



Regular Meeting Minutes October 13, 2015

The meeting of the Oxford Safety & Health Committee (OSHC) was called to order at 10:05 AM.

The following members were present: Chairman Kelly Weymer, Michael Blood, Gordon Gramolini, Secretary Jim Hliva (arrived at 10:10 AM) and Madeline Taggart. Also present: John Barlow, Board of Education Facilities Manager.

Approval of Minutes

MOTION was made by Gordon Gramolini to approve the 8/11/15 Meeting minutes as presented. This was seconded by Madeline Taggart. All in favor with 1 Abstention (J. Hliva)

Public Comments

None

Guest Speaker

None

Review Injury Reports

Secretary Hliva reviewed the following Injury Reports:

An employee who has been on Workman's Compensation due to surgery on both shoulders was injured during Physical Therapy. One of her shoulders was ripped and needs repair. This would be her third shoulder surgery. It is still considered Workman's Compensation and it would be up to the insurance company to pursue the Physical Therapy facility.

Last week an Oxford Police Officer was injured while on duty at the high school. Secretary Hliva doesn't know much of the particulars as of yet, but was informed that the officer suffers from a hernia; which was concurred by the doctors.

Madeline Taggart suggested that the committee invite someone trained in the HIPPA laws to a meeting. Chairman Weymer will look into this. John Barlow stated that the Board of Education always reminds their employees to file a claim no matter the situation because one never knows the outcome of an injury.

Other Business

▪ Discuss Managed Care Application and Forward to Board of Selectmen

Secretary Hliva explained that this matter has not moved forward. The committee discussed that it was an election year, so figured that nothing would be done about this until well after the election.

MOTION was made by Gordon Gramolini to *table* this matter until the January 2016 meeting. This was seconded by Jim Hliva. All were in favor.

▪ Indoor Air Quality Visit at Town Hall

Chairman Weymer explained that Donna Geuser, Senior Industrial Hygienist Specialist with Traveler's, conducted an Indoor Air Quality visit at the Town Hall on August 11, 2015. She reviewed the following items from the Summary Report of Ms. Geuser with the committee:

- The indoor environmental quality parameters including carbon dioxide and temperature were measured and indicated that the HVAC system is providing adequate ventilation and/or comfort condition control as recommended by ASHRAE.
- Relative humidity levels were at the upper end and exceeded the range suggested by ASHRAE for comfort condition control. However, this is not unusual for a building with no dehumidification. The windows in the offices could be opened to bring in the outside air and several were opened during the survey resulting in elevated humidity levels.
- The results of the air monitoring indicated that the airborne concentrations of carbon monoxide were within the guidelines for acceptable indoor air quality for non-industrial occupancies.
- During the visit there was heavy rainfall which resulted in new areas of water intrusion into the building. Active water leaks were noted in the Finance Department, the Library wall at the audio books rack and in the Library storeroom, the Building Official's office as well as the Parks & Recreation and Planning & Zoning offices. There were stained ceiling tiles in most areas of the building indicating routine water leaks from the roof. It was recommended that, where possible, roof leaks should be repaired and all stained and water damaged ceiling tiles should be replaced as soon as possible. The inside foundation wall in the Library has visible cracks and there is active water intrusion. It was recommended that these cracks be repaired to prevent future water leaks.

- The return and supply grilles in the Employee Lounge and several other areas had visible dust and dirt accumulation. It was recommended that these be vacuumed or wiped clean and put on a regular schedule of cleaning to keep dust accumulation to a minimum.

Ms. Geuser further explained that these recommendations would help to improve the current safety program and help reduce potential losses.

Chairman Weymer will send a letter to the Board of Selectmen and the Administrative Assistant with these findings and recommendations along with the report. There was much discussion on the lack of the day to day housekeeping. It was suggested that if the current Custodian is not performing his duties, then the town should hire an outside Janitorial company to do an in-depth cleaning on a monthly basis, at a minimum.

Secretary Hliva explained that the Town Hall Roof Project bids had gone out. There were a total of 8 bids submitted that range from \$70,000.00 to \$110,000.00. The major concerns were the flat roof and the cupola. The existing roof was shingled and then the cupola was placed on top of it. The project also includes gutters. He further explained that the Town Clerk's office receives \$1.00 for every filing which goes into the Local Capital Improvement funds (LoCIP). This was never touched by the previous Finance Director. However, just recently funds came from LoCIP for the Riverside Firehouse Parking Lot Project. Secretary Hliva stated that there is still approximately \$62,000.00 left which could be used to pay for a majority portion of the Town Hall Roof Project.

Gordon Gramolini stated that the Building Department will be collecting a lot of permit fees in the near future.

▪ **Other Matters As Deemed Necessary**

- John Barlow explained that there was an indoor air quality issue in Building 1 (Portable Classroom) at Oxford Center School and it was closed approximately a month ago. The school received complaints from parents about an odor. There was an extensive process to find the source of the odor including gutting walls, replacing tiles, repainting with epoxy, checking the plumbing system, the air handling system, cleaning coils, etc. However, there was still no source found for the odor. The Industrial Hygienist along with the Building Official, the Fire Marshal and the First Selectman inspected the building, however still no source of the odor was found. Now, there is an RFP going out to reconstruct the wall in the coat room. The building will remain closed until the problem is resolved.

Also, the air handling issue in Building 2 (Portable Classroom) has been addressed and will be addressed in all of the buildings. John Barlow gave the history of the system's problems and explained that it is a work in progress.

- Jim Hliva stated that the insurance company conducted an underground tank tightness test however could not find the vent pipe. By not finding one, they couldn't get a good

read. He asked that if anyone knows where this vent pipe is located, or has any thoughts or ideas to please contact him immediately.

- Chairman Weymer explained that the Electrician inspected the electrical work at the War Memorial in front of Town Hall and found it to be illegal and a major safety hazard. Gordon Gramolini stated that as the Building Official he had ordered the Electrician to disconnect the electrical. Chairman Weymer will include this in the letter to the Board of Selectman and the Administrative Assistant.

Site Inspections

Chairman Weymer explained that she and Gordon Gramolini conducted an inspection at Public Works last week. A report will be submitted at the next meeting. She asked that each sub-group conduct one inspection by the end of the year. She recommended that the sub-groups get together and schedule it right after the meeting.

Adjournment

MOTION was made by Secretary Hliva to adjourn the meeting at 10:58 AM. This was seconded by Gordon Gramolini. All were in favor.

Respectfully submitted by,



Kelly M. Weymer
Chairman

15 OCT 15 AM 2:27
TOWN OF OXFORD, CT
Angela A. West
TOWN CLERK