

**Town of Thomaston  
Safety Committee Meeting  
March 10, 2010  
1:00 PM  
Old Teen Center, Level 2 Old Firehouse, Town Hall  
Minutes**

## **Call to Order**

The meeting was called to order at 1:04 pm by the Chairman, Nancy Latour.

Those in attendance: Nancy Latour, Town Hall; Kris Nelson, Police Department; Kenneth Hopkins, Town Hall Maintenance; Ken Koval, Fire Department; Kenny Fox, WPCA; Cheryl Waldron, K-9; Ian Diedrich, Opera House.

Those absent: Debra Radosevich, Library; Paul Pronovost, Highway; Peter Isabelle, Hillside Cemetery; Marty Egan, Recreation; Robert Norton Jr., Volunteer Ambulance Service.

## **Minutes**

Ken Koval made a motion to accept the minutes of the December 9, 2009 meeting. The motion was seconded by Cheryl Waldron. The vote was unanimous to accept the minutes as submitted.

## **New Business**

CIRMA recommends when a committee member's two year tenure is completed, if possible to seek another representative from the same department. CIRMA would like to see committee member's change. Susan Smith, Finance Director has stepped down from the committee, however when needed will attend. Ken Koval made a motion to elect Steve Fowler to the position of Secretary, seconded by Cheryl Waldron, with all in favor, motion carries.

The safety committee has received an award from CIRMA for increasing risk management training and reducing workers' compensation claim. The Town has sent over 61 employees to nine different training sessions which included: Blood-borne pathogens, OSHA record keeping, hazard communication, lockouts and tag-out and confined spaces. The Town will receive the award on May 21, 2010

Nancy Latour informed the committee that progress is being made in Town Hall regarding the MSDS sheet collection. Each Town Department is responsible for collection and maintenance of MSDS sheets for their area.

Nancy Latour will be working with CIRMA to set up the next following training classes: Hearing Conservation, Personal Protection Equipment, Portable Fire Extinguisher, Signaling (Highway), Fall Protection, Stairways & Ladders, Trenching / Excavation (Highway & WPCA).

### Report of Injuries

Town Hall General	No Injuries
WPCA	No Injuries
Public Works	No information provided
Fire Department	No Injuries
Hillside Cemetery	No information provided
Opera House	No Injuries
Police Department	A Police Officer had a knee injury.
Public Library	No information provided
Volunteer Ambulance	No Injuries
Recreation	No information provided
K-9	No Injuries
Town Hall Maintenance	No Injuries

### **Old Business**

The OSHA 300 Logs were due January 15, 2010. All departments submitted their Logs by the due date, except the Library and Ambulance departments.

Debra Radosevich is concerned about the safety of patrons using the mezzanine in the Library. The railing appears to be low and she feels it might not be up to code. Scott Simpson agreed to contact the Building Inspector and ask him to investigate the issue. Update: The Building Inspector stated that the guard rail is not grandfathered. Further investigation is to take place. Robert Norton, Sr. will be looking into this further.

The Maintenance Department like has three drums of hazardous liquid that has been stored in the Town Hall basement for decades. The materials have to be removed. Ramco Recovery, Inc. has quoted a price of for \$445.00 for the removal. An update from the Maintenance Coordinator is pending.

All light bulbs and batteries need to be disposed of in an environmentally friendly manner. Kenneth Hopkins, Maintenance Coordinator will look into this. Previously, the former Maintenance Coordinator stated that Ramco, Inc. for disposal of many types of hazardous wastes.

The cost for CPR training for Town Hall employees is \$20.00 per person which is the cost of supplies for the program (books and cards). Robert Norton Jr. stated that Skip Gelati has consented to teaching the course. Ken Hopkins made a motion to purchase seven (7) CPR Books contingent upon allocation of fund, second by Kenneth Hopkins, with all in favor, motions carries.

There being no further business to discuss, a motion to adjourn at 1:50 p.m. was made by Ken Koval and seconded by Robert Norton, Jr. Motion carried unanimously.

Respectively Submitted by,

Nancy Latour  
Chairman