

Town of Lebanon
Safety Committee
October 26, 2009 - 10:00 AM
Town Hall – Upper Conference Room

MINUTES

- 1.0 Meeting was called to order at 10:07 am by Patti Handy, Chairman. Members Tom Conley (Public Works), Julie Culp (Library), Dennis Roberts (Transfer Station) were also present. Mark Elliott (Fire Department) joined the meeting at 10:20 am. Keith Maynard (State Trooper) and Luc Pentz (CIRMA) were absent. Audience: 0.
- 2.0 Moved by Roberts, seconded by Conley to approve the minutes from February 24, 2009 meeting. Vote: Yes, unanimous.
- 3.0 The Committee reviewed the ongoing worksheet, and made suggestions. It was agreed that the items that were completed should be removed from the “working” list, but that they should be archived for future reference, if needed.
- 4.0 Discussion by Department: Incidents/Accidents; Safety Issues; Safety Improvements; new requests or suggestions
 - Town Hall – Handy reported that reflective safety tape was being placed on the stairs inside Town Hall, but that the means of marking the outdoor steps was still in question. Also, the progress on the replacement of the outdoor ramp was discussed. Although the replacement went out to bid, the project is on hold pending an architect’s review of the ADA requirements, and a request for a waiver from the ADA.
 - Public Works – Conley reported that all items on the work list have been addressed, and that two new wells were drilled for the garage use, and have been tested for safety and passed. At present the crew uses bottled drinking water to avoid any potential health hazards, but the water is safe for washing. He also reported that first aid kits and fire extinguishers are checked on a regular basis, and that an oil pump was purchased for the waste oil barrel. The floor of the garage has been fixed as well.
 - Fire Safety – Elliott reported that the roof at the Fire Safety Complex was still leaking. Conley added new information, which a contractor was

coming out during the week of October 26th. Elliott also reported that defibrillators were added to every truck in the fleet.

- Library – Culp expressed concerns over her staff lifting heavy loads of books, and carrying them downstairs. Handy will contact CIRMA about borrowing a video on safe lifting. Culp also asked about a “bodily fluids” kit and good first aid kit-neither of which the Library has at this time, but does not have the funds for it. Conley suggested having CIRMA come to the Library for a bodily fluids clean-up demonstration/video. This will be looked into by Handy as well. Meanwhile it was suggested that she obtain some latex gloves and antiseptic wipes to have on hand at the Library for emergency clean up. Culp will search for prices for a first aid kit.
- CIRMA – Not Present.
- Moved by Handy seconded by Roberts to add the Transfer Station report to the agenda. Vote: Yes, unanimous.
- Transfer Station – Roberts reported that the railings have been repaired, and that open bays have been enclosed. Also, a combo-tank for waste oil and fluids, and opened a bay space for the new electronic disposals.

5.0 The committee discussed the problem of planning and holding regular meetings. Handy asked if a quarterly schedule of January, April, July and October would be acceptable; all agreed that it would. The committee decided to hold meetings on the fourth Monday of the month, at 10:00 am at the Town Hall. The dates for 2010 will be: January 25, 2010; April 26, 2010; July 26, 2010 and October 25, 2010. Moved by Roberts seconded by Handy to approve the meeting schedule for 2010. Vote: Yes, unanimous.

6.0 Moved by Handy, seconded by Culp to adjourn at 10:51. Vote: Yes, unanimous.

Respectfully Submitted,

Patti Handy
Chairman