

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

Call to Order

The meeting was called to order at 1:00 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; Paul Pronovost, Highway; Robert Norton Jr., Volunteer Ambulance Service; Eugene Torrence, Police Department.

Those absent: Steven Fowler, Library; Jamie Wilson, Hillside Cemetery; Marty Egan, Recreation; Ian Diedrich, Opera House.

Minutes

Ken Koval made a motion to accept the minutes of the March 10, 2010 meeting. The motion was seconded by Kenneth Hopkins. The vote was unanimous to accept the minutes with the following changes.

From: 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.

To: *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 Koval made a motion to purchase six (6) CPR Books contingent upon allocation of fund, second by Kenneth Hopkins, with all in favor, motions carries.*

From: There being no further business to discuss, a motion to adjourn at 2:02 p.m. was made by Paul Pronovost and seconded by Robert Norton, Jr. Motion carried unanimously.

To: *There being no further business to discuss, a motion to adjourn at 2:02 p.m. was made by Paul Pronovost and seconded by Kenneth Hopkins, Motion carried unanimously.*

New Business

The safety committee has received an award from CIRMA for increasing risk management training and reducing workers' compensation claim.

Town Hall Emergency Alert – Kenneth Hopkins and Eugene Torrence spoke regarding an emergency alert for the Town Hall. Eugene Torrence stated he will look into the possibly of having the telephone system provide this to employees.

The Safety Committee will be reviewing the following policies: Bloodborne, Bomb Threat Policy, Drug & Alcohol Policy, Evacuation Policy, Return to Work Policy, Safety Policy, Weapons and Workplace Violence Policy. First review is due by August 1, 2010. Final review will be on September 8, 2010

Report of Injuries

Town Hall General	No Injuries
WPCA	No Injuries
Public Works	Employee hit his head on a back board. Loss of two days.
Fire Department	One Volunteer hurt their knee. No medical or loss of time. One Volunteer had a burn. No loss of time.
Hillside Cemetery	No information provided
Opera House	No information provided
Police Department	No Injuries
Public Library	No information provided
Volunteer Ambulance	No Injuries
Recreation	No information provided
K-9	No Injuries
Town Hall Maintenance	No Injuries

Public Works, WPCA, Fire Department and Ambulance are all up to date on their MSDS. 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.

Portable Fire Extinguisher training was conducted by Robert Norton, Jr. on August 4, 2010. Pending training: Trenching / Excavation and Signaling.

A motion was made by Ken Koval to purchase safety cones for the Town Hall Building, seconded by Eugene Torrence, with all in favor, motion carries.

A motion was made by Ken Koval to purchase safety goggles, seconded by Robert Norton, Jr., with all in favor, motion carries.

A motion was made by Ken Koval to purchase various safety tapes, seconded by Robert Norton, Jr., with all in favor, motion carries.

A motion was made by Ken Koval to purchase twelve (12) flashlights, seconded by Eugene Torrence, with all in favor, motion carries.

Old Business

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. The books have been ordered. A review of who will take the class is pending.

There being no further business to discuss, a motion to adjourn at 2:02 p.m. was made by Paul Pronovost and seconded by Robert Norton, Jr. Motion carried unanimously.

Respectively Submitted by,

Nancy Latour
Chairman