



Meeting Minutes

February 7, 2017

The Special Meeting of the Oxford Safety & Health Committee (OSHC) was called to order at 10:13 AM.

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

Approval of Minutes

MOTION was made by Gordon Gramolini to approve the 12/14/16 meeting minutes as presented. This was seconded by Sharon Trede. All were in favor with 1 Abstention.

Public Comments

None.

Guest Speaker

None.

Review Injury Reports

None.

Site Inspections

Site inspections were discussed and the need for following-up on them.

MOTION was made by Vice-Chairman West-Mainor to authorize the Chairman to send a letter to all pertinent personnel regarding the inspections conducted at their facility requesting an update on their progress and if additional time is needed for compliance. All personnel need to contact the appropriate OSHC members with their response. This was seconded by Sharon Trede. All were in favor.

Vice-Chairman West-Mainor suggested that we conduct an inspection of Riverside Fire House at our next regular meeting in March. All agreed. The matter will be placed on the March 8, 2017 agenda.

Other Business

- **New Member Recommendation**

Chairman Weymer explained that a letter of resignation has been received so there is an opening on this committee.

MOTION was made by Margaret West-Mainor to recommend the appointment of Jessica Pennell to the Board of Selectmen. This was seconded by Sharon Trede. All were in favor.

- **Workman's Compensation New Filing Statute Requirements**

Vice-Chairman West-Mainor explained that the State has changed the filing requirements for Workman's Compensation. All claims are now to be filed in the Town Clerk's office. However, she is waiting to hear from the State as to the process. It is unclear why all claims need to go through the Town Clerk's office, whether it's an application or how to protect the security of people's personal information. This matter will remain on the agenda to all questions have been answered. The Administration is aware of this new requirement.

- **CONN OSHA Surprise Inspection Update**

Chairman Weymer reviewed the progress that was made for the town to come into compliance. The town was able to reduce the fees in half.

- **Emergency Situation and Evacuation Procedures**

The committee reviewed and discussed the plans that were received from the architect. It was agreed that all plans will be 8 ½' X 11', all arrows and exits will be in red and bold. Room / Department names will be added knowing that it will be necessary to change them in the future when the new library is completed.

MOTION was made by Vice-Chairman West-Mainor to approve the Emergency Evacuation or Fire Drill Plans as stated above and to purchase frames for all plans. This was seconded by Gordon Gramolini. All were in favor.

- **Town Hall Telephone System Concerns**

It was agreed that there is no need to change the dialing requirement.

- **2017 – 2018 Budget Needs/Concerns**

Chairman Weymer reviewed the following 2017 – 2018 budget concerns. The OSHC proposed budget is for \$5,000 which should be appropriate. The Administration is going to repair/replace the Main Meeting Room back doors, install hand dryers in bathrooms, and caulk windows in the summer. They are looking into the best feasible options for replacing the front doors and install an elevator once the new library has been completed and move personnel downstairs and then re-do the upstairs. These projects will be included in next years Capital Improvement Plan.

It was noted that the Land Use Alarmed door has been turned off. The OSHC members will monitor this door and the frequency it is being turned off, if at all. The committee stressed that the purpose of the alarmed doors is for the safety of all employees and clients.

▪ **Matters As Deemed Necessary**

* Vice-Chairman West-Mainor asked about the guard mat for the microphone wires in the Main Meeting Room. A guard mat was purchased but it was not the correct one. The committee discussed the need for a new recording device with wireless microphones. There is also a concern over the chairs being piled up and stored in the meeting room as well as the chairs placed along the walls of the room that are old, stained and broken. It was agreed that all unnecessary and broken chairs need to be removed by Public Works as soon as possible. This room has had an increase in traffic with the monthly art exhibits; not only by adults but children too.

MOTION was made by Vice-Chairman West-Mainor to authorize the Chairman to send a letter to the Administration regarding the above concerns. This was seconded by Gordon Gramolini. All were in favor.

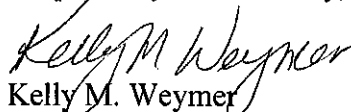
* Gordon Gramolini spoke to Jim Hliva about the pest control company and the HVAC Maintenance person using a 5' ladder in front of the Town Clerk's office door to get into the attic to conduct their work. This is a major safety concern. Mr. Gramolini suggested installing pull-down stairs. There are three locations to access the attic but the Administration is just going to start with this one as it is in a high traffic area. Mr. Gramolini was told that this is in the works.

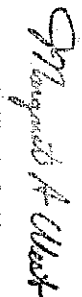
* Sharon Trede mentioned that awhile ago, on a Friday, Fox Pest Control was in and they sprayed. The fumes were so bad that one of the employees had to leave her office as it was giving her a headache. It was suggested that the town needs to request MSDS Safety Sheets on all sprays, etc. used by these companies. Chairman Weymer will mention this to the Administration.

Adjournment

MOTION was made by Gordon Gramolini to adjourn the meeting at 11:16AM. This was seconded by Vice-Chairman West-Mainor. All were in favor.

Respectfully submitted by,


Kelly M. Weymer
Chairman

17 FEB - 8 PM 12:35
TOWN OF OXFORD, CT

TOWN CLERK