



Town of East Lyme

Health and Safety Committee

JANUARY 15, 2015

MEETING MINUTES

Members Present:

Victor Benni, Co-Chair
Karen Galbo, Co-Chair
Joe Bragaw
Ed Ball
Matt Devore
Julie Wilson
Chris Taylor

FILED IN EAST LYME
CONNECTICUT
Jan 16, 2015 AT 3:25 AM (EM)
Karen Galbo
EAST LYME TOWN CLERK

1. CALL TO ORDER

The meeting was called to order at 2:00 p.m.

2. APPROVAL OF MINUTES OF NOVEMBER 20, 2014

Motion (1) Julie moved to approve the Minutes of November 20, 2014.

Seconded by Victor.

Motion Passed 7-0.

3. 2014 HEALTH & SAFETY FAIR REVIEW

Julie stated the booklet was very popular. Some items that require further discussion or review would be registrations for vendors and raffles. After reviewing the survey there were comments made about the lack of massage therapists. There were positive comments about the variety of vendors, the active shooter class and the food. The vendors were happy with the location of the Fair and the friendliness of the Staff. There were comments about there not being enough activity in the basement. The financial vendors didn't feel they had enough privacy. We should provide vendors with bottled water next year. It was also suggested in the surveys that we have more advertising next year.

Discussion followed regarding the site of the Fair. It was decided that it was too spread out throughout the grounds, there should be more vendors in front and possibly have the Fair start later in the day around 11:00 a.m... The suggestion was made to include other towns and to



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attempt to have the Board of Education employees come in the afternoon. The possibility of having the Fair on Election Day at the Middle School was discussed, and to include tours of Town Trucks/Apparatus for children that day also.

4. ACCIDENT REPORT REVIEW

There was only one accident since the last meeting.

5. TRAINING MATRIX UPDATE

There are three training classes coming up.

We need to confirm with Renee that all training is included in employee's personnel files.

6. CIRMA BUILDING INSPECTION DISCUSSION

Victor met with Ron and they have selected what needs to be done. Once the tasks are done they will review them with the Committee.

7. A/C AND HEATING VENT CLEANING/AIR QUALITY

Joe stated the air filters are changed quarterly.

8. SPACE HEATERS

Nick Merola has advised us that the individual space heaters are not allowed in town buildings. We will defer this issue to the Fire Marshal's office.

9. FIRST AID KITS

The expired medicine will be taken out of the First Aid Kit and will not be replaced.

10. COMMITTEE MEMBER CONTACT INFORMATION

Carmen has given Matt an email address.

11. GENERAL DISCUSSION

We will check on the availability of the Community Center for our next meeting.



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12. ADJOURNMENT

Motion (2) Julie moved to adjourn the meeting.

Seconded by Chris.

Motion Passed 6-0.

Respectfully Submitted,

Karen Miller Galbo
Co-Chair