



STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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LORI L. SPIELMAN  
First Selectman

DAVID E. STAVENS  
Deputy First Selectman

MELINDA M. FERRY  
MICHAEL B. MADRU  
JAMES PRICHARD  
RONALD F. STOMBERG  
JOHN W. TURNER

## Safety & Health Committee Meeting

October 6, 2022

Nicholas J. DiCorleto, Jr. Meeting Hall

Minutes

**Members Present:** Walter Lee, Chairman/Emergency & Risk Management Director; Barbara Murdach, Animal Control; Kevin Gambacorta, Assistant Foreman, Department of Public Works; Mary Bartley, Assistant Recreation Director; Sydney Kern, Deputy Fire Marshal; Diane Lasher-Penti, Youth Services Director; Ken Radziwon, Director and Kim Gallicchio, Lead Custodian, DPW; LouAnn Cannella, Human Resources Coordinator; Nicole Caron, EMT, EVAC; Jack Rich, Chief, Ellington Volunteer Fire Department

**Members Absent:** Sheila Grady, Senior Center Director; Brian Harvell, Crystal Lake Fire Department;; Joe Decker, Police Officer

I. Call to Order: Mr. Lee called the meeting of the Safety and Health Committee to order at 10:00 a.m.

II. Approval of Minutes – April 8, 2022

MOVED (BARTLEY), SECONDED (GAMBACORTA) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE APRIL 8, 2022 SAFETY & HEALTH COMMITTEE MEETING.

III. New Business

A. LAP Claims: Mr. Lee reported that no new LAP claims were filed since the April 8, 2022 meeting.

B. Workers Compensation Claims: Mr. Lee reported on the following events for the past two quarters:

- DPW Back injury from lifting buckets of waste oil
- DPW Pulled back from moving tables
- DPW Shoulder pull from floating concrete sidewalks
- DPW Knee cap injury from moving furniture

C. Status of CIRMA Required Employee Training: Mr. Lee noted that the deadline was extended from October 7, 2022 to October 21, 2022.

1. Sexual Harassment Prevention: Ms. Cannella reported that the process was started earlier in the year and most employees had completed the requirement.
2. Blood Borne Pathogens Safety: Ms. Cannella reported the same result for this required training.

D. Promoting Safety & Health in the Workplace

1. Upcoming Training: Workplace Violence Response: Officer Don Bridge will be working with Emergency & Risk Management to develop this program.
2. Revisions to the Emergency Action Plans: Mr. Lee noted that due to work load, this has been placed on the back burner and is expected to be completed by late winter. Ms. Cannella thanked Sydney Kern for all of her help with developing these documents. Discussion was held regarding some of the pending changes.
3. Traffic Flow and Safety of 55-57 Main Street Parking Lot: Mr. Lee explained the changes that have been recently made to the parking lot due to safety concerns. There are now arrows that indicate the proper traffic flow for this parking lot to make it more clear to those who use the lot.
4. Everbridge Update: Mr. Lee said that the Town has worked with Everbridge to migrate the employees into the system to enhance communication with employees. Everbridge is working with Paylocity to determine how the two systems communicate to can ensure that employee updates are current in the Everbridge system.
5. Recommendations from Committee Members: There were none.
6. Exposure Control Plan – S&H Committee Member Review and Recommendations: There were none.

IV. Other Business:

- A. Schedule for 2023 Meetings: Mr. Lee noted that the meetings will remain quarterly and will also remain on Thursdays. He said a list will be distributed.


Ms. Cannella reported that the recently held flu clinic was successful with 30 employees taking advantage of this benefit.

V. Adjournment:

MOVED (BARTLEY), SECONDED (GAMBACORTA) AND PASSED UNANIMOUSLY TO ADJOURN THE SAFETY & HEALTH COMMITTEE MEETING AT 10:14 AM.

Respectfully submitted,

  
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LouAnn Cannella, Recording Secretary

  
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Walter Lee, Chairman