

TOWN OF HEBRON  
HEALTH AND SAFETY COMMITTEE  
Thursday, September 28, 2023  
**Virtual Special Meeting - 2:30 p.m.**

**RECEIVED**  
2023 SEP 20 P 1:44  
EDR, Asst.  
HEBRON TOWN CLERK

**Health and Safety Committee Meeting**  
September 28, 2023, 2:30 PM (America/New York)  
**Please join my meeting from your computer, tablet or smartphone.**

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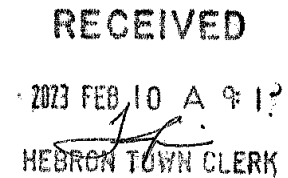
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**AGENDA**

1. Call to Order
2. Attendance/Roll Call
3. Review/Acceptance of Meeting Minutes:
  - a. February 9, 2023 Regular Meeting
4. Review Injury/Incident Reports (February 9, 2023 - present)
5. Department Reports
  - a. Fire – Starkel
  - b. Police – Reed
  - c. Library – Carter
  - d. Senior Center – Garrard
  - e. Public Works – Gazdzicki
  - f. Parks & Recreation – Santos
  - g. Town Office Building - Lanza
  - h. Horton House - Caisse
6. Old Business
  - a. Facility Assessments
  - b. Bomb Threat Policy
  - c. Lock Down Policy for Public Buildings
  - d. Building Security Measures
  - e. Wellness Committee Update
  - f. Training: Fire Extinguishers, CPR/Defib and BBP
7. New Business
  - a. Review Committee Composition and Members
  - b. Any New Suggestions
8. Next Meeting: November 9, 2023
9. Adjournment

***CHECK FIRE EXTINGUISHERS, DEFIBRILLATORS AND SUGGESTION ENVELOPES!!***

TOWN OF HEBRON HEALTH  
AND SAFETY COMMITTEE  
Thursday, February 9, 2023 – Virtual Regular  
Meeting



**Members present:** Donna Lanza, Sharon Garrard, Kevin Sullivan, Louise Caisse, Frank Gazdzicki, David Thurz

D. Lanza called the meeting to order at 2:03 p.m.

**Review/Acceptance of Meeting Minutes:**

November 17, 2022, Regular Meeting minutes approved unanimously on motion by L. Caisse and second by K. Sullivan.

**Review Injury/Incident Reports (November 17, 2022 to present):**

December 21, 2022, Public Works employee injured left shoulder climbing into a truck.

December 29, 2022, Public Works employee injured right shoulder when lifting leaf blower while cleaning trees/storm damage. Employee was out of work for a few weeks, had physical therapy and has returned to work.

January 23, 2023, Public Works truck with trailer towing the snow removal machines spun out on ice on East Street, causing light body damage to truck and lawn damage to a resident's property. Tires have been replaced. D. Lanza reminded all that notification of accidents, injuries and other incidents should be reported to the Town Manager's Office as soon as possible.

February 4, 2023, the Douglas Library experienced water damage due to a burst pipe in the attic area above the reading room. Currently being cleaned out, dried out and repaired. The front reading room is closed off.

**Department Reports:**

**Fire Department** – Status quo, with mild winter. Broken pipes, trees, house fire. Very busy but safe.

**Police** – No representative at meeting; no report.

**Library** – Frozen pipe burst causing water damage which is being resolved. Roof replacement project will be starting in March, will be discussing safety measures and hope to stay open during work. **Senior Center** – Front handicapped door is not working, W. Bell is working on repair.

**Public Works** – Nothing to report.

**Parks and Recreation** – No representative at meeting; no report.

**Town Office Building** – Nothing to report.

**Horton House:** L. Caisse stated it is dark on walkway into parking lot. Mouse problem in the building but treatment has been done. D. Lanza reported that there are plans to pour a concrete floor in the basement of the Horton House, scheduled to be done February 10, 2023.

**Old Business:**

**COVID-19 Pandemic Update:** Library will discontinue daily cleaning with lemonquat and use disinfectants as needed. D. Lanza reported that PPE and COVID test kits continue to be

available through the Town Manager's Office. Committee agreed this item could be removed from future agenda.

**Facility Assessment** – Continue on agenda.

**Bomb Threat Policy and Lockdown Policy for Public Buildings** – Tabled – Need Resident State Trooper input.

**Building Security Measures:** D. Lanza reported continuing to work on security measures for all Town buildings and the project is fully funded. Keyless entry, additional cameras and other upgrades. Will be meeting with vendor to ensure using latest technology and making buildings as safe as possible.

**Wellness Committee Update:** RHAM Consortium will be issuing newsletters and will be kick starting the wellness initiatives.

**Training: Fire Extinguishers, CPR/Defib and BBP:** Will work with Fire Department to schedule training for CPR and defib for departments. Parks will have required training for new summer staff. Fire extinguisher training has been conducted with Library staff. Let D. Thurz know of any staff needing training.

**New Business**

**2022 OSHA Reporting:** D. Lanza displayed the OSHA 300A reports for each department, reporting that there was only one reportable case in the Parks & Recreation Department.

**Any New Suggestions:** No suggestions.

**Any Other New Business:**

**Next Meeting:** May 11,

2023

**Adjournment:** The meeting adjourned at 2:23 p.m. on motion by D. Thurz and second by S. Garrard. The motion passed unanimously.

Respectfully submitted,

Donna Lanza

**TOWN OF HEBRON  
SAFETY AND HEALTH COMMITTEE**

**MEMBER LISTING**

<b>Building/Department</b>	<b>Member</b>	<b>Alternate Member</b>
Senior Center	Sharon Garrard	Amanda Rocznia
Horton House	Louise Caisse	VACANT
Parks & Recreation	Erica Santos	VACANT
Police Department	Bryce Reed	VACANT
Fire Department	VACANT	Peter Starkel
Town Hall Representative	Donna Lanza	Elaine Griffin
Public Works Department	Frank Gazdzicki	VACANT
Douglas Library	Drusilla Carter	Cheryl Wood

**Unofficial Representation**

Town Manager	Andrew Tierney
Member at Large	VACANT

**TOWN OF HEBRON**  
**HEALTH AND SAFETY COMMITTEE 2023 MEETING SCHEDULE**

Approved November 17, 2022

Thursday, February 9, 2023  
Regular Meeting

Thursday, May 11, 2023  
Regular Meeting

Thursday, September 14, 2023  
Regular Meeting

Thursday, November 9, 2023  
Regular Meeting

Thursday, February 8, 2024  
Regular Meeting

Meetings will be held at 2:00 p.m. Virtual or Location TBD