

# Minutes

## Meeting of the Safety Committee September 7, 2016

### Subject to Approval

**Present:** Deb Milardo, Paula Carabetta, Barbara Sabiston, Trent Joseph, Michael Vece, Doug Minges, Christie Hodge, Jeannette Holdridge, LouAnne Castrilli, Ellie Gillespie, Racquel Stubbs, Maria Pettola, Mark Piccirillo, Nancy Martucci, Joey Barbara, CIRMA.

**Call to Order:** 10:00 a.m.

**Public Comments:** No one from the Public was present

**Approval of Minutes:** Motion made to accept the minutes of the May 12, 2016 Safety Committee meeting by LouAnne Castrilli, seconded by Ellie Gillespie. Motion passed with the following abstentions: Chris Hodge, Mark Piccirillo, Nancy Martucci, Maria Pettola.

### **New Business:**

1. Distribution of Violence in the Workplace policy for first review.

### **Old Business:**

1. OSHA Inspection - Final report. Summary provided and discussion on the final outcome of the OSHA Inspection that occurred on 4/20/16. 11 Serious violations abated with the most significant being fall protection at recycling center. Abatement of all items reduced fines from \$4,000 to \$2,000 (approximately)
2. Emergency Action Plan - Plan reviewed. Motion made to approve the plan by Doug Minges, seconded by Paula Carabetta. Plan approved unanimously. Secondary discussion on training of the plan by Fire Marshal and Police to be scheduled in November and also selecting Captains for Town Campus. Discussion also entailed distribution of the Town's plan to those who use the Arts Barn and Memorial Town Hall.
3. AED Purchase - Committee was advised that the Fire Marshal has agreed to use funding coming from the State of Connecticut, Emergency Management program to purchase and install AED's at all Town locations.

### **Other Discussion**

1. Discussion with the Committee and CIRMA about establishing a Business Continuity Plan. Specific concerns were raised by Nancy Martucci about the preservation of documents contained within the Town Clerk's vault. CIRMA to discuss establishing a Business Continuity Plan for Madison with Alma, Nancy and Deb.
2. Joey Barbera from CIRMA discussed the changes made by the State of Connecticut to the filing of the Worker's Compensation form 30C with the Town Clerk's Office. Effective on July 1<sup>st</sup>, any employee delivering a 30C form must appear to the Town Clerk for filing. Town Clerk then has the responsibility to either forward the form to CIRMA or deliver it to Human Resources.

There being no further discussion a motion to adjourn was made by Chris Hodge, seconded by Paula Carabetta. Meeting was adjourned at 10:35 a.m.