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First Selectman

STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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Town Administrator  
MATTHEW D. REED

## Safety & Health Committee Meeting Minutes

October 10, 2024

Nicholas J. DiCorleto, Jr. Meeting Hall

### Minutes

**Members Present:** Walter Lee, Chairman/Emergency & Risk Management Director; John Rainaldi, Assessor; Kristen Harp, Youth Services Director; Kathy Kane-DiBacco, Assistant Animal Control Officer; Pete Hany, Chief, Ellington Volunteer Ambulance Corps; Ginger MacHattie, Administrative Assistant II, Building Department; LouAnn Cannella, Human Resources Coordinator; Ashley Dabbondanza, Assistant Director, Hall Memorial Library

**Members Absent:** Tom Modzelewski, DPW Director/WPCA Administrator; Kevin Gambacorta, Assistant Foreman; Margaret Schmidt, Assistant Town Clerk; Sheila Grady, Senior Center Director; Sgt. Brian Santa, Residents State Troopers' Supervisor, Mary Bartley, Assistant Recreation Director; Sydney Kern, Deputy Fire Marshal; Brian Harvell, Crystal Lake Fire Department;

Karl Neubecker, Assistant Chief, Ellington Volunteer Fire Department (EVFD) arrived at the meeting but left on a call just prior to the start.

**I. Call to Order:** Mr. Lee called the meeting of the Safety & Health Committee to order at 10:01 a.m.

**II. Approval of Minutes – April 11, 2024**

MOVED (HANY), SECONDED (RAINALDI) AND PASSED [AYE: RAINALDI/HANY/DABBONDANZA/KANE-DIBACCO/LEE; ABSTAIN: MACHATTIE] TO APPROVE THE MINUTES OF THE APRIL 11, 2024 SAFETY & HEALTH COMMITTEE MEETING.

### III. New Business

- A. **LAP Claims:** Mr. Lee reported that there were two CIRMA LAP claims regarding the Windermere School construction and well damage to neighbors. He said that the wells have been repaired and the claims are with CIRMA for determination.
- B. **Workers Compensation Claims:** Mr. Lee reported that six new claims came in during the two last quarters, April 1, 2024 to October 1, 2024, that were minor in nature and mostly involved DPW staff in the normal course of business.
- C. **Employee Training:**
  1. CIRMA Required Employee Training: Mr. Lee noted that Ms. Cannella will be sending out the 2025 requirements in December for completion in January 2025 for the following modules:
    - a) Sexual Harassment Prevention
    - b) Blood Borne Pathogens Safety
  2. New Assignment(s)

- a) Cyber Security: Mr. Lee reported that IT has contracted with a new company for educating and testing employees who have Town email addresses. The initial program is a longer session, but the monthly reminders are quick and employees are required to participate. Ms. Cannella noted that unexpected tests are also sent out and if an employee fails the test by clicking on a link or other incorrect information response, additional required training is assigned.

**D. Promoting Safety & Health in the Workplace**

1. Exposure Control Plan: Mr. Lee reported the Exposure Control Plan that was approved and voted on by the Safety & Health Committee members in April will be reviewed by the Town Administrator and upon his approval will be distributed and updated on the Town website. He noted that there was a question regarding possibly adding a section on air particulates as part of the Police Accountability Bill, but was determined that this does not apply to most staff and a separate policy should be written if necessary to satisfy the Police requirements.
2. Recommendations from Committee Members:
  - a) Follow-up on pending items
    - 1) Panic buttons/Security cameras: Mr. Lee said security cameras are currently being updated and additional units are being installed. Aaron Fliss is looking into whether the current Mitel phone system offers a panic button option. If there is not a solution there, Mr. Lee will be submitting a Capital Improvements request for this upcoming budget to address this.
    - 2) CPR classes for Town employees: Mr. Lee reported that 25 employees were trained in CPR to not only assist should an incident occur during work time, but also in their personal lives.
      - Mr. Lee reported that shortly after CPR classes were attended by employees, Senior Center Chef, Mike Castro was at a family gathering and he saved his brother-in-law's life using the skills he learned in CPR training. Kudos also to Pete Hany for providing the training to the employees.
    - 3) Town office signage for "employee only" areas: Mr. Lee said that Mr. Modzelewski ordered signs for departments. He encouraged anyone who needs a sign to contact Tom to provide signs to clearly mark employee only areas.

Mr. Rainaldi said that a visitor to Town Hall was having a difficult time locating the elevator and he suggested improving the signage. Mr. Lee said that with the completion of the painting of Town Hall, it is a good time to examine the effectiveness of the signage for the location of the elevator as well as other markings.

- 4) 2024 Flu Shot Clinic – October 2, 2024: The Town offered a flu shot clinic at no cost to employees; 22 employees received flu shots. Mr. Lee noted that any employee who was not available at the time of the clinic may collect a form from Human Resources and head to Priority Urgent Care on West Road. No appointment is necessary.
- b) New Recommendations or Concerns:

Ms. MacHattie suggested that parking spaces marked for disabled people could be more helpful if they were located in the parking area across from the access to the elevator. Mr. Lee said that there is a plan to address this as part of an overall

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parking lot renovation. He noted that employees no longer park behind the building, leaving those spots available for residents and visitors.

Discussion was held regarding the morning traffic in the Town Hall parking lot and the safety of school children being dropped off in that lot at the same time that employees are arriving to work. There have been close-call incidents reported and Mr. Lee said that additional signage has been added, however the morning traffic does not always follow the established pattern. The signs are disregarded by parents and employees and the concern is that it will take one child running out between cars who is not seen to get people to listen. Dr. Nicol has been advised of the issue as well. Mr. Lee said that the Town is doing all that is possible to maintain safety in the parking lot, however, parents continue to use the Town Hall lot as a drop off for Center School rather than using the Center School parking lot.

**IV. Other Business:**

- A. Approval of 2025 Meeting Schedule: Mr. Lee presented the 2025 proposed meeting schedule for review and approval.

MOVED (HANY), SECONDED (HARP) AND PASSED UNANIMOUSLY TO APPROVE THE 2025 SAFETY & HEALTH COMMITTEE MEETING SCHEDULE FOR SUBMISSION TO THE TOWN CLERK.

**V. Adjournment:**

MOVED (RAINALDI), SECONDED (MACHATTIE) AND PASSED UNANIMOUSLY TO ADJOURN THE SAFETY & HEALTH COMMITTEE MEETING AT 10:19 AM.

Respectfully submitted,



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Walter Lee, Chairman