



Town of East Lyme

Health and Safety Committee

AUGUST 14, 2014

SPECIAL MEETING MINUTES

Members Present:

Ron Bence

Ed Ball

Victor Benni

Julie Wilson, Chairperson

Chris Dixon

Karen Galbo

Renee Fecteau

Joe Bragaw (Arrived at 2:35 p.m.)

FILED IN EAST LYME
CONNECTICUT
Aug 15 2014 AT 10:20 AM/PM
Karen Galbo
EAST LYME TOWN CLERK

1. ATTENDANCE

Julie commenced the meeting at 2:03 p.m.

2. APPROVAL OF MINUTES FROM JULY 17, 2014

Julie would like the discussion of hiring Janet Fontana for the Health and Safety Fair added to the Minutes, it was a unanimous decision amongst members to not pay her and to pursue other options.

Motion (1) Ron moved to approve the Minutes as Amended.

Seconded by Chris.

Motion Passed 7-0

3. TREASURER'S REPORT

Chris stated there is \$2,265.00.

She has two quotes for printing the Fair booklet, the quotes were for 200 books with the cover and back page glossy and color, and the inside pages in black and white. Copycats was \$372.00 and Essex Printing was \$328.00. She also offered the printers sponsorship opportunities if they give us a discount. She has not heard back on the sponsorship offers.



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4. INJURY REPORT FOR 2ND QUARTER 2014 (TABLED LAST MONTH)

Renee reported we did well in April, May and June.

In July there was a groin injury, a strained elbow, twisted knee, broken ankle, scratch from the senior bus door (twice), an aid at the summer playground program received a contusion on his leg.

Julie asked for pictures of the bus door that cut the person. She would like to be advised when there is an incident so we can possibly get before and after pictures of the area.

5. TRAINING – RON/VICTOR

Joe presented the dates for trainings that have been scheduled.

| | |
|-------------------|--|
| October 23, 2014 | Accident Investigation for Supervisors |
| November 18, 2014 | Preventing Sprains & Strains & Hearing Conservation |
| April 15, 2015 | Personal Protective Equipment, Confined Space, Ladder Safety & Fall Protection |
| May 13, 2015 | Understanding Workplace Violence |
| June 10, 2015 | Defensive Driving |

Chuck will be doing a re-certification CPR class at the Health & Safety Fair. He will also present Stroke information.

6. LOCKDOWN PROCEDURES – BUILDING EMERGENCY PROCEDURES MANUAL

Julie would like the lockdown procedures added to the Building Emergency Procedures Manual. She would like each member to research and gather information on this. She stated Bill Blanchette will be involved in this.

Joe stated we can assist the department heads in writing their own lockdown procedures, but we shouldn't actually write it for them.

Evan from CIRMA suggested we rotate our meetings to other buildings.



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Joe suggested a meeting be set up at the Community Center with Mr. Blanchette, the Department Heads at the Community Center, Mr. Formica, and a member from this Committee to discuss the lockdown procedure.

7. CIRMA – BUILDING INSPECTION REPORT STATUS

Ron stated he has made progress with some of the items. He still has to check on the ladders.

8. HEALTH & SAFETY FAIR

We have 44 confirmed vendors.

Victor is going to work on the layout map for the Fair.

Julie presented options for a banner for the Town Green for the Fair.

Motion (2) Karen moved to purchase banner option number 4 from Sign Craft in the amount of \$350.00.

Seconded by Ron.

This banner will be able to be used in future years, the date can be changed every year.

Motion Passed 7-0.

Julie suggested we buy some gift cards for raffle prizes, specifically from some of the businesses who will be donating food, or giving us a discount on food.

Ed is going to call Café Sol about ordering utensils, cups and napkins for us as they did last year. Julie also suggested we buy a platter from them again, and ask them to do a demo for the public at the Fair.

There is only one person signed up for the Chili Cook Off so far. Julie is going to send out another email.

There is no confirmation on the Farmers Market yet, but Ron will contact Smith's Acres about that.



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9. GENERAL DISCUSSION

10. ADJOURN

Motion (3) Ron moved to adjourn the meeting at 3:45 p.m.

Seconded by Ed.

Motion Passed 7-0.

Respectfully Submitted,

Karen Miller Galbo
Secretary