

**Town of Thomaston  
Safety Committee Meeting  
March 11, 2009  
Voting Center  
Town Hall**

**Minutes**

**Call to Order**

The meeting was called to order at 1:00 pm by Chairman in Paul Pronovost.

Those in attendance: Debra Radosevich, Library Director; Kenny Fox, WPCA; Susan Costa, Treasurer's Office; Nancy Latour, Payroll and Human Resources; Jeffery Dunn, Opera House Director; and Scott Simpson, Town Hall Maintenance; Amanda Bunting, Treasurer's Office; Ken Koval, Fire Department; Cheryl Waldron, K-9.

Those absent: Kris Nelson, Police Department; Robert Norton Jr., Volunteer Ambulance Service;

**Minutes**

Ken Fox made a motion to accept the minutes of the December 10, 2008 meeting. The motion was seconded by Ken Koval. The vote was unanimous to accept the minutes as submitted.

**Communications**

Sue Costa reviewed the results of the Sate of Connecticut Workman's Compensation spot inspection. There were a few minor recommendations. She also shared the CIRMA report result that analyzes the number and the degree of injury complaints. The Town of Thomaston scored the best within our peer group of other towns of a similar size.

A discussion ensued regarding the necessary procedure for reporting injuries. Ms. Costa reminded the committee that all injuries must be reported within 24 hours to both CIRMA and Deborah Bournival in the Selectman's Office.

**Old Business**

Parking Lot Lights-

The next step in this project is to make a request for funds through the Board of Selectmen. Mr. Pronovost, as Chair of the Safety Committee will write a letter to the

Board of Selectmen requesting \$950.00 for the project and that Thomaston Electric is awarded the job

#### Haz-Compliance Project-

Mr. Pronovost inquired which departments still have funding for HAZ Compliance in their budget. The Public Works Department and the Fire Department have kept funds in their budgets for this purpose while all of the other departments have removed the funds due to the Board of Selectmen's request for no increases to their budgets.

A lengthy discussion ensued regarding who is responsible for collecting the MSDS sheets in the Town Hall. Jeff Dunn remarked that while he could collect them for the Opera House materials someone would have to be responsible for collecting them for the Senior Center, Bargain Shop, Historical Society, and Town Clerk's Office. It was reported that the Police Department has their own Right to Know center and complies their MSDS. The committee agreed that it would take far too much time for Scott Simpson to collect the MSDS for all of Town Hall.

#### Training Refresher Courses-

A copy of the Minimum OSHA Training Requirements for Municipalities and Boards of Education was distributed to all committee members. A discussion of the necessary training courses employees must take ensued.

Ms. Latour informed the committee that Rich Tingle has a Lock Out/Tag Out training workshop tentatively scheduled for May 20, 2009. This training is required for all WPCA, Highway Department and Town Maintenance employees.

Ms. Latour also informed the group that free sexual harassment classes are available and mandatory for all supervisors.

Bob Norton, Jr. has completed his training in Blood Borne Pathogens and is now able to train other Town employees

J. Dunn informed the committee that he has spoken with Police Chief Gene Torrance about having an AED (*automatic external defibrillators*) in the Town Hall. He feels it would be good to have a device available for use in Town Hall and in the Opera House for evening performances. It was noted that the Police have the units in their cars but a car may not always be at the station. A discussion ensued about getting a unit for the Town Hall and getting several people trained to use it.

### **New Business**

#### Report of Injuries

K9 Officer Cheryl Waldron reported that she was injured while closing the gate at the dog kennel. Ms. Costa asked if there was anything that could be done to make the gate safer to use and a discussion ensued regarding what had caused the gate to malfunction. It was agreed that the weather was responsible for the gate reacting the way it did. Ms. Waldron will no longer close the gate and the Police Officer on duty will be responsible for securing the area by locking the gate.

J. Dunn reported two minor slip and falls in the Opera House. Reports were filed but the individuals have had no further contact with the Opera House.

A Town Hall employee reported a fall on the employee sidewalk. A report was filed. Mr. Simpson inquired if that sidewalk needs to be in use during the winter as it is difficult to keep clear of ice because of the roofline. Mr. Koval and Mr. Pronovost explained that the exit and sidewalk must remain open, as it is part of the fire evacuation plan.

### Election of Officers

Ms. Sue Costa presented the slate of Officers for the 2009-2010 Safety Committee.

Ms. Nancy Latour-Chairman  
Mr. Scott Simpson- Vice-Chairman  
Ms. Debra Radosevich- Secretary

The motion to elect was made by Ken Koval and seconded by Cheryl Waldron. The vote was unanimous.

There being no further business to discuss, a motion to adjourn was made by Jeff Dunn and Seconded by Ken Fox. Motion carried unanimously. Adjournment at 1:48 PM.

Respectively Submitted by,

Debra Radosevich, Secretary  
Town of Thomaston Safety Committee