

Town of



East Lyme

Health & Safety Committee

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

MEETING MINUTES – August 27, 2024 – 2:00 p.m.

Members Present:

Julie Wilson, Ron Bence, Denise Compton, Daphne Doran, Bob Neville, Stacey Konakowitz
Absent: Kevin Gervais, Jeffery Joseph

Called to Order: The Health & Safety Committee meeting was called to order at 2:00 p.m.

September 18, 2024, Health & Safety Fair Planning:

- Vendor Status was reviewed: It was noted we currently have approximately 14 and would like to have 20. There is a plan to visit some vendors who have not responded, hoping to get more participation.
- Sponsorships were reviewed: We currently have 3 active sponsors. Looking to reach out to others.
- Ads for the book were reviewed: Ideas to fill the booklet up were passed around.
- Lunch options were reviewed: Daphne passed around menus to choose from. Stacey will send out a spread sheet which will include various options. We will review and give her our preferences. Once all submits have been received, we choose the best options and lock in the restaurants for orders.
- Check-in tables will be set up for employees and vendors and wristbands will be handed out. This will allow them to lunch.
- Julie passed around a sample poster for reviews. She asked us to make any necessary corrections and send them to her by Sept 3rd.
- A decision was made to keep this event to East Lyme and not invite other towns.
- Ron was able to locate signs used in the past, however, could not locate the banner. As a back up electronic signs will be posted. These will be set up a week prior to the fair.
- Games were put on hold for this year.
- Raffles were discussed and items to be raffle off.

Motion to adjourn made 1st by Ron Bence, 2nd by Bob Neville. The meeting was adjourned at 2:46 p.m.

Next Meeting: September 10th, 2024

Respectfully Submitted,

Denise Compton
Health & Safety Recording Secretary

Caughlin
TOWN CLERK

2024 SEP -9 A 11:42

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EAST LYME, CT