



SHC

Oxford Safety & Health Committee

Minutes

Regular Meeting

December 12, 2018

The Regular Meeting of the Oxford Safety & Health Committee (OSHC) was called to order at 10:03 AM.

The following members were present: Chairman Kelly Weymer, Gordon Gramolini, Sharon Trede and Vice-Chairman Margaret West-Mainor.

Approval of Minutes

MOTION was made by Vice-Chairman Margaret West-Mainor to approve the 10/10/18 Special Meeting minutes as presented. This was seconded by Sharon Trede. All were in favor.

Public Comments

None

Guest Speakers

None

Review Injury Reports

None

Site Inspections

Chairman Kelly Weymer updated the committee on past inspections and follow-up. Letters were sent out months ago regarding the committee's findings, concerns and suggestions from inspections conducted. As of today, there has been no correspondence from Animal Control or the Ambulance stating that the committee's findings have been addressed. Chairman Weymer will re-send the same letters stating Second Notice on them. It was noted not to do so until after the holidays.

Gordon Gramolini stated that he was at Jackson's Cove and the tall sign that was a major concern is still not anchored. Chairman Weymer stated that she will send a letter to the Parks & Recreation Director notating our findings and concerns.

Chairman Weymer, again, thanked the committee members for all of their hard work and diligence to ensure these inspections and follow-throughs take place. There are only three more buildings to be inspected to complete our list. Our meeting in January will be a Special Meeting and Site Inspections for the Senior Center and the Police Department. The last one left would be Quaker Farms Firehouse which can be inspected in March.

Other Business

▪ **2019 Meeting Schedule**

MOTION was made by Gordon Gramolini to approve the 2019 Meeting Schedule to meet the second Monday of the month at 10:00 AM. This was seconded by Vice-Chairman West-Mainor. Chairman Weymer will send the letter to the Town Clerks office.

▪ **Emergency Situation and Evacuation Procedures**

Chairman Weymer explained that the Custodian has been extremely busy working between the Town Hall, the new Library, Public Works, etc. He has not had time to put up the Emergency Evacuation Plans in the offices. However, Chairman Weymer was told he will put them up as soon as he can.

▪ **Other Matters as Deemed Necessary**

Sharon Trede had mentioned that a couple had made their way down into the old library on their own, without permission. It was noted that some people are still not aware that the library has moved. Chairman Weymer stated that she will post a sign indicating "No Entry Library Has Relocated". It was also suggested that a chain be placed across the top of the stairs which can easily be unchained.

Vice-Chairman West-Mainor again stated her concern over the yellow paint on the outside curb and step in front of Town Hall. They are extremely slippery when wet. Nothing has been done about them and winter is quickly approaching. Chairman Weymer will send a letter to the Administration explaining our concern and the importance of this being taken care of quickly. We will suggest that the current paint be power-washed off now and then be properly taken care of in the Spring.

Chairman Weymer asked if any members wished to attend the OSHA 2019 Compliance Seminar. No one was interested.

Chairman Weymer updated the committee on the front doors. They are going to be installed, but are still in the planning stages.


Vice-Chairman West-Mainor once again expressed her concern for the safety of the employees who work on Friday's. There are only a handful of employees who work that day. The people who come in know this, which makes these employees easy targets. Vice-Chairman West-Mainor herself feels extremely unsafe and vulnerable every Friday.


She pointed out that the number of people who do come into Town Hall on Fridays, does not warrant the need for the Town Hall to be opened. The safety of the employees far out-weigh the need for the Town Hall to be opened that day. Chairman Weymer stated she would add that concern in her letter to the Administration.

Adjournment

MOTION was made by Gordon Gramolini to adjourn the meeting at 10:31AM. This was seconded by Vice-Chairman West-Mainor. All were in favor.

Respectfully submitted by,


Kelly M. Weymer
Chairman

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TOWN OF GAITHERSBURG, CT

TOWN CLERK