

July 14, 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 A. Aubin to approve the minutes of 12/18/14 as presented. All voted in favor of the motion.

**Correspondence:** None

**Unfinished Business:**

- a. **Emergency Drills:** R. Gray stated that in order to do a fire drill, Quinebaug Valley dispatch would have to be notified and that he would like Peter Capobianco, Oneco Fire Chief to be here when we do complete our drill. He also suggested that we have a staff meeting prior to completing the drill to ensure all staff understands what the procedures are as we have new staff.
- b. **Winter Safety (Sidewalk and Parking Lot):** Salt and sanding procedures should continue to be followed seasonally as needed.
- c. **Storm Damage:** All repairs have been completed. Additional insulation should be installed to prevent ice dams in the future. The Energy Committee has been discussing the need for additional insulation.
- d. **West Wing Walk Through:** Placed as Unfinished Business inadvertently, this should have been listed as New Business on the Agenda. A walk through of the West Wing was completed and found to be mostly in order. The scatter rugs in front of the chairs in the Library Quiet Room need something placed under them so that they no longer slip when someone walks on them. D. Boisselle will notify Rachel Vincent, Library Director.

**New Business:** None

**Accidents, First Aid, Near Misses:** On Tuesday, April 6, 2016 a resident fell in the parking lot near the main entrance. Resident declined staff's offer to call for medical assistance. CIRMA (Connecticut Interlocal Risk Management Agency) was notified of the incident.

**Any Other Business:** None

**Adjournment:** P. Keith made a motion, second by R. Gray, to adjourn at 9:33 a.m. All voted in favor.

Attest: \_\_\_\_\_

Dale Boisselle, Recording Secretary