

**MINUTES: HEALTH and SAFETY COMMITTEE**

Tuesday, September 16, 2014 @ 2:30 p.m. Town Office Building

In attendance: D. Mooney, J. Clegg, D. McDougall, J. McDonald, C. Iino, E. Disbrow

1. The meeting was called to order at 2:35 p.m.
2. The Pledge of Allegiance was recited
3. J. McDonald moved to approve the minutes of June 17, 2014 as written. Second by D. McDougall. Motion carried.
4. Visitors: Concerning Items on the Agenda: None
5. Old Business:
  - A. Health Issues : Board of Selectman issued a resolution pledging continued support of HeartSafe initiative, KAA has applied for signs for posting.
  - B. Safety Issues: Committee was briefed on recent staff meeting regarding protocols for handling threatening situations at Town Hall. No new incidents to report.
6. New Business:
  - A. Health Issues: Hurricane readiness was briefly discussed.
  - B. Safety Issues : D. Mooney inquired about the town's Emergency Preparedness Plan and reported that Town Clerks are working on a records preparedness module. Plan to protect paper documents are underway, and electronic data safety will be reviewed with Sydell Associates.
7. Chair Comments: None
8. Visitor Comments: None
9. Adjournment: J. McDonald moved to adjourn at 2:50. p.m. Second by D. McDougall. Motion carried.

Respectfully submitted by Elizabeth Disbrow on 9/16/14