



# TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187  
ELLINGTON, CONNECTICUT 06029-0187

**SAFETY & HEALTH COMMITTEE**  
**TUESDAY, JANUARY 7, 2020**  
**TOWN HALL ANNEX MEETING ROOM**  
**11:00AM**

**Minutes**

MEMBERS/PRESENT: Sydney Kern, Patricia Choiniere, Pat Grundman, Peter Hany, Samantha Baer, Jack Rich, Kevin Gambacorta, Mary Bartley, Diane Lasher-Penti, Joe Decker, Louann Canella, Joseph Palombizio, Chairman Laplante

MEMBERS/DEPARTMENTS ABSENT: Animal Control, Crystal Lake Fire

1. Call to Order

Chairman LaPlante called the meeting to order at 11:01am.

2. Approval of October 1, 2019 Minutes

MOVED (HANY), SECONDED (BARTLEY) AND PASSED UNANIMOUSLY TO APPROVE THE SAFETY AND HEALTH COMMITTEE MINUTES OF OCTOBER 1, 2019.

3. Old Business

a. Volunteers

CIRMA has assisted the Chairman with providing a volunteer management plan template, hold harmless examples and job descriptions for volunteer positions. Chairman LaPlante will schedule a workshop with the members appointed in August to put together a packet of information for the Safety & Health Committee Members which will be emailed out for review.

4. New Business

a. LAP Claims

None

b. Workers Compensation Claims

Felicia stated that this quarter, worker compensation cases have been shifted out of the Finance Office to the HR Coordinator. Chairman LaPlante asked LouAnn Cannella to present the claims. LouAnn presented the claims since the last safety and health meeting in October. DPW has already addressed these injuries at their last meeting.

5. Other Business

Kim Gallicchio submitted Facility Assessments for all the Town buildings;

-**Old Crystal Lake School House** is waiting on stairs/walkway to be free of slips/falls

-**Town Hall** pavers need to be fixed and DPW is working to clean up from the renovation. Tiles in the basement are to be fixed soon

-As per Tim Webb, we will not be fixing the cabinets to the wall, and Felicia will reach out to CIRMA to make sure this is not a problem.

-**Parks and Recreation** working on the exterior lighting situation

-**Library** the heating/ac room needs to be free of storage and supply/storage rooms need to be clean and orderly, she stated that they are working on this but there is still room for improvement. Pat Grundman states she will check when she gets back to the library

-Performing regular fire drills seemed to be an "issue" for all buildings; Felicia will work with Sydney Kern and Joe Palombizio to schedule regular fire drills

CIRMA regional trainings in January: Building a strong foundation so lifting injuries don't cause your business to crumble, preventing slips, trips and falls and blood-borne pathogens which can be registered for online. Chairman LaPlante will email all Town employees the link to sign up for these trainings.

6. Adjournment

MOVED (HANY), SECONDED (BARTLEY) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING AT 11:10 AM.

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