



Town of East Lyme Health & Safety Committee

Agenda

Thursday, May 12, 2016

2:30 p.m.

Upstairs Conference Room
Town Hall

FILED IN EAST LYME
CONNECTICUT
May 11, 2016 AT 11:25 AM PM
Karin Galbo, Clerk
EAST LYME TOWN CLERK

1. Attendance
2. Approval of minutes from April 28th, 2016
3. Treasurers Report
4. Aetna Wellness Funds – Finalize how funds will be used.
5. Health & Safety Employee Training Day June 1st, 2016
 - a. Notification to employees about event
 - b. Welcome notice
 - c. Training Timeline
 - d. Discussion on Printing Manual / Requisitions needed.
 - e. Finalize raffle prizes to be purchased / Requisitions needed.
 - f. Food / Beverage Invoices / Requisitions
 - g. Finalize Committee responsibilities on training day.
 - Set up of room – Tables / Chairs, Food Tables
 - Set up/test for PowerPoint Presentation
 - Greeters / Sign-in / Manual distribution
 - Introductions
 - Food Set-Up (11:00 a.m. & Noon)
 - Clean-Up (Noon and 2:30 p.m.)
6. General Discussion
7. Set Date for Special Meeting week of 5/23/16
8. Adjourn

Julie C. Wilson, Co-Chairwoman