

TOWN OF ELLINGTON

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ELLINGTON, CONNECTICUT 06029-0187

www.ellington-ct.gov

LAURIE E. BURSTEIN
First Selectman

MARY B. CARDIN
Deputy First Selectman

JAMISON J. BOUCHER
JAMES M. PRICHARD
DAVID E. STAVENS
SU THANVANTHRI
CHARLOTTE J. WARD

Town Administrator
MATTHEW D. REED

Safety & Health Committee Meeting Minutes

January 8, 2026

Nicholas J. DiCorleto, Jr. Meeting Hall

Minutes

Members Present: Matthew Reed, Chairman/Town Administrator; Laurie Burstein, First Selectman; Rebecca Gritti, Human Resources Director; Margaret Schmidt, Assistant Town Clerk; Sgt. Timothy Merrill, Resident State Troopers Supervisor; Pete Hany, Chief, Ellington Volunteer Ambulance Corps; Kevin Gambacorta, Assistant Foreman; Casey Lombardi, Facilities Crew Chief; Sydney Kern, Deputy Fire Marshal; Mary Bartley, Assistant Recreation Director; Officer Joe Decker, Resident State Troopers' Office; Kathy Kane-DiBacco, Assistant Animal Control Officer; Ashley Dabbondanza, HML Assistant Director/Head of Youth and Family Services; Sheila Grady, Senior Center Director

Members Absent: Bob Smith, Chief, Ellington Volunteer Fire Department (EVFD) ; Bryan Harvell, Crystal Lake Fire Department (CLFD)

- I. **Call to Order:** Mr. Reed called the meeting to order at 10:02 a.m.
- II. **Approval of Minutes – October 9, 2025**

MOVED (HANY), SECONDED (DECKER) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE OCTOBER 9, 2025 SAFETY & HEALTH COMMITTEE MEETING.

III. New Business

A. **LAP Claims:** Mr. Reed reported that there are two open CIRMA LAP claims from 2025 and one claim open from 2024.

B. **Workers' Compensation Claims:** Mr. Reed reported that in 2024-2025 there were 12 injuries with 3 different employees. Claims and injuries remain low and supervisors continue to be very responsive.

C. Employee Training Updates

Mr. Reed shared that Chief Hany held two CPR certification sessions for Town employees to get certified or be recertified. The annual CIRMA required employee training for sexual harassment awareness and blood borne pathogens safety have been successfully completed via the online and on-site training modules. Mr. Reed mentioned several departments that have ongoing training such as the Police Department, DPW, Animal Control and the Senior Center. Sheila Grady shared that any resident utilizing the exercise equipment must provide a doctor's note of approval.

D. Promoting Safety & Health in the Workplace

1. Personal Protective Equipment (PPE) Compliance and availability:

Mr. Reed shared that the Town promotes and provides many PPE items such as masks, gloves of several different types, cleaning supplies, hand sanitizers, sharps containers and equipment to prevent the spread of diseases and germs. He reminded members if there is any workspace lacking availability of these items, please contact DPW and ask for assistance.

2. Slips, Trips and Falls

Mr. Reed reviewed several areas where there may be a cause for trip hazards such as area rugs and puddles from melted snow near entrances. He advised members to be aware of these areas and contact DPW immediately if there is something they feel needs to be addressed. He encouraged members to share this information with other employees to protect not only them but our residents as well; "See something, say something".

3. Snow and Ice Removal

Utilizing Town vehicles and making sure snow/ice is properly removed from vehicles prior to driving was discussed. Mr. Reed advised employees to allow time for the vehicles to warm up and check to ensure there is a scraper available for return travel during possible inclement weather.

4. Coughs and Colds

Mr. Reed reminded members that the Town does not pay for unused sick time; he encouraged employees to utilize available sick time when not feeling well and avoid the spread of infection in the workplace. Policies are currently being reviewed to make sure that employees are more comfortable staying at home when feeling ill, even when it may coincide with holiday time off.

5. Recommendations or Concerns from Committee Members

Mr. Reed introduced the new First Selectman, Laurie Burstein.

IV. Communications from Department Heads or Agency Representatives

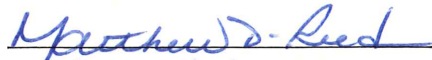
- Mary Bartley mentioned that the bucket at 31 Arbor Way is in need of a sand/salt refill. Casey Lombardi said he will make sure it is taken care of right away.
- Peter Hany asked to remind anyone collecting and disposing of SHARPS to make sure they are in a hard case or container for safety. Mr. Reed displayed what the SHARPS container looks like and shared that there should be one at each Town location. Kevin Gambacorta shared that the DPW employees carry them in their vehicles to dispose of needles at the parks and other Town locations.
- Rebecca Gritti shared that the OSHA log for 2025 is completed ahead of schedule [ATTACHED]. She asked that department heads notify her if they have any available tasks or "light duty" that their out of work employee can do so that they can return to working while waiting to get back to their original job.
- Sgt. Merrill shared his concerns that the solar overhang carport has melted snow running off in between the panels which is pooling and icing the ground below causing a slip hazard. Mr. Reed said the DPW is aware and he will follow up with them on how to best handle the situation.

- Sheila Grady shared that Casey Lombardi and DPW did an OSHA hazard inspection of the Senior Center and have done a wonderful job of installing all new heavy shelving, rated for 850 pounds, and that all reports have been submitted.

V. Adjournment

MOVED (BARTLEY), SECONDED (GRITTI) AND PASSED UNANIMOUSLY TO AJOURN THE SAFETY & HEALTH COMMITTEE MEETING AT 10:35 A.M.

Respectfully submitted,


Matthew Reed, Chairman

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 25

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	2	1	2
(g)	(h)	(i)	(j)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
190	11
(k)	(l)

Injury and Illness Types

Total number of...	(4) Poisonings	(5) Hearing loss	(6) All other illnesses
(1) Injuries	4	0	1
(2) Skin disorders	0	0	
(3) Respiratory conditions	0		

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 38 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment Information

Your establishment name Town of Ellington
 Street .55 Main Street
 City Ellington State CT Zip 06029
 Industry description (e.g., Manufacture of motor truck trailers)
 Municipality _____
 North American Industrial Classification (NAICS), if known (e.g., 336212)
9 2 1 1 9 0

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 182
 Total hours worked by all employees last year 148,671.00

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Brian O'H HR Director
 Title
 Date 01/05/2025
 Phone 959-248-4604

