

**Town of Thomaston  
Safety Committee Meeting  
September 9, 2009  
Town Hall**

**Minutes**

**Call to Order**

The meeting was called to order at 1:03 pm by the Chairman Nancy Latour.

Those in attendance: Debra Radosevich, Library Director; Nancy Latour, Payroll and Human Resources; Kris Nelson, Police Department; Robert Norton Jr., Volunteer Ambulance Service; Scott Simpson, Town Hall Maintenance; Ken Koval, Fire Department.

Those absent: Kenny Fox, WPCA; Susan Smith, Treasure's Office; Jeffery Dunn, Opera House Director; Amanda Bunting, Treasurer's Office; Cheryl Waldron, K-9.

**Minutes**

Ken Koval made a motion to accept the minutes of the June 10, 2009 meeting. The motion was seconded by Scott Simpson. The vote was unanimous to accept the minutes as submitted.

**New Business**

Report of Injuries

Nancy Latour requested that the Report of Injuries be done by department and reflected in the minutes as such.

|                       |                         |
|-----------------------|-------------------------|
| Town Hall General     | No Injuries             |
| WPCA                  | No information provided |
| Public Works          | No information provided |
| Fire Department       | No Injuries             |
| Hillside Cemetery     | No information provided |
| Opera House           | No information provided |
| Police Department     | No Injuries             |
| Public Library        | No Injuries             |
| Volunteer Ambulance   | No Injuries             |
| Recreation            | No information provided |
| K-9                   | No information provided |
| Town Hall Maintenance | No injuries             |

Ms. Latour informed the group that the First Selectman has designated that Ms. Latour oversee all accidents and the OSHA 200 reports. Department heads should continue to call in the injury and file the necessary reports but she should be informed as well. Ken Koval suggested that the ambulance Corp be instructed to report any injury of a Town worker to Ms. Latour as a stop gap procedure. The committee decided thought this was an excellent idea. Mr. Norton, Jr. will request Ambulance supervisors do so.

### Report of MSDA Status

Scott Simpson informed the committee that progress is being made in Town Hall regarding the MSDA sheet collection. Each Town Hall department is responsible for collection and maintenance of MSDA sheets for their area. The Thomaston Opera House will also have a Right to Know Center and will be responsible for collecting their sheets.

Ms. Latour informed the group that training on MSDA compliance is required yearly by CIRMA. The OSHA 200 Report is due in February. She also informed the committee that she will request that CIRMA agents audit each department to insure compliance. The audits are expected to occur in December or March.

Scott Simpson made a motion to establish a Right to Know Center in the Opera House. The motion was seconded by Ken Koval. The motion passed unanimously. Scott Simpson will investigate prices.

### CIRMA Training

Ms. Latour informed the committee that Permit Required Confined Space Entry training is required as per CIRMA for the following departments: WPCA; Town Hall; Public Works; Fire Department; and Technology and Information Services. She will schedule that course.

Ms. Latour informed the committee that two Blood Borne Pathogens classes have been scheduled for September 30, 2009. This training is required for all employees as per CIRMA. Robert Norton, Jr. will teach two more classes in December for those unable to make the September date. The training takes approximately 2 hours. Kris Nelson will provide Ms. Latour with the certificates of completion from the police officers.

### Green Policy and Training

Nancy Latour informed the committee that the State of Connecticut is may require that Municipalities have a Green Policy and training for application for grants. NVCC is developing two courses that will be 36 hours and 100 hours. She will inform us when the courses become available and who is required to attend.

## 2009-2010 Goals

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.

Scott Simpson would like to coordinate the removal of three drums of hazardous liquid that has been stored in the Town Hall basement for decades. He has already made some progress on the task and expects to have them removed shortly. Ramco Recovery, Inc. has quoted a price of for \$445.00 for the removal. He is looking for approval of funding for the project.

Mr. Simpson also reminded all departments that light bulbs need to be disposed of in an environmentally friendly manner. He said the library could use his bin for disposal this year but will needs to budget for the disposal next year. Ms. Radosevich thanked him for his generosity.

Mr. Simpson informed the committee that he will provide all departments with a price list from Ramco, Inc. for disposal of many types of hazardous wastes.

Ms. Latour remarked that she will concentrate her efforts on scheduling the appropriate CIRMA, MSDS, and Green training programs.

## **Old Business**

### CIRMA Training

Ms. Latour informed the committee that OSHA Log training and Hazard Communication training is being planned and memo regarding dates will be out soon. She added that Lockout/Tag Out training has already been done.

Scott Simpson reviewed that status of CPR training for Town Hall employees. He has compiled a list of employees that already have CPR certification and those who wish to take a course. Robert Norton, Jr. will look into the cost of supplies for the program (books and cards) and Skip Gelati has consented to teaching the course.

A discussion ensued regarding first aid stations in the town departments. Kris Nelson will look into the source and cost of these units. Scott Simpson said he has bought kits from the America Red Cross for \$65.00-\$75.00

### Parking Lot Lights

The lights have been installed and are lighting the area well.

Fire Alarms

The new fire alarm panel has been installed and Scott is in the process of installing addressable devices that will work with the new panel.

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.

Respectfully Submitted by,

Debra Radosevich, Secretary  
Town of Thomaston Safety Committee