



Town of East Lyme

Health and Safety Committee

MAY 12, 2016

MEETING MINUTES

Members Present:

Julie Wilson, Co-Chair
Anna Hartung, Co-Chair
Ed Ball
Ron Bence
Karen Galbo
Chris Taylor
Joe Bragaw

FILED IN EAST LYME
CONNECTICUT
MAY 18 2016 AT 11:35 AM/PM
Karen Galbo
EAST LYME TOWN CLERK

Members Absent:

Geoff Rouisse
Mike McDowell
Victor Benni

1. Attendance
2. Approval of minutes from April 28th, 2016

Motion (1) Ron moved to approve the Minutes of April 28, 2016.

Seconded by Ed.

Motion Passed 4-0-1 (Joe Abstained)

3. Treasurers Report

There is \$804.17 in the Health and Safety Committee Account.

4. Aetna Wellness Funds – Finalize how funds will be used.

There is \$2104 available in the wellness funds from Aetna.

5. Health & Safety Employee Training Day June 1st, 2016

a. Notification to employees about event



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Julie emailed Mr. Nickerson the information and asked that he send the information out to all employees.

b. Welcome notice

Julie read the welcome notice.

c. Training Timeline

The timeline was discussed and amended, Julie will finalize it.

The second session will be videotaped. A DVD copy will be made available to new hires.

Joe suggested people having to get permission from the First Selectman if they can't attend on June 1st.

d. Discussion on Printing Manual / Requisitions needed.

There was discussion of whether a copy was needed for every employee. The departments with field employees could just have one in the office. There will be a binder copy for each department and a stapled copy for each employee.

The Board of Education will print them for us.

e. Finalize raffle prizes to be purchased / Requisitions needed.

There are different options for the purchases. We either need to get a PO for the whole amount of money that is available, or find out exactly what the price will be and then do the PO. Karen and Anna will be in charge of raffle items.

f. Food / Beverage Invoices / Requisitions

Ed got prices from Café Sol for 100 people, the total was \$672.52, but they put tax on that, so that number will change. It was decided that we will use Health and Safety money for the purchase of the food.

g. Finalize Committee responsibilities on training day.



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- Set up of room – Tables / Chairs, Food Tables

Ed and Ron will set up the room in the morning.

- Set up/test for PowerPoint Presentation
- Greeters / Sign-in / Manual distribution

Karen and Anna will be greeters.

- Introductions

Julie will do the introduction.

- Food Set-Up (11:00 a.m. & Noon)

Karen and Julie will set up the food.

- Clean-Up (Noon and 2:30 p.m.)

Everyone will help clean up.

6. General Discussion

There will be a raffle for each wave.

7. Set Date for Special Meeting week of 5/23/16

The Special Meeting will be on May 26th.

Respectfully Submitted,

Karen Miller Galbo
Secretary