



# Town of East Lyme

## Health and Safety Committee

JULY 17, 2014

### MEETING MINUTES

**Members Present:**  
**Julie Wilson, Chair**  
**Chris Dixon**  
**Ed Ball**  
**Joe Bragaw**  
**Ron Bence**  
**Anna Hartung**  
**Karen Galbo**

FILED IN EAST LYME  
CONNECTICUT  
July 23, 2014 AT 10:30 AM/PM  
*Karen Galbo*  
EAST LYME TOWN CLERK

- 1. ATTENDANCE**
- 2. APPROVAL OF MINUTES FROM MAY 15, 2014**

Motion (1) Anna moved to approve the Minutes of May 15, 2014.

Seconded by Chris.

Motion Passed 6-0.

### **3. TREASURERS REPORT**

Chris reported that there is \$2265.00 in our account. \$215.00 of that was carried over from last year's Fair.

Julie stated that Dominion has indicated they will donate \$500.00, and she had to apply for that online. Flanders Fish Market has also indicated they will donate \$500.00.

### **4. HEALTH & SAFETY FAIR**

Julie attended an East Lyme Business Owners meeting. She handed out sponsorship information, and that went well. She has not heard from the Chamber of Commerce.

Last year we spent \$650.00 on food. We will plan on food for 200 people this year.



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Julie wants to do a drawing for a prize. East Lyme Aquatic Center indicated they may offer a one year membership. She is going to ask Dave Putnam if Parks and Recreation can donate a beach pass, or a free exercise class.

Joe is going to ask his wife if she will do a donation for classes.

Estimates for the ad book should be for 250 books, and approximately 12 pages.

August 19<sup>th</sup> is the deadline for vendor registration.

Chris will get quotes from Minuteman Press, CopyCats, and Essex Printing.

The August 21<sup>st</sup> Health and Safety meeting is cancelled. We will have one on August 14<sup>th</sup>, and on the 28<sup>th</sup> (if needed)

Anna reviewed the vendors who have registered.

Julie stated Lindsay Cutillo should be there with the police dog. Jim Levandoski will do the active shooter course. John McDonald will be there with the ambulance. Mark Halbauer will be there for internet safety and identity theft.

Ron is going to talk to Farmer Joe about the farmers market.

First Alert has donated 150 detectors. They will probably be shipped to Town Hall. We haven't decided how we will be giving those away.

Julie will put an ad in the Waterford Tymes and the Lyme Tymes.

Ed is going to get the dimensions of the tent, so we can determine how many tables can fit under it. Ron is going to get the dimensions of the Upper Meeting Room, and Conference Room 1 and 2. We also need to determine how many electrical outlets are available in each room.

### **5. TRAINING – RON/VICTOR**

Joe stated the training will start around November. Accident investigation for Department Heads will be on October 14<sup>th</sup>.

Julie stated we need to let everyone know that training is not optional, it is mandatory.



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Joe stated all of the certifications need to go in people's personnel files and in the training matrix.

Karen will work on the matrix spreadsheet when the training is done.

Julie also wants to have a memo sent to Mr. Formica when each training module is finished.

### 6. CIRMA – BUILDING INSPECTION REPORT STATUS

Ron has been going through the report. He sent it to John at the Niantic Fire Department, He contacted Chuck regarding the issues at the Field Services Building. He also took care of the issues at the Probate Court.

Ron is going to contact OSHA regarding the coverings over the built in ladders.

### 7. INJURY REPORTS FOR 2<sup>ND</sup> QUARTER, 2014

This was not discussed.

### 8. BUILDING EMERGENCY PROCEDURES MANUAL

This was not discussed.

### 9. GENERAL DISCUSSION

Respectfully Submitted,

**Karen Miller Galbo**  
**Recording Secretary**

