



Regular Meeting Minutes August 11, 2015

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

The following members were present: Chairman Kelly Weymer, Michael Blood, Sharon Trede, Gordon Gramolini (arrived at 10:13 AM) and Secretary Jim Hliva. Also present: John Barlow, Board of Education Facilities Manager.

Approval of Minutes

MOTION was made by Secretary Hliva to approve the 6/9/15 Meeting minutes as presented. This was seconded by Sharon Trede. All were in favor.

Public Comments

None.

Guest Speaker

Chairman Weymer explained that Donna Geuser from Traveler's Insurance is in Town Hall at this very moment. Ms. Geuser is the Senior Industrial Hygiene Specialist. She is conducting an indoor air quality test of Town Hall at the request of the OSHC. Secretary Hliva explained that this was requested due to the roof leaks and concerns over mold and the ventilation system. This matter will be discussed under Other Business.

Review Injury Reports

Secretary Hliva stated that there was one Injury Report:

A Public Works employee was injured while mowing. He explained that a piece of cable or wire got caught in the mower and flung a piece of metal through the tractor's window which then ricocheted into the employee's left leg above his knee. Secretary Hliva explained that the outcome could have been much worse, and thankful this was not the case. The employee was

out of work for two weeks and did receive a doctor's note stating that he could return to work. The piece of metal still remains in his leg.

Other Business

▪ Discuss Managed Care Application and Forward to Board of Selectmen

Secretary Hliva explained that as of now, if an employee gets hurt they can go to any doctor for treatment. Under the Managed Care Program, if an employee gets hurt, they would initially need to see a town approved doctor. If the employee would like a second opinion, the employee then can see a doctor of their choice. It was reiterated that the employee needs to see a town approved doctor only for the initial visit.

Michael Blood stated that he kind of agrees with that, however his concern is if the employee needs specialized care. Could that employee initially see a specialized or trauma doctor that is not town approved? Secretary Hliva gave the scenario that if an employee was hurt and the paramedic stated that a trauma doctor was needed, then that employee could see that specialized doctor even if that doctor was not town approved.

Secretary Hliva further explained that Workman's Comp automatically states to pay an injured employee, regardless of completed paperwork, because the town does not have a Managed Care Program.

Sharon Trede pointed out that the application asks if any employees are covered by a Collective Bargaining Unit and if the unions have to approve this? Secretary Hliva was not sure but thought that only if it was specifically stated in their contracts. There were questions regarding town approved doctors versus specialized, trauma doctors.

Chairman Weymer will email all members the Managed Care Program Application for them to review. This matter will be placed on the next agenda for discussion and possible action.

▪ Indoor Air Quality Visit at Town Hall

Donna Geuser reviewed her findings of the indoor air quality test that she conducted at Town Hall this morning. She explained that it was a perfect day to conduct this test because it is raining. It is clearly evident that the Town Hall roof leaks; there are numerous wet spots in many areas. There was actual water dripping from the ceiling in the Grant Writer office, through the vent, and in the Building Inspector's Office, through the lighting. There was also water leaking through the cracked wall in the library, behind the book shelf. And, there was a very large puddle of water in the downstairs storeroom.

Ms. Geuser stated that she conducted air quality tests with regards to temperature and relative humidity. Both were within the normal limits. She did not test for mold simply because mold spores are everywhere. Any place with a kitchen or a bathroom will have mold spores. As Town Hall is a public building with 25 + employees mold would be present. Mold, pollen and dust have ever changing results due to windows being opened, the presence of plants, doors opening, and poor housekeeping. She further explained that OSHA's guideline's for dust

violation is immense. In order to violate their measurement, one would not be able to see the end of the meeting room's table. It is that substantial.

Ms. Geuser recommends fixing the leaks in the roof. As of now, the more it rains, the more mold is present as it does not have time to dry out. She will be sending her written report once it is completed.

Gordon Gramolini asked what the annual amount of the Town Hall Maintenance line item account was. Secretary Hliva stated \$17,000.00 was the amount in this current budget. He further explained that \$7,000.00 goes directly towards the HVAC. The remainder has gone to electrical work for the emergency lighting system.

Gordon Gramolini explained that the Town of Seymour just had to go through all of their buildings and install handicapped accessible doors.

Secretary Hliva pointed out that a Fire Code Inspection was conducted recently at Town Hall; we are still awaiting the report. He also pointed out that a lot of our concerns are hinged on whether the town approves a new library. If a new library is approved, the next phase would be to upgrade Town Hall. If a new library is not approved, then we would need to figure out a plan of action.

It was recommended that the Boards of Selectmen and Finance receive copies of all the reports so they can be made aware of the violations and concerns at Town Hall. It is the hope that more money would be budgeted for the maintenance and upgrading of Town Hall.

The matter of smoking was discussed. Ms. Geuser stated she would address that in her report.

Sharon Trede asked Ms. Geuser if there were any indications of why employees would get headaches, sinus infections, sneezing bouts, etc. from the air quality at Town Hall. Ms. Geuser stated that there were no apparent indications and feels that it would most likely be from poor housekeeping. She further explained that books, files, windows being opened, people entering and exiting are normal causes for these types of symptoms. Again, this could be resolved through general housekeeping.

The lack of exhausts in the bathrooms was discussed. It was suggested to have the HVAC person inspect on his next visit.

Also, while the HVAC person is at Town Hall, it was suggested that he close the vents in people's offices so they would not have to tape the vents.

The committee thanked Ms. Geuser for coming today and conducting the indoor air quality test.

Site Inspections

Chairman Weymer reviewed the report and recommendations from Vincent Sullivan's inspection of Town Hall on 7/21/15. It was noted that some violations have already been corrected. Other

violations are being addressed. Violations such as the roof and parking lot will need to be addressed during budget time and/or through the capital improvement process. Chairman Weymer will respond within the required 45 days.


Secretary Hliva stated that he was very impressed with the way the Town Hall inspection was conducted. All members present agreed.

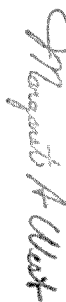
Chairman Weymer reminded the members to get together with their sub-group to conduct the other inspections as listed in our Town Building Priority List. It was stated that each group should contact the appropriate personnel prior to each inspection.

Adjournment

MOTION was made by Gordon Gramolini to adjourn the meeting at 11:30 AM. This was seconded by Sharon Trede. All were in favor.

Respectfully submitted by,


Kelly M. Weymer
Chairman

15 AUG 12 PM 1:45
TOWN OF OXFORD, CT

TOWN CLERK