

Town of



East Lyme

Health & Safety Committee

108 Pennsylvania Avenue  
P.O. Box 519  
Niantic, CT 06357

MEETING MINUTES – April 2, 2024 – 2:00 p.m.

**Members Present:**

Julie Wilson, Ron Bence, Denise Compton, Daphne Doran, Kevin Gervais, Stacey Konakowitz, Mike McDowell  
Excused: Bob Neville

**Called to Order:** The Health & Safety Committee meeting was called to order at 2:06 p.m.

**Approval of Minutes 12/5/2023:** motion to approve 1<sup>st</sup> Daphne Doran, 2<sup>nd</sup> Mike McDowell. Motion passed unanimously.

**OLD BUSINESS:**

- Injury reports were reviewed for possible safety improvements. Recommendations were made regarding some safety equipment.

**September 18, 2024 Health & Safety Fair Planning:**

- Julie is working on social media announcements and letters to send out for sponsorship.
- Daphne passed around a pamphlet she put together for review.
- Ron found pamphlets from the 2014 fair to use as a reference.
- Bob emailed the vendor list of roughly 52 vendors to Daphne. Julie will review them with Daphne.
- Kevin gave an update on donations from Anthem and Brown & Brown. He will do more investigating.
- The cost of sponsorships was reviewed.
- Mike gave an update on possible CPR & First Aid training at the fair. It was determined that it would not be feasible due to the timing restraints; however, Julie would like to offer this training to all employees on a different date.
- Mike also gave an update regarding kayak training. He is still waiting to hear from 3Bells.
- Ideas for demonstrations such as seat belt simulators and car seat safety checks were discussed.
- Sources for printing the booklets were explored. Stacey has info from CIRMA regarding printing and will forward it to Daphne for follow up.
- Restaurants to provide lunch for employees and vendors were discussed. Julie and Stacey are to call around and get information on costs and menus.
- Daphne to send out invites to vendors.
- Julie to update maps.
- For next meeting—We are to bring ideas for Themes and tag lines for the fair.
- Ron and Mike will work on putting together the Family Feud game. More info to come.

**Motion to adjourn** made 1<sup>st</sup> Ron Bence, 2<sup>nd</sup> by Daphne Doran. The meeting was adjourned at 2:57 p.m.

**Next Meeting** Tuesday, May 7, 2024 – 2:00 p.m. Town Hall, Upstairs conference room.

Respectfully Submitted,

Denise Compton  
Health & Safety Recording Secretary

TOWN CLERK

2024 APR -4 P 2:44

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