

**Town of Thomaston  
Safety Committee Meeting  
June 10, 2009  
Voting Center  
Town Hall**

**Minutes**

**Call to Order**

Vice-Chairman Scott Simpson called the meeting to order at 1:03 pm.

Those in attendance: Debra Radosevich, Library Director; Kenny Fox, WPCA; and Scott Simpson, Town Hall Maintenance; Amanda Bunting, Treasurer's Office; Kris Nelson, Police Department; Robert Norton Jr., Volunteer Ambulance Service; Marty Egan, Recreation Director; and Paul Pronovost, Public Works.

Those absent: Susan Costa, Treasurer's Office; Nancy Latour, Payroll and Human Resources; Jeffery Dunn, Opera House Director; Ken Koval, Fire Department; Cheryl Waldron, K-9.

**Minutes**

Debra Radosevich, Secretary, read the minutes. Paul Pronovost made a motion to accept the minutes from the March 11, 2009 meeting. Ken Fox seconded the motion. The vote was unanimous to accept the minutes as submitted.

**Communications**

The committee has not received any new correspondence.

**New Business**

Report of Injuries

Hillside Cemetery reported an employee suffered a head injury. There were no other injuries reported. Mr. Provonost commented that all employees should be wearing a safety hard hat when working with a backhoe.

Report of MSDS

The Police Department, Public Library, Public Works, Volunteer Ambulance, WPCA, and Town Hall Maintenance have all completed collection of their MSDS sheets.

Mr. Egan reported that the Recreation Department has completed collecting sheets at the Reeve's Field location and he is working on his office in Town Hall.

Paul Pronovost noted that his department has hired HAZ Compliance to manage the data sheets for his department beginning 7/01/2010. His is the only department that kept money in the budget for the work. Paul also reminded the group that having outdated sheets or sheets for materials that are no longer in use at the facility can also result in a fine.

Scott Simpson reported that he is preparing a letter to all departments located in the Town Hall informing them that they must compile MSDS sheets for their departments. The letter will instruct them on what needs to be done as well as how to obtain sheets for their products. Each department will keep a folder of their sheets in their office. He also stated that a master copy of the MSDS Sheets for all of the building will be kept at the Right to Know Center located on Level One of Town Hall next to the Senior Center.

Debra Radosevich reported that Ruth Fields is in charge of the Library's MSDS sheets. She informed the group that Ms. Fields is also in charge of the Bargain Shop so she will compile the sheets for that location.

### CIRMA Training

The following training sessions have been scheduled:

- a. Hazard Communication-6/30/09-8:30-11:00 Town Hall- Lena Morton Gallery
- b. Lockout/Tagout- 7/22/09-8:30-11:00- Town Hall- Meting Room 1
- c. Permit Required Confined Space Entry-9/23/09-8:30-11:00-Town Hall- Meeting Room 1

### Other Training

#### First Aid & CPR

Public Works, WPCA, and Volunteer Ambulance departments have all completed training. Scott Simpson reports that he needs to be trained. A discussion ensued regarding the need to have at least one person from every floor in Town Hall to be trained as well. Scott will contact all Town Hall employees to determine which people wish to be trained or if anyone is already trained. Bob Norton will let Mr. Simpson know which course needs to be taken and how much time is needed for scheduling purposes.

#### Blood Bourne Pathogens

P. Pronovost noted that Bob Norton, Jr. has completed his training in Blood Bourne Pathogens and is now able to teach the course to other Town employees. Mr. Norton, Jr. explained that the course will take 4 hours to complete and he will inform the group of the dates of upcoming courses.

### Parking Lot Lights-

Mr. Pronovost reported that the Selectmen have requested updated proposals for the installation of the lights. Mr. Simpson will contact the company selected for the project and ask them for a new proposal. This is merely a formality as it is expected that the cost has not risen since the initial proposal.

### AED (automatic external defibrillators)

At the March 2009 Safety Committee meeting Mr. Dunn had asked about the possibility of having an AED unit available at Town Hall. Mr. Norton, Jr. informed the group that an AED is very expensive and suggested that we seek grant funding for the purchase. He will investigate possible funding sources. Ms. Bunting suggested that it could be used as a Thomaston Savings Bank Foundation grant proposal.

### OTHER

Scott Simpson informed the committee that the new fire alarm in the Town Hall has been installed at a cost of \$11,500.00. The annual fire alarm test has been scheduled for June 12, 2009 and all 400 stations will be inspected.

Ms. Bunting asked about the status of the parking lot line painting. Mr. Simpson informed the committee that the paint has been delivered and he is in the process of scheduling a date for the work. The work must be done at night when the lot is empty and not needed. Mr. Pronovost said he would schedule a worker from the Public Works department to help Scott with the work.

Mr. Simpson informed the group that all of the Town Hall infractions found during the February 12, 2009 Fire Marshall inspection have been corrected. He does not know if the Opera House has completed the recommendations made by the Fire Marshall.

There being no further business to discuss, a motion to adjourn was made by Kris Nelson and Seconded by Amanda Bunting. The motion carried unanimously.

Respectively Submitted by,

Debra Radosevich, Secretary  
Town of Thomaston Safety Committee