

Town of East Lyme



Health & Safety
Committee

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

MEETING MINUTES – October 8, 2024 – 2:00 p.m.

Members Present:

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

Called to Order: The Health & Safety Committee meeting was called to order at 2:01 p.m.

Approval of Minutes 9/10/2024: Motion to approve 1st Stacey Konakowitz 2nd Bob Neville. Motion passed unanimously.

Old Business:

- Jeffrey Joseph reviewed the injury report and suggested improvements and preventative measures to implement.
- Ron is to move forward with preparing for fire drills. There was concern in conducting a fire drill at the senior center. A sign will be posted to let the public know on the day of the drill should they choose not to enter the center.

New Business:

- Kevin Gervais has resigned from the Health and Safety Committee. Due to conflicts with his schedule, he will no longer be a member of the committee, however, he is always available to assist with financial matters when needed.
- Meetings will be held on the third Tuesday of the month starting in January. The committee will not meet in December.

Health & Safety Fair-After Action Review:

- The committee received a memo from the Fire Marshal listing concerns and corrective measures for the next fair. It was agreed to invite the Fire Marshal months prior to the next fair to ensure safety all around.
- Some feedback received stated employees would like to see more representatives related to OSHA.
- The food was well received, and we had plenty.
- The event was a bit too long. It was agreed to shorten the next fair to run from 10am to 3pm.
- Suggestions for more publicity are to put ads and information in local event magazines.
- Live presentations were well received.
- A review of the gifts listed popular items and not so popular to be eliminated next year.
- It was agreed to develop the list of vendors earlier in the year and send out invites sooner.
- A method to communicate to employees about parking will be developed so that communication is clearer.
- Donations were reviewed. Denise is to follow up with finance for final confirmation.
- The date for the next fair was selected for September 10th, 2025, with the rain date as September 17th 2025.

Motion to adjourn: made 1st Bob Neville, 2nd by Denise Compton. The meeting was adjourned at 3:05 p.m.

Next Meeting: November 5th, 2024

Respectfully Submitted,

A handwritten signature in cursive script that reads "Denise Compton".

Denise Compton
Health & Safety Recording Secretary

RECEIVED FOR RECORD
EAST LYME, CT
2024 OCT -9 A 11:00
TOWN CLERK