designed and the current day. As a result a second egress has been designed and will now be constructed as part of the basement project. The library trustees hope to get the project back under active construction later this fall.

Returning to the meeting room, each committee member went over their facility report. No major deficiencies were noted. Halleran reported that no employee accidents have occurred since the last meeting.

At the request of Town Clerk Michelle Marsh, Halleran is working on a seminar for employees that would assist in the dealing with people who are in an agitated state. Nancy Norwalk noted that even at the library occasionally people are in a bad mood and that this training would be helpful.

Nancy Norwalk asked that an outside light timer be reinstalled at the Plainfield Town Hall to assist people locking up the building late at night after an event. The building originally was equipped with one, but it was faulty and had to be removed. Halleran agreed to look into having one installed.

The group will meet next on Tuesday December 6<sup>th</sup> at the Meriden Fire Station.

Submitted,

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**December 6<sup>th</sup> 2011**  
**Meriden Fire Station**

**In attendance were:**

Steve Halleran, Plainfield Town Offices	Pam Abrahamson-Meriden Library
Frank Currier-Fire Chief	Robert Drye- Plainfield Library
Anthony Swett-Police	

The meeting opened at 6:00pm at the Fire Station.

**Fire Departments:** Chief Currier reviewed with the group some of the building improvements that are underway. These include new windows and siding for the Meriden station and new insulated doors for the Plainfield Station.

The town Christmas tree is now being illuminated with LED lights that replace the old conventional bulb lights that were becoming a safety and fire hazard. The new LED lights, through reduced energy usage should pay for themselves in just two seasons.

**Highway Department:** Halleran reported that Richard Collins from the highway crew is now the town's interim Road Agent. The Selectmen will revisit the Road Agent position in the spring once Richard has had a chance to do the work for the next three months.

**Police Department:** Corporal Swett noted that the Chief Roberts is looking to replace both duty cruisers this year as a means of utilizing all the necessary equipment one more time. The 2011 model year is the last of the full sized Ford Crown Victoria that our equipment is sized to fit.

**Meriden Library:** Pam Abrahamson noted that the library has, with the help of highway, expanded their parking lot. The new spots will keep the access drive open and should eliminate parking on the street.

**Plainfield Library:** Rob Drye reported that the Plainfield Library continues to work out the details of the necessary egress for the downstairs meeting room planned for the finished basement project. This detail has been holding up the project now for a number of months.

**Town Office:** Outside lighting and cold weather parking lot maintenance continues to be the main areas of concern for the building and safety of the public and staff. The motion lights have been tuned up once again and employees have access to Yak Track show cleats for icy days.

Halleran reported that there have been no employee incident reports filed since the September meeting and that employees will be encouraged to attend one of the two Primex training sessions on dealing with difficult people. One offering is in February the other October.

The next meeting will be Tuesday March 6<sup>th</sup> at 6pm at the Plainfield Police Station.

The meeting adjourned at 7:00pm

Submitted,

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**March 7<sup>th</sup> 2012**  
**Plainfield Police Station**

**In attendance were:**

Steve Halleran, Plainfield Town Offices	Pam Abrahamson-Meriden Library
Frank Currier-Fire Chief	Jason Lemere- Highway Department
Chief Paul Roberts-Police	

The meeting opened at 6:00pm

Steve Halleran was pleased to report that Primex has now agreed to pay the claim on the Fire Fighter that past out while doing traffic duty at an accident scene. It took a while to develop a causal relationship between the work being done as a firefighter and the injury. This was the only incident report filed last quarter and the first in more than a year.

Halleran noted that the necessary work place "Safety Summary Form" was filed with the NH Department of Labor back in January.

The group made an inspection of the Police station noting the new exterior door that was installed late last year. The new door is an insulated door that includes a combination lock for access to the facility. It was noted that the exit light over the PD door needs a new bulb.

Paul asked that the outside lights again be reviewed by an electrician. The just are not working properly, making the rear of the building parking lot very dark. This has been on ongoing problem.

Frank Currier noted that Plainfield Fire Station has received new insulated garage doors and that a few additional windows are being added to the building making it much more pleasant inside and out. Meriden Fire station received a complete exterior upgrade as well. Both buildings seem to be in excellent up to date shape.

Meriden Library the new book drop box is performing as hoped and the parking lot expansion done by the town's highway department has been a great improvement. Highway Department was thanked for that work.

New highway member Jason Lemere noted that the highway crew under the leadership of Rich Collins has worked hard this winter to clean up the shop and better organization the facility. The department is hoping to replace the last of the old dump trucks this spring.

Building inspection reports were turned in. The group will meet next on June 5<sup>th</sup> at the Meriden Library at 6pm.

The meeting adjourned at 7:00pm



Submitted,

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**June 6<sup>th</sup> 2012**  
**Plainfield Police Station**

**In attendance were:**

Steve Halleran, Plainfield Town Offices      Mary King-Meriden Library  
Matt Foss- Police                                      Jason Lemere- Highway Department

The meeting opened at 6pm at the Meriden Library.

Library Director Mary King showed the group around the facility, noting the new air source heat pump that has been added to the library to assist with both heating and cooling of the building. Fire extinguishers are current and emergency lighting is operational.

Halleran noted that we have had no incident reports since last meeting. All town fire extinguishers will be checked next week by NH Fire Protection services.

New officer Matt Foss was welcomed into the group. Mark King encouraged him to stop in at the library while out on patrol. She noted that the library is becoming a gathering place in Meriden Village and having an officer stop in and discuss current events with patrons would be nice.

Jason Lemere noted that highway work is going well this early season. Lots of tree work is being done. Safety equipment, including chaps are in use each day.

The meeting adjourned at 6:45pm. The next meeting will be on September 18<sup>th</sup> at the highway garage.

The meeting adjourned at 6:45pm

Submitted,

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**September 18th 2012**  
**Plainfield Highway Department**

**In attendance were:**

Steve Halleran, Plainfield Town Offices  
Matt Foss- Police  
Pam Abrahamson-Plainfield Library

Robert Drye-Plainfield Library  
Jason Lemere- Highway Department

The meeting opened at 6pm at the Highway Garage.

Members remarked at how well kept the highway garage was with all the tools properly hung, floors swept, parts room pick up and even the bathroom was clean. Jason Lemere note that the a couple of rainy afternoons this week have helped with some housekeeping.

Halleran noted that a single incident report was filed since the June meeting. A fireman at a barn fire became exhausted and was taken to the hospital. He has fully recovered and is doing fine. The town office has received some new outside lighting and currently the energy committee is working on ways to improve heat loss from the building.

Pam Abrahamson reported that all is quiet with the Meriden Library, a committee is starting to work on ideas for gaining ADA compliance for the building. This is the only noncompliant public building in town, the Plainfield library has been compliant since its addition.

Matt Foss reported that the Police Department is now fully staffed and the two new cruisers continue to function very well. All officers are now carrying tazers, officer Glen St Amant is a certified instructor.

Robert Drye noted that the Plainfield Library basement egress issue has now been resolved the new exit should allow for the renovation work in the basement to get started very soon. Clutter in the library has been greatly reduced in anticipation of the planned work.

Halleran noted that all town employees have been advised of the upcoming Primex training course on dealing with difficult people to be held in mid October. Halleran hopes that several town employees are able to attend.

At this time the meeting broke up as officer Foss and Jason Lemere were called to a downed tree on Methodist Hill. High winds and rain are forecast for all night. Town Administrator Halleran accompanied Jason Lemere as there was not a second highway person on duty at this time.

The committee will next meet at the Plainfield Fire Station on Tuesday December 11<sup>th</sup> at 6:00pm

Submitted,

Stephen Halleran

**Plainfield Safety Committee Meeting  
December 11th 2012  
Plainfield Highway Department**

**In attendance were:**

Steve Halleran, Plainfield Town Offices      Robert Drye-Plainfield Library  
Glen St Amant- Police                              Jason Lemere- Highway Department  
Pam Abrahamson-Plainfield Library      Chris Berry- PVFD

The meeting opened at 6pm at the Plainfield Fire Station

The group opened the meeting with a tour of the department's new tanker truck. This very large truck holds 3,000 gallons of water and can also be used as a pumper truck. The vehicle has a crew cab, an automatic transmission and was built specifically for municipal work. The department is very proud of this new replacement vehicle.

Moving to the conference room, Steve Halleran reported that there has been no incident reports filed since the September meeting. The town office continues to work with the town's energy committee on efforts to reduce energy use in the office. All town buildings, including the office, had their fire and smoke alarms tested and certified earlier this month.

Officer St Amant: Police vehicles are all running well and that each cruiser is well equipped and in his view very well outfitted for police work. The Police Department too is being reviewed by the town's energy committee. New setback thermostats have been installed in the station.

Jason Lemere: The Highway Department expects to take delivery of the new plow truck later this week. The truck has taken much longer to build than was anticipated. The new truck will also have an automatic transmission and will be equipped with a live bed for sanding. The exterior of the highway garage remains picked up and worker safety is stressed each day around the shop and at various job sites.

Robert Drye: Work is fully underway on the downstairs renovations at the library. The safety committee should be able to meet in the new space in March.

Pam Abrahamson: All is well at the Meriden Library, a separate committee is now working on various ADA related issues for that building.

The meeting adjourned at 7:00pm

Stephen Halleran

**Plainfield Safety Committee Meeting  
March 6th 2013  
Plainfield Highway Department**

**In attendance were:**

Steve Halleran, Plainfield Town Offices      Robert Drye-Plainfield Library  
Jason Lemere- Highway Department Pam Abrahamson-Plainfield Library  
Billy Heighes- Plainfield Police Department

The meeting opened at 6pm at the Plainfield Town Hall

The group had intended to meet at the Plainfield Library, however, Librarian Nancy Norwalk was not available to unlock the building, so the group moved across the street to the Plainfield Town Hall.

The next meeting will be at the Plainfield Library on Tuesday June 4<sup>th</sup> at 6pm.  
Police Officer Billy Heighes was in attendance, but was called to a traffic accident.

Jason Lemere reported that the new Highway Department plow truck with the built in sander is working out well in the first year. The crew really likes the body design and has asked the Selectboard to consider adding one of these bodies to an existing truck.

Pam Abrahamson reported that all is quiet at the Meriden Library. There have been some minor repairs at the facility, a front door lock was recently repaired.

Rob Drye reported that the wallboard is now in place in the basement renovation of the Plainfield Library. The project has been delayed due to unanticipated egress code issues, but is now moving forward nicely.

After reviewing individual facilities, Steve Halleran reviewed with the committee some of the general data from the Primex P3 website. Primex has paid out over \$317,000 in claims for Plainfield cases over the last decade, \$262,000 of these claims come from 4 cases in the volunteer fire departments. Highway has had \$43,000 in claims, Police \$11,000, Town Office/Libraries \$0. Halleran plans to review this data with all department heads in the coming weeks.

The meeting adjourned at 6:45pm

Submitted,

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**June 5th 2013**  
**Plainfield Library**

**In attendance were:**

Steve Halleran, Plainfield Town Offices                      Nancy Norwalk-Plainfield Library  
Jason Lemere- Highway Department

The meeting opened at 6pm

The group toured the library facility checking emergency lighting, fire extinguishers and did a walk through of the finished basement area that is currently under construction. The basement project should be done by early September and includes emergency lighting and fire alarm system.

Halleran reported that NH Fire Protection will be performing annual maintenance and certifications on all town fire extinguishers on Monday June 10<sup>th</sup>. This is an annual project that was recommended some years ago by then safety committee member Andrew Forbes.

Steve informed Nancy that highway will be making the library the requested rack for the winter sand barrell in time for next year. Nancy hopes this will make it easier to remove sand from the barrell.

Jason Lemere reported that the highway department tree trimming and grading work has continued this spring. There has not been any work related incidents since the last committee meeting. All seems well in the highway department.

Halleran note that the energy committee has improved some of the outside lighting at the Meriden Town Hall. A motion sensitive front light has been installed that assists those leaving the building as they walk to their cars then shuts off in a few minutes. Prior to this the last person out of the building had to either leave the light on or walk across the parking lot in the dark.

The group determined that Tuesday September 24<sup>th</sup> at 6pm would be the next meeting to be held at the Highway garage.

The meeting adjourned at 6:30pm.

Submitted,

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**October 3rd 2013**  
**Plainfield Highway Garage**

**In attendance were:**

Steve Halleran, Plainfield Town Offices      William Heighes-Plainfield Police  
Jason Lemere- Highway Department

The meeting opened at 6pm

Halleran reported that no new accident reports have been filed since the June meeting.

The group walked through the Highway Department which seemed well organized and cleaned up on the inside. There remains some scrap metal and general debris on the outside of the building that should be cleaned up before winter.

Jason Lemere reported that one of the emergency light units seems to need a new battery. Road Agent Collins will be made aware of this so that a replacement can be purchased.

Halleran noted that the batteries in the emergency lighting and alarm system at the town offices were just replaced and that both units are now working properly.

Bill Heighes reported that the Police Department has applied for a grant to provide an enclosed trailer to house road emergency signs, cones and barricades. If approved by Homeland Security this trailer will be available to Highway, Police and Fire for use during storms.

The remainder of the discussion focused on making sure that all highway work areas have proper traffic signs warning motorists that a work zone is ahead. It was noted that during the clean up from heavy rains earlier this summer several work zones did not have adequate signage. There was more emergency work ongoing than we had signs to advertise it properly.

Halleran will check with Primex about grants for improving safety vests for the road crew.

The group will meet next on Tuesday January 7<sup>th</sup> at 6pm at the Plainfield Police Station. Halleran will impress on the departments that have not been attending these meetings recently the need to have a representative in attendance.

The meeting adjourned at 6:45pm.

Stephen Halleran



**Plainfield Safety Committee Meeting**  
**January 28th 2014**  
**Plainfield Police Station**

**In attendance were:**

Steve Halleran, Plainfield Town Offices      Paul Roberts-Plainfield Police  
Jason Lemere- Highway Department Pam Abrahamson-Meriden Library  
Robert Drye-Plainfield Library

The meeting opened at 6pm

Steve Halleran reported that there has been no incident reports filed since the October meeting. Despite the very cold, icy winter, Police, Highway and Fire have remained slip and fall free.

The town has recently switched all of its phone service to Comcast. The hope is that besides saving some operational money, the enhanced features of the new phone service will be useful to both residents and our EMS providers during emergencies. By example in the event of an emergency incoming calls can be rerouted to different locations away from town hall.

The Meriden Town Hall emergency lighting is not operating properly, this likely a battery problem. Paul Roberts offered to look into this. Pam noted that a similar situation exists at the Meriden Library. Paul or one of his officers will take care of this.

Chief Roberts reviewed some of the safety enhancements in the Police Department. These include new body armor for all officers and improved radio communications.

Jason Lemere noted that the highway crew is hoping to add a second truck body with a built in sander as a result of the 2014 town meeting. These bodies are far more efficient and safer for the operator than a conventional body with a drop in sander. The danger of repeatedly putting the sander in and out of the body is eliminated, the truck is more stable and far more efficient with its sanding operations.

Jason feels that adding a back up generator to the highway department is a must and should be done to help with emergency preparedness. Halleran noted that the Selectmen support this idea and hope to have one installed during this year.

The group will meet next on Tuesday April 8<sup>th</sup> at 6pm at the Meriden Library.  
The meeting adjourned at 7pm

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**April 23rd 2014**  
**Meriden Library**

**In attendance were:**

Steve Halleran, Plainfield Town Offices      Paul Roberts-Plainfield Police  
Jason Lemere- Highway Department Pam Abrahamson-Meriden Library  
Robert Drye-Plainfield Library

Library Director Mary King

The meeting opened at 6pm

Steve Halleran reported from the last meeting that the Selectboard has approved the installation of a back up generator for the Highway Garage. Estimates are being accepted now and the installation should be complete by fall.

The Selectmen are now accepting proposals for a new uniform service for the highway department. New for this contract will be the requirement that the uniform shirts meet hi visibility class 2 standards.

The emergency lights at the town hall have been repaired and the outside light be the police department is being relocated to be more accessible for maintenance.

Mary King asked if someone from the town could repair one of their emergency lights which is no longer working. Jason Lemere will ask Road Agent Collins to look into the lights. Richard repaired the ones at the town hall, replacing the batteries and fixing a corroded terminal.

The front door at the library is also sticking, but a carpenter working on a window replacement project will look at this later in the coming week.

The group inspected the book shelving at the library and found the free standing shelves to all be placed back to back and secured to each other. Rob Drye noted that from the Plainfield Library experience with the new edition, this set up meets code just fine.

A fire extinguisher class will be held this summer for town employees. The last one was about ten years ago now.

The group will meet next at the Plainfield Library in the now finished basement meeting room on Tuesday July 8<sup>th</sup> at 6pm.

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**July 7<sup>th</sup> 2014**  
**Plainfield Library**

**In attendance were:**

Steve Halleran, Plainfield Town Offices	Paul Roberts-Plainfield Police
Jason Lemere- Highway Department	Pam Abrahamson-Meriden Library
Robert Drye-Plainfield Library	Frank Currier- PVFD/MVFD

Library Director Nancy Norwalk

The meeting opened at 6pm

Steve Halleran reported that there has been no employee incident reports this year. Summer projects are going as planned. It was one year ago this week that heavy rains pummeled the Upper Valley washing out many roads. All of the town's fire extinguishers are being serviced this week.

Jason Lemere reported on the highway department. The town has switched uniform vendors. The new uniforms will include hi-visibility colors and reflective taping.

The Police Department is having a very busy summer, a debriefing session is planned for next week for all first responders who were involved in responding to the drowning on Willow Brook Road last weekend.

The group discussed the annual parade and the various safety procedures that are put in place during the event to keep spectators and participants safe. A similar discussion followed concerning the annual Spirit Day held the last Sunday in August.

Pam reported that the Meriden Library is fine, there is still one emergency lighting unit that is not working properly. Halleran will have it look at it.

Plainfield Library reported that other than a few punch list items the basement finish project is now complete. Nancy Norwalk asked about having crosswalks installed across Route 12A to help residents that walk to the library safely cross the road. The NHDOT will have to be involved this discussion.

Frank Currier reported that the Plainfield Fire Station has recently received a lighting upgrade. The new lights provide more lumen for less cost.. Some new bunker gear has been purchased for fire fighter. As funds are available the old gear is phased out after a ten year period.

A fire extinguisher training course will be held for all employees in August.. Chief Currer will lead the session.

The group will meet next on Tuesday October 7<sup>th</sup> at 6pm at the Plainfield Fire Station.

The meeting adjourned at 7pm.

Steve Halleran

**Plainfield Safety Committee Meeting**  
**October 7<sup>th</sup> 2014**  
**Plainfield Fire Station**

**In attendance were:**

Steve Halleran, Plainfield Town Offices  
Jason Lemere- Highway Department  
Robert Drye-Plainfield Library

Paul Roberts-Plainfield Police  
Pam Abrahamson-Meriden Library  
Frank Currier- PVFD/MVFD

The meeting opened at 6pm

Chief Roberts explained the details of an incident last month that resulted in one of his officers going to the emergency room. The officer was assisting another agency when the bad guy attacked him resulting in some bruises. The bad guy was taken into custody and officer Bill Heighes was taken to the emergency room for some basic care. He worked his full shift the next day.

Chief Currier discussed the large fire at the former Melvin Miller residence. The very remotely located house was totally engulfed in flames by the time the call came in. The department did keep the fire from spreading to the nearby woods and thankfully no one was hurt. The house is a total loss.

The fire chief asked that the town immediately address the use of extension cords in the Police Department. Halleran noted that the town's electrician has a repair scheduled, but it has not happened yet. Halleran will check with Joanna Sharf to see if the work can be completed in the next two weeks.

Halleran noted that town employees had training in the use of fire extinguishers back in August. The class had a good turn out and was well received.

The group toured the Plainfield Fire Station. Chief Currier noted that the department may be the recipient of a donated cab and chassis that will be used to renew the department's utility truck. Frank showed the group several electric driven hoists that have been added to the fire trucks to lift ladders and portable water tanks. These devices reduce heavy lifting for the fire fighters.

The group determined that the next meeting would be Tuesday January 13<sup>th</sup> at 6pm at the Meriden Fire Station.

The meeting adjourned at 7pm.

Steve Halleran

**Plainfield Safety Committee Meeting**  
**January 13<sup>th</sup> 2015**  
**Meriden Fire Station**

**In attendance were:**

Steve Halleran, Plainfield Town Offices  
Jason Lemere- Highway Department  
Robert Drye-Plainfield Library

Paul Roberts-Plainfield Police  
Pam Abrahamson-Meriden Library  
Frank Currier- PVFD/MVFD

The meeting opened at 6pm

Town Administrator Stephen Halleran reported that there has been no employee incident reports filed since the groups October meeting.

Stephen went on to report that the electrical upgrades to the police department have no been completed and the code violations mentioned at the October meeting have been corrected.

Jason Lemere reported that the highway department continues to have communication problems that have resulted from the narrow banded radio change over. Chief Paul Roberts who has helped a lot with this project indicated that he would get the radio tech back down to the highway garage and see what can be done. Some of the department's radios are quite dated and might need to be replaced.

Paul questioned if the employee safety committee might be able to serve also has the town's highway safety committee for addressing road hazard concerns. Halleran noted that this model has been used in the past and that certainly this group could assist Paul with evaluating traffic issues and possible highway safety improvements.

Each department reported on its facility. In general things were found to be in good shape. The work of the highway department to keep driveways and walkways free of snow and ice was applauded.

The group toured the Meriden Fire Station facility, Chief Currier showed the new utility truck that was purchased in 2014. The body was re-purposed from the old truck, but the cab and chassis is brand new and the truck includes a roof mounted spot light system that will be very useful at emergency scenes that occur after dark.

The group's next meeting will be Tuesday April 7<sup>th</sup> at 6:00pm at the Meriden Library.

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**April 7<sup>th</sup> 2015**  
**Meriden Fire Station**

**In attendance were:**

Steve Halleran, Plainfield Town Offices  
Jason Lemere- Highway Department  
Robert Drye-Plainfield Library

Paul Roberts-Plainfield Police  
Pam Abrahamson-Meriden Library  
Frank Currier- PVFD/MVFD

The meeting opened at 6pm

The group toured the Meriden Library facility with library director Mary King. Mary was complimented on our clean and clutter free the halls and stairwells were. The furnace room was also very clean and well organized. The group had a brief discussion about plans to add a small addition to the Meriden Library to serve as the village post office. Kimball Union is helping with some of the initial concept design for his idea. The goal would be to make the library fully ADA compliant and to at the same time provide a new post office facility for Meriden Village. The revenue from the post office lease to cover much of the cost of the renovation/addition.

The group discussed two incident reports in the Police Department since the last meeting. Once involved a Police Officer who tore tendon in his knee while participating in a training exercise. He has missed three weeks of work and could be out for another three. The second involved a shoulder injury to Fire Chief Currier. Frank was loading a deer to be used for the annual game dinner fund raiser when he tore up his shoulder. Primex has denied this claim, but an appeal by Frank Currier is likely.

The group discussed the conditions at each of their facilities. Halleran noted that the ADA access walk at the Meriden Town Hall needs repair after a very long winter. Highway will help with this as mud season begins to abate.

The Meriden Library has a small section of metal roof that has come loose. Halleran will see if the repair can be made in house or will require the use of a contractor.

The group will meet next at 6pm on July 7<sup>th</sup> at the Plainfield Fire Station.

The meeting adjourned at 6:45pm, an EMS call having just come in that required a response from the Police and Fire Department's.

The meeting adjourned at 7pm.

Steve Halleran

**Plainfield Safety Committee Meeting**  
**July 7<sup>th</sup> 2015**  
**Plainfield Fire Station**

**In attendance were:**

Steve Halleran, Plainfield Town Offices  
Jason Lemere- Highway Department  
Robert Drye-Plainfield Library  
Christopher Berry-PVFD

Paul Roberts-Plainfield Police  
Pam Abrahamson-Meriden Library  
Frank Currier- PVFD/MVFD

The meeting opened at 6pm

Town Administrator Halleran reported that there have been no new employee incident reports filed in the last quarter. The group discussed Fire Chief Currier's appeal to the NH Dept of Labor concerning his denial of workers compensation coverage for an injury that was incurred during a fund raising activity. The DOL found in favor of the Chief, granting him coverage. However, since the Chief's position is paid, it was not clear that this decision would extend to volunteers working on fund raising projects. Halleran noted that Primex has been a trusted member of the town's team for many years and that each claim is judged on its own merits.

Turning to each department, Halleran reported that a faulty railing was repaired at the town offices. The Police Department reported that routine maintenance work is being performed on one of its two heart machines. Paul would like to purchase another unit so that each car had one.

The police officer who had been out with a knee injury has returned to full duty and is doing well.

Fire Chief Currier provided a tour of the recently completed emergency operations center located within the station. Nearly all the cost of renovating and outfitting the room has been covered by donations.

Both libraries are in good shape. Controlling clutter continues to be a priority.

The group will meet next on Tuesday October 13<sup>th</sup> at the Town Offices

Stephen Halleran



**Plainfield Safety Committee Meeting**  
**October 13th 2015**  
**Plainfield Town Offices**

**In attendance were:**

Steve Halleran, Plainfield Town Offices	Matt Foss-Plainfield Police
Jason Lemere- Highway Department	Pam Abrahamson-Meriden Library

The meeting opened at 6pm

The group reviewed the Meriden Town Hall facility. Emergency lighting was operational. It was noted that the fire extinguisher certification in the building expired in July of this year. Halleran will schedule the contractor who does the annual inspections to come and update all town buildings. This work is typically done automatically by the company.

Jason Lemere noted that highway has three fire extinguishers that need to be serviced. They were the ones used at the extinguisher training course.

Jason reported that Primex has conducted a safety inspection of the highway garage facility. Among other things, recommendations were made for improvements to the tool storage area and the method that we use for storing welding supplies.

Pam Abrahamson inquired about having the basement exist of the Meriden Library kept clear during the winter. The last two winters this work has not been done. The front door and the side door have been kept clear. Halleran will ask Highway to keep the basement egress clear as well.

The group completed its tour of the facility with a look at the restored windows in the building. All the small windows have been done, the larger windows are slated for work this coming summer.

The group will meet next on Tuesday January 12<sup>th</sup> at 6pm at the Plainfield Library.

The meeting adjourned at 6:30pm

Submitted,

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**January 19th 2016**  
**Plainfield Library**

**In attendance were:**

Steve Halleran, Plainfield Town Offices  
Jason Lemere- Highway Department  
Frank Currier- Fire Department

Matt Foss-Plainfield Police  
Pam Abrahamson-Meriden Library  
Robert Drye- Plainfield Library

The meeting opened at 6pm

The meeting was held one week later than originally planned due to a snow event last Tuesday. Each department reviewed its safety related activities over the last quarter: There have been work place injuries since last meeting.

**Fire:** Chief Frank Currier reported that the fire department's are now using a donated SUV from TransCanada as a Chief's vehicle. This eliminates the use of personal cars for department business. In addition the fire department has installed a no slip floor in their conference room that is often used for community dinners.

**Meriden Library:** The Meriden Library is having a motion sensitive light installed to help with outside lighting. Back in the fall an employee while exiting the building in the dark slipped and fell. The new light should help both leaving and coming to the building during night hours.

**Police:** Sgt Matt Foss reported that each cruiser will now be equipped with AED unit. A third unit is being purchased with a grant from Mascoma Savings Bank. A department employee out on a long-term WC medical leave is due back in the next month.

**Highway:** Jason Lemere reported that the town's building study committee has not patched the holes created from concrete testing. Halleran will follow up with the committee on this work. The building will be receiving upgrades to its fresh water system, septic system and floor drain system in 2016.

**Town Office:** The energy committee continues to work on window upgrades to the building. The office space needs additional lighting for employees during the dark times of the years. The town hopes to add a facility manager as a stipend position this year to tackle many of these types of issues.

**Plainfield Library:** The group toured the facility; the basement finish is nearly complete. The group moved a file cabinet that was too close to an exit door. The new spaces will be welcomed additions to the library and will feature a junior room, a records room and a conference room.

The group will meet next on Tuesday April 12<sup>th</sup> 2016 at the Meriden Library.

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**April 12<sup>th</sup> 2016**  
**Meriden Library**

**In attendance were:**

Steve Halleran, Plainfield Town Offices	Jason Lemere- Highway Department
Pam Abrahamson-Meriden Library	Frank Currier- Fire Department
Robert Drye- Plainfield Library	

The meeting opened at 6pm

Library Director Mary King joined the group reporting that the previously discussed outside light has not yet been installed. A work authorization to town electrician Joanna Sharf has been issued. Halleran will check with Joanna to see where this project is in her work cue.

The Plainfield Police Department is expecting to take delivery of two new replacement cruisers in the next few days. The new ford SUVs will replace some much worn out cars and should represent a significant safety upgrade for the department, particularly in winter driving conditions.

The Plainfield Library has completed its basement project and the new sections are ready to be opened to the public. A new staffing model will soon be put into place at both libraries to insure that there are two staff members on duty when ever either library is open.

Steve Halleran reported that the window upgrades at town hall are continuing. Phase I was last year, phase II this year. Finding new light bulbs for the office will be a priority. Incandescent lights are getting harder to find, but finding LED bulbs that provide sufficient light could be a challenge.

Chief Currier reported that a kitchen upgrade at the Plainfield Fire Station is near completion. The Plainfield replacement utility truck is ready to be placed in service.

Halleran noted that no new incident reports have been filed since last meeting, but that an ongoing case in the police department continues to be just that ongoing with no defined end in sight.

The group will meet next on Tuesday July 12<sup>th</sup> at 6pm at the Plainfield Highway garage.  
The meeting adjourned at 7pm.

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**July 12th 2016**  
**Plainfield Highway Garage**

**In attendance were:**

Steve Halleran, Plainfield Town Offices  
Pam Abrahamson-Meriden Library

Jason Lemere- Highway Department  
Frank Currier- Fire Department

The meeting opened at 6pm at the Plainfield Public works facility

There have been no employee incident reports filed since last meeting. The town continues to deal with staffing challenges in the PD which remains down a person on a work related injury.

The group discussed work by the Highway Garage study committee that is aimed at making the building a better safer place to work. A new well has been drilled; a closed system floor drain has been installed. The study committee is recommending that a second means of egress be developed for the upstairs employee lunch room. The Fire Chief agreed and noted that items stored both on the stairs and near the door must be relocated. The main entrance door must be clear of debris.

Jason Lemere asked again about having the holes in the floor and wall patched that the study committee made as part of their evaluation process. Halleran apologized for the delay and will follow up with the committee about getting the holes filled.

Pam Abrahamson reported that the new outside lighting at the Meriden Library is operational.

Halleran reported on repairs to the Plainfield Town Hall ADA ramp. He noted that Plainfield resident Brad Atwater is the town's part time facility manager and will be evaluating all buildings for safety and capital planning.

Fire Chief Currier reported on repairs that are being made to the Meriden ladder truck. The ladder is inspected every two years and the most recent repair resulted in a work order for a new ladder cable.

The meeting ended with a walk about of the facility. The group will meet next on Tuesday October 4<sup>th</sup> at 6pm at the Plainfield Police Station.

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**October 17th 2016**  
**Plainfield Police Department**

**In attendance were:**

Steve Halleran, Plainfield Town Offices      Jason Lemere- Highway Department  
Pam Abrahamson-Meriden Library

The meeting opened at 6pm at the Plainfield Police facility

This was the meeting originally scheduled for 10/4. Those in attendance discussed recent employee safety issues. The NH Department of Labor is inspecting town facilities. Once the report from the department is available, Halleran will forward it to the committee membership. Jason Lemere noted that the highway department facility did reasonably well with its inspection. Several minor changes were indicated. Making some safety improvements to the town's sand screen is the most important item that needs to be corrected before winter. The recommended improved exit sign and tagging several large tools that were not secured to the floor as "out of service" has already been accomplished by Road Agent Collins.

Pam Abrahamson indicated that librarian Mary King felt that their inspection went pretty well, again with some minor changes that need to be made. During her facility inspection Pam found the furnace room locked, but that has now been unlocked.

Jason Lemere noted that the emergency off switch for the elevated furnace at the highway garage should be brought down to ground level. Halleran will pass this on to the town's facility manager.

Halleran reported that the Police Department is back to full strength. Resident Tony Swett has been hired to replace officer William Heighes who was unable to get a medical clearance to return to work. William has been out of work for 18 months with a knee injury.

The front rails of the Meriden Town Hall have been rebuilt and are now sound.

The group turned in their facility inspection sheets and toured the Police Department. Emergency lighting is operational and fire extinguishers are up to date. Halleran noted that the town's vendor for them is scheduled to visit next Monday for the annual inspection and tagging of each extinguisher.

The group will meet next on Tuesday December 20<sup>th</sup> at 6pm at the Highway Garage.

The meeting adjourned at 6:45pm

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**December 20<sup>th</sup> 2016**  
**Plainfield Highway Department**

**In attendance were:**

Steve Halleran, Plainfield Town Offices      Jason Lemere- Highway Department  
Anthony Swett-Police

The meeting opened at 6pm

Steve Halleran distributed copies of the NH Labor Department inspection report. Overall the inspection went well and very few critical deficiencies were found. The most significant had to do with the town's sand screen, which needs structural repair. The highway garage facility did quite well. The group reviewed the entire report. Halleran noted that with the exception of the screen and an attic hatch at the library all the issues raised in the report have been completed. The town has asked for an extension until July 1<sup>st</sup> to address the outstanding issues. A NH Department of Labor inspector will return to town in July to confirm all repairs have been made.

The group reviewed the highway garage facility, winter maintenance activities are underway and the garage always gets crowded. Halleran will speak to Road Agent Collins about maintaining required clear space around electrical panels and passage doors. The town is committed to keeping the shop as clean as it was for the inspection.

The Police Department has purchased life vests for each cruiser. Rescue incidents on the Connecticut River and adjacent banks are not uncommon. Chief Roberts wants all officers wearing a life vest when near the river.

Facilities Manager Brad Atwater is working on some improved task lighting for Town Clerk Michelle Marsh. Dark work areas in winter have always been a problem at the town hall.

The group will meet next on March 21<sup>st</sup> 2017 at the Meriden Fire Station.

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**March 28<sup>th</sup> 2017**  
**Plainfield Highway Department**

**In attendance were:**

Steve Halleran, Plainfield Town Offices	Jason Lemere- Highway Department
Chief Paul Roberts-Police	Pamala Abrahamson Meriden Library,
Robert Drye Plainfield Library	

The meeting opened at 6pm

Steve Halleran reported that there have been no work related safety incidents since the group's last meeting. Halleran indicated that the reason for a second meeting at the highway garage was to review two safety items: 1) The permanent sand screen, 2) Plans for a secondary means of egress employee lunch room/RA office.

The permanent sand screen needs extensive repair work. As a result prior to committing to a complete rebuild Road Agent Collins is trying out a portable screen as a replacement option. The portable screen is much smaller, but could be moved from location to location.

Repairs have been made to the permanent screen, but a full rebuilt is likely and will be costly. The committee agreed with this plan. The portable screen will be in use for the rest of this winter.

Facility manager Brad Atwater is currently designing a secondary means of egress (fire escape) for the lunch room. Robert Dye noted that the lunch room has been added on slowly over the years and was not part of the original building plans. A passage door going to a permanent cage/ladder to the ground design has been approved by Fire Chief Currier as a remedy to this deficiency.

Jason Lemere asked for help with the highway radios, vehicle to vehicle communication is difficult. Chief Roberts suggested that the highway crew transmit on the Berry channel which utilizes the EMS repeater on Black Hill. Jason will try this approach.

Pam Abrahamson announced that she is stepping down from the committee and will be replaced by Peter Legare who works at the Meriden Library. Pam was thanked for her many years of service to the town.

The group will meet next on Monday August 21<sup>st</sup> at 6pm at the Meriden Library.

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**August 21<sup>st</sup> 2017**  
**Meriden Library**

**In attendance were:**

Steve Halleran, Plainfield Town Offices  
Peter Legare- Meriden Library,

Chief Paul Roberts-Police  
Robert Drye Plainfield Library

The meeting opened at 6pm

The group assembled welcomed Peter Legare to the group and explained the role that the safety committee plays in the organization. Halleran noted that over the years the group has made nice improvements to lighting, fire extinguisher service and locations, several training courses have been taught.

**Plainfield Police:** Chief Roberts noted that he is monitoring the new cruisers with carbon monoxide detectors, so far our new cars have not had any of the problems that some other department have experienced with air quality in their Ford Interceptors.

**Highway:** Road Agent Collins and facility manager Brad Atwater continue to work on correcting some of the egress short comings of the highway department. A fire escape for the employee lounge area is being designed and will be installed before winter.

**Plainfield Library:** Robert Drye reported that clutter has been reduced at the library. He does have concerns about there being no lighting in the book sale storage building. In time we feels an electric line should be run to the facility.

**Town Office:** Halleran noted that one set of emergency lights at MTH needs a new battery. The long running window restoration project is nearly complete and should be done by 10/1.

**Other Business:** Halleran noted that newly appointed Fire Chief Bill Taylor is working on finding or even two members of the fire department to serve on the committee.

The group will meet next on Monday December 18<sup>th</sup> at 6pm at the Meriden Town hall.

Steve Halleran



**Plainfield Safety Committee Meeting**  
**December 18th 2017**  
**Plainfield Town Office**

**In attendance were:**

Steve Halleran, Plainfield Town Offices  
Anthony Swett- Police Department.

Jason Lemere- Highway Department  
Peter Legere Meriden Library,

The meeting opened at 6pm

The group discussed the overall condition of the Meriden Town Office. Indoor lighting continues to be a challenge. Town Clerk Michelle Marsh is continuing to try out an LED task light. The light seems to be a success.

The window project is now complete and the batteries have been changed in the emergency lighting.

Adding some security measures for the town clerk and tax collector space is under consideration. Currently, the counter space is entirely open and there is no clear guidance on how customers should queue up.

Peter Legere noted that all is well at the Meriden Library. There are no plans to make significant changes to the facility as replacing the building with a single store structure is now being studied by a building committee.

Jason Lemere reported that keeping clutter to a minimum at the Highway Garage is an ongoing challenge. Recently, the crew has again made strides at keeping areas around doors and stairways clear.

Toney Swett asked about adding a switched outside light to the PD entrance. Currently, all the outside lights are motion sensitive and require an officer to walk out into the dark to activate them. Halleran will pass this request on to Facilities Manager Brad Atwater.

The group decided it would like to offer ice cleats to all down employees as a means of trying to reduce the chance of slip and falls. Halleran and Swett will work on this project and look for funding sources.

The meeting adjourned at 7pm. The group will meet next on Monday March 19<sup>th</sup> at 6pm, Highway Garage.

Steve Halleran

**Plainfield Safety Committee Meeting**  
**April 9<sup>th</sup> 2018**  
**Plainfield Highway Garage**

**In attendance were:**

Steve Halleran, Plainfield Town Offices  
Anthony Swett- Police Department.

Jason Lemere- Highway Department  
Peter Legere Meriden Library,

The meeting opened at 6pm

This meeting took the place of the March 19<sup>th</sup> meeting.

Winter now being mostly behind us the highway crew has been working hard to clean up the shop, which always gets cluttered during the winter. The facility looked nice and well kept on this visit.

No new employee incident reports have been filed since the last meeting. The Police Department is at full strength.

The group reviewed the ice cleats that highway employees have been issued to reduce the chances of slip and falls. Each truck will be outfitted with a pair. The cleats pull on over boots and allow for the operation of a vehicle while being worn.

The Police Department has not yet purchased any, but will soon and again they will be kept in each cruiser for easy access.

The group will meet next at 6pm on June 12<sup>th</sup> at either the Meriden Town Hall or the Plainfield Library.

The meeting adjourned at 6:40pm.

Submitted,

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**June 11th 2018**  
**Plainfield Town offices**

**In attendance were:**

Steve Halleran, Plainfield Town Offices  
Robert Drye PRML

Jason Lemere- Highway Department  
Peter Legere Meriden Library,

The meeting opened at 6pm

Town Administrator Halleran reported that there has been no first reports of injury signed since last meeting.

Town Office: The group reviewed the town office, Halleran noted the LED light bulbs that have been used to replace the incandescent bulbs.

Town Hall has been painted and the slate roof inspected and where necessary repaired this spring. In general the building is in very good shape.

As agreed to at the last meeting, ice cleats have been purchased for all town employees.

Keeping clutter in all departments to a minimum was discussed. Doorways and stairs must be kept clear.

Jason Lemere noted that the second means of egress from the highway lounge has not been completed. Halleran will follow up with the town's facility manager on this.

Robert Dye reported that the cobble walk at the PRML building might need repairs soon. It has heaved during winter conditions and has a slightly uneven surface now.

Peter Legere requested two spare batteries for the emergency lighting at both library buildings. Halleran will pass this one to the town's facility manager.

The group will meet next at the Plainfield Highway garage at 6pm on Tuesday September 11<sup>th</sup>.

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**October 9th 2018**  
**Plainfield Highway Garage**

**In attendance were:**

Steve Halleran, Plainfield Town Offices          Jason Lemere- Highway Department

The meeting opened at 6pm

Since only two departments could attend, the meeting was spent taking a close look at the highway garage employee lounge which is in need of some freshening up. Halleran indicated that he would support having the lounge painted, the old carpet removed and the furniture updated. In its current condition it does not look particularly professional and it is impossible to keep clean.

Jason Lemere noted that the outside lights are in need of repair as well, currently none of them are working properly. Halleran will have repairs made in the next week or so.

The meeting adjourned at 6:30pm.

The next meeting will be January 8<sup>th</sup> at 6pm at the Police Station.

Steve Halleran

**Plainfield Safety Committee Meeting**  
**January 8th 2019**  
**Plainfield Police Department**

**In attendance were:**

Steve Halleran, Plainfield Town Offices	Jason Lemere- Highway Department
Brad Atwater-Facility Manager	Bill Taylor- Fire Department
Robert Drye-Library	Matt Foss-Police

The meeting opened at 6pm

Stephen Halleran thanked the fire department for its assist with the ladder truck to change out the flood lights at the front of MTH.

The town continues to offer all employees who wants them a pair of winter ice cleats for their shoes. Slips and falls are a real concern particularly with the current icy winter we are experiencing.

The town has had no new incident reports filed in the last twelve weeks. One member of the police department is out on a medical leave related to a previous incident report.

Stephen Halleran updated the group on plans to make some cosmetic upgrades to the Highway Department break room. The work will include at a minimum general clean out, new flooring and interior paint. Halleran hopes to have the work done in January or early February.

New outside lights have been installed at the highway garage, both front and back.

The group discussed outside lighting at the Police Station. Facilities manager Brad Atwater was asked to look into making some improvements here. At a minimum the officers would like to have switched outside light, so it could be operated from within the building.

The group reviewed the police facility, noting that floors are worn and will need work soon.

The next meeting will be on Tuesday April 9<sup>th</sup> at the Plainfield Fire Station 6pm.

Submitted,

Stephen Halleran

**Plainfield Safety Committee Meeting**  
**April 9th 2019**  
**Plainfield Fire Station Department**

**In attendance were:**

Steve Halleran, Plainfield Town Offices	Chris Berry-Fire Department
Brad Atwater-Facility Manager	Bill Taylor- Fire Department
Paul Roberts-Police	

The meeting opened at 6pm

The group met at the Plainfield Village Fire station. Steve Halleran reviewed workers compensation claim history 09-19. During that time the town has incurred losses of \$448,000 on the WC side and \$6,400 on the P&L side. Premiums over that period have been about \$350,000 or so.

The town has had no workers compensation claims in 2019.

Walking through the fire station the group noted a small roof leak that Brad will look into further. In general the fire station was neat and well organized. Trucks were in good order, ready for the next call to service.

The group reviewed the newly purchased UTV which is designed to get emergency responders into the back country for emergency calls or forest fire fighting.

The group discussed town buildings. Facility manager Brad Atwater is replacing batteries in various emergency lighting units.

Chief Roberts felt that the group should look into improving redundancy in the town's radio system. Paul will bring this up at the upcoming Hazard Mitigation Plan update.

The group will meet next at the Meriden Fire Station on July 9<sup>th</sup> 6pm .

The meeting adjourned at 8:00pm

Steve Halleran

**Plainfield Safety Committee Meeting**  
**July 9th 2019**  
**Meriden Fire Station Department**

**In attendance were:**

Steve Halleran, Plainfield Town Offices

Bill Taylor- Fire Department

Paul Roberts-Police

Robert Drye- Library

Jason Lemer-Hwy

The meeting opened at 6pm

No incident reports have been filed this year. Each department reported on its facility. Highway, work is finally underway on the employee lounge. Library has had some railings fixed, the Police Department has had shades installed on its windows. Fire has had over 11,000 feet of hose pressure tested, the sections that failed, and some always due, have been taken out of service.

Chief Bill Taylor provided a detailed tour of the station and various pieces of equipment. Committee members noted that the station presents itself in a very organized and professional manner.

Paul Roberts agreed to work with Bill on improving some radio communication issues that the department has been experiencing. Paul as a former dispatch center operator has a lot of knowledge in this area.

Robert Dye indicated that Cornish Rescue can help provide "stop the bleed" packs for all departments at a very reasonable price. Highway and Police were both interested in equipping some vehicles with these one time use kits. Each kit would cost under \$70.

The group will meet next Tuesday October 8<sup>th</sup> at the Highway garage to view the new lounge and emergency egress.

The meeting adjourned at 7pm.

Steve Halleran