

Town of



East Lyme

Health & Safety Committee

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

MEETING MINUTES – September 10, 2024 – 2:00 p.m.

Members Present:

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

Called to Order: The Health & Safety Committee meeting was called to order at 2:03 p.m.

Approval of Minutes 8/272024: Motion to approve 1st Daphne Doran, 2nd Ron Bence. Motion passed unanimously.

OLD BUSINESS:

- Jeffrey Joseph reviewed the injury report and suggested improvements and preventative measures to implement. It was noted that claims are slightly higher than this time last year.
- Julie reviewed one injury report with the committee. Stacey will find out exact location where the person was injured so it can be investigated whether or not any improvements need to be made.
- Ron will schedule annual fire drills
- Julie will check with Chief Macek on the possibility of performing a fire drill at the PSB
- Dates selected for the active shooter drills were reviewed.

September 18, 2024, Health & Safety Fair Planning:

- Booklets have been approved and submitted to CCM for printing.
- The fair has collected \$2,600 to date between vendors and advertisements
- Stacey reviewed the list of raffle prizes purchased, and how employees will have a chance to win them.
- Restaurants were selected as to who will provide food to the employees and vendors. A menu was put together.
- Stacey and Denise will be greeters. Employees and Vendors will sign in with them. Employees must sign in **and out**.
- Ron will distribute flyers to high traffic municipal buildings, and businesses.
- Digital signs are set to go up.
- Julie posted information about the fair on social media.
- Julie will advise the committee of what time we will meet to set up on Tuesday, September 17th.

Motion to adjourn made 1st Denise Compton, 2nd by Ron Bence. The meeting was adjourned at 3:50 p.m.

Next Meeting: Regular meeting scheduled for October 1st, 2024.

Respectfully Submitted,

Denise Compton
Health & Safety Recording Secretary

RECEIVED FOR RECORD
EAST LYME, CT
2024 SEP 16 P 1:49
Cecilia M...
TOWN CLERK