

**Town of Thomaston
Safety Committee Meeting
September 23, 2008
Voting Center/Town Hall**

Minutes

Call to Order:

The Committee Chairman Paul Pronovost called the meeting to order at 1:03 pm.

In Attendance:

Paul Pronovost, Highway Department; Debra Radosevich, Library; Amanda Bunting, Treasurer's Office; Kenny Fox, WPCA; Ken Koval, Fire Department; and Scott Simpson, Town Hall; Maintenance.

Absent:

Jeff Dunn, Opera House; Sue Costa, Treasurer's Office; Cheryl Waldron, K-9; Kris Nelson, Police Department;

Minutes:

Ken Koval made a motion to accept the minutes of the June 18, 2008 meeting. Ken Fox seconded the motion. The vote was unanimous to accept the minutes as submitted.

Old Business:

Scott Simpson reported on the progress of the parking lot lights project. Currently he has two bids. Turri Electric bid \$1,909.55 and MJM Electric bid \$2,300. Scott reported that the difference in price is caused by a proposal by MJM to install a track and attach the light to the end of the building. Scott believes, and the committee agreed, that this is a better way to solve the lighting problem. Scott will contact Turri Electric to bid on the new scope of work and also obtain an additional quote so as to have three bids. It was further decided that Paul Pronovost would have the tree on the Northwest corner of the building removed so as to allow the light on the Town Hall building to be more effective.

Scott also reported that he has approval from the First Selectman to link the alarm systems of the Town Hall and the Opera House. The plan has also been approved by the Fire Marshal, Robert Norton. The work will cost \$3,900. and will be done by Associated Electrical Systems.

Ken Koval reported that Scott Simpson had installed the height tape on the Tax Collectors door. This security measure was suggested at the last Safety Committee meeting.

New Business:

Report of Injuries- none reported at this meeting.

Training Refreshers- Paul reported that all Public Works (PW) and Water Pollution Control Authority (WPCA) employees would be trained in CPR and First Aid by 11/1/08. Scott reported that his Blood Bourne Pathogen course had been cancelled. He will take the next course offered.

The committee discussed the need for required Material Data Sheets to be kept at all Town locations. Members discussed the benefit of having HazCompliance, LLC provide a free estimate to do the work for the various departments of the town. Scott will contact the company to schedule a date for the free estimate. He will also make the information available to Lynda Mitchell and the Board of Education to see if they would be interested in joining with us in getting a price on this service. The various departments will use the estimate for 2009-2010 budgeting purposes.

Amanda Bunting suggested that all employees receive fire extinguisher training. A discussion ensued regarding the Town Policy on fire protocol. Ken Koval feels that the policy should be that all employees leave the building immediately and leave the extinguishers for the firemen to use. The committee agreed that even with the policy of getting out as fast as possible it would be good to train at least some employees how to use the equipment in case it was needed to get out of the building. Ken Koval will contact the Fire Marshall to schedule the training session.

Chairman Pronovost reminded committee members that if they are unable to attend a Safety Committee meeting they should be sending an alternate in their place.

Adjournment:

There being no further business to discuss a motion was made by Ken Koval and seconded by Ken Fox to adjourn the meeting at 1:37 pm. The vote passed unanimously.

The next Safety Committee meeting will be held on December 10, 2008 at 1:00pm. The meeting will be held in the Voting Center.

Respectively Submitted by,

Debra Radosevich, Secretary
Town of Thomaston Safety Committee