



STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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DAVID E. STAVENS  
Deputy First Selectman

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

LORI L. SPIELMAN  
First Selectman

## Safety & Health Committee Meeting

April 8, 2022

Nicholas J. DiCorleto, Jr. Meeting Hall and ZOOM  
Minutes

**Members Present:** Walter Lee, Chairman/Emergency & Risk Management Director; Lori Spielman, First Selectman; Kathy Kane-DiBacco, Animal Control; Kevin Gambacorta, Assistant Foreman, Department of Public Works; Mary Bartley, Assistant Recreation Director; Peter Hany, President, Ellington Volunteer Ambulance Corps; Sydney Kern, Deputy Fire Marshal; Diane Lasher-Penti, Youth Services Director; Patricia Grundman, Children's Librarian, Hall Memorial Library; LouAnn Cannella, Human Resources Coordinator

**Members Absent:** Kim Gallicchio, Lead Custodian, DPW; Sheila Grady, Senior Center Director; Brian Harvell, Crystal Lake Fire Department; Jack Rich, Ellington Volunteer 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 – January 14, 2022

MOVED (HANY), SECONDED (KERN) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JANUARY 14, 2022 SAFETY & HEALTH COMMITTEE MEETING.

### III. New Business

- A. LAP Claims: Mr. Lee reported that no new LAP claims were filed since January 14, 2022 meeting.
- B. Workers Compensation Claims: Mr. Lee reported on the following events:
  - First Selectman's Office/cabinet came off hinges and hit employee/no medical treatment reported
  - DPW Adding plow to truck, pain in right shoulder
  - DPW Clearing sidewalks of snow, fell and hit elbow, head and tailbone
  - DPW Walking upstairs, felt knee give out
- C. Status of Required Employee Training:
  1. Department Heads – CIRMA Drug and Alcohol Awareness Course: Mr. Lee reported that the S&H Committee members had taken this course and since it was found to be beneficial from a risk management standpoint, it was extended to

Department Heads. Ms. Cannella reported that most of the Department Heads have completed the training course with just two who are still working on it.

D. Promoting Safety & Health in the Workplace

1. CIRMA – Building Inspections Town and Board of Education Buildings – January 26, 2022: Mr. Lee reported that CIRMA came out to do building inspections on both Town buildings and Board of Education. Mr. Lee noted that the report has not yet been received so the update will be given at the next meeting.
2. OSHA Requirement of 36" Clearance from Electrical Panels: Mr. Lee did an inspection at Hall Memorial Library and OSHA as well as the fire code requires a 36" clearance around all electrical panels. It was observed that there were items stacked around the electrical panels so that has been addressed.
3. Recommendations from Committee Members: Mr. Lee surveyed the Committee members for their concerns, comments or issues. No one came forward.
4. Exposure Control Plan – S&H Committee Members Review and Recommendations: Mr. Lee noted that Ms. Cannella has sent to the members the Exposure Control Plan for their input as it is currently under revision. Members were asked to send their recommendations to Ms. Cannella.

IV. Other Business:

Ms. Kern noted that another item that came up during the Hall Memorial Library was the return to holding fire drills in Town buildings. She added that during COVID-19, fire drills were not held on a regular basis. She suggested fire drills occur every six months. Mr. Lee concurred and said that he will check with CIRMA to ensure that this meets their requirements.

Ms. Kern said that the Town building safety plans need to be revised. Ms. Cannella noted that they all need to be reviewed and revised and that they need to be looked at by the professionals who have valuable input related to proper and safe procedures in an emergency. Ms. Cannella asked the committee members to review the current Emergency Action Plans for Town buildings and provide input relevant to their own buildings. She said she will get together with Ms. Kern and Mr. Lee to make revisions and provide draft plans back to the Committee for review.

V. Adjournment:

MOVED (HANY), SECONDED (GRUNDMAN) AND PASSED UNANIMOUSLY TO ADJOURN THE SAFETY & HEALTH COMMITTEE MEETING AT 10:15 AM.

Respectfully submitted,

  
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LouAnn Cannella, Recording Secretary

  
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Walter Lee, Chairman