

Town of Lebanon
Safety Committee
Monday, July 24, 2017- **2:00 p.m.**
Town Hall - Upper Conference Room
MINUTES

- 1.0 Call to Order: Chairman Linda McDonald called the meeting to order at 2:03 p.m. The following department representatives were present: Jim Prescott (Transfer Station) (arrived 2:04), Joe Noel (CIRMA), Jay Tuttle (Public Works) and Darcy Battye (Senior Center).
- Representatives from Library, Police, and Fire Department were not present.
- 2.0 Approval of Minutes from April 24, 2017 regular meeting: J. Tuttle MOVED to approve the minutes from April 24, 2017 regular meeting as presented. D. Battye SECONDED. MOTION CARRIED 4:0:0.
- 3.0 Discussion by Department: Incidents/Accidents; Safety Issues; Safety Improvements; new requests or suggestions:
- Public Works: J. Tuttle reported on tick and insect bite preventative measures being taken for employees. He said there is one employee on restricted duty due to injury.
 - Transfer Station: J. Prescott reported that the fire extinguishers at the Transfer Station are overdue for the annual inspection. L. McDonald said she will contact Shipman's Fire Equipment Company to address the issue. J. Prescott said the rat population is diminishing at the Transfer Station as a result of pest control efforts.
 - CIRMA: J. Noel encouraged the Town to participate in the CIRMA Excellence in Risk Management Award. He reported on upcoming 2017 Training Programs on "Understanding the Basics of Cyber Risk". Discussion followed on implementing a Town policy for roadside wood removal.
 - Town Hall: L. McDonald reported on one accident at Town Hall. Discussion followed possible security measures for the building. J. Noel volunteered to do a security assessment for the building in October. L. McDonald will discuss with the First Selectman.
 - Senior Center: D. Battye reported on one ambulance call at the center for an ill patron. She asked that the crumbling walkway in the front of the building be addressed. J. Tuttle responded it is on the list of repairs. Emergency exit signs are needed for the building. L. McDonald will contact the Facilities Director to address this issue.
- 5.0 Adjournment: D. Battye MOVED to adjourn the meeting at 2:34 p.m. J. Noel SECONDED. MOTION CARRIED 5:0:0.

Respectfully Submitted by Linda McDonald