

October 6, 2016

The special meeting of the Safety Committee was called to order at 9:00 a.m. by Chairman, Penelope Keith Other members' present- Russell Gray, Andy Aubin, and Dale Boisselle.

Audience of Citizens: None

Approval of Minutes: R. Gray made a motion, seconded by P. Keith to approve the minutes of 7/14/16 as presented. All voted in favor of the motion.

Correspondence: None

Unfinished Business:

a. **Emergency Drills:** An emergency drill was conducted on September 29, 2016. Staff was slow at exiting the building as the alarm did not function properly. NextGen has been notified and is scheduled to check the system. There will be another drill when they have finished the maintenance of the system.

New Business:

- a. **Town Clerk's Office:** Neat and orderly.
- b. **Assessor's Office:** Everything in order.
- c. **Economic Development:** Organized and neat.
- d. **Building Department:** No safety issues noted.

Accidents, First Aid, Near Misses: We have been notified that the resident who fell on April 6, 2016 in the parking lot near the main entrance is seeking damages. CIRMA (Connecticut Interlocal Risk Management Agency) has been notified.

Any Other Business: In inspecting the Central File Room, it was noted that a better stool for reaching the higher shelves was needed. A request will be made to H. George, Town Clerk to order a two step stool with grab handle to improve safer measures when staff needs a file on the top shelves.

Adjournment: P. Keith made a motion, second by R. Gray, to adjourn at 9:21 a.m. All voted in favor.

Attest: _____
Dale Boisselle, Recording Secretary