

TOWN OF HEBRON
HEALTH AND SAFETY COMMITTEE
Thursday, November 9, 2023
Virtual Regular Meeting - 2:00 p.m.

Health and Safety Committee Meeting
November 9, 2023, 2:00 PM (America/New York)

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AGENDA

1. Call to Order
2. Attendance/Roll Call
3. Review/Acceptance of Meeting Minutes:
 - a. October 5, 2023 Regular Meeting
4. Review Injury/Incident Reports (October 5, 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 - Bordeaux
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. Approve 2024 Meeting Schedule
 - c. Any New Suggestions
8. Next Meeting: February 8, 2024
9. Adjournment

CHECK FIRE EXTINGUISHERS, DEFIBRILLATORS AND SUGGESTION ENVELOPES!!

TOWN OF HEBRON
HEALTH AND SAFETY COMMITTEE
Thursday, October 5, 2023 – Virtual Special Meeting

Members present: Donna Lanza, Sharon Garrard, Matthew Bordeaux, Louise Caisse, Frank Gazdzicki, Drusilla Carter

D. Lanza called the meeting to order at 2:00 p.m.

Review/Acceptance of Meeting Minutes:

February 9, 2023, Regular Meeting minutes approved on motion by S. Garrard and second by L. Caisse, with D. Carter abstaining.

Review Injury/Incident Reports (February 9, 2023, to present):

February 14, 2023, Public Works employee abrasion to both knees from trip and fall onto rocks on side of road. No medical treatment, for information only.

March 31, 2023, Public Works employee strain/sprain left hip and upper leg pulled something while climbing onto water truck. No medical treatment, for information only.

July 19, 2023, Public Works employee experienced skull contusion while filling woodchipper at Transfer Station piece of wood flew out and struck right side of head.

July 31, 2023, Public Works employee experience a broken rib and laceration on right thigh caused by backfire of woodchipper. Employee sought medical treatment and missed a few days of work.

August 8, 2023, Public Works employee strained left foot while stepping off backhoe. Employees sought medical treatment and missed a few days of work.

February 21, 2023, Van Driver backed a senior van into concrete barrier near the fueling station at 550 Old Colchester Road. Extensive damage to the vehicle which was out of service for several months. Processed as a LAP insurance claim through CIRMA.

March 5, 2023, water damage at Fire Company # 2, 663 Church Street caused by circulator pump failure.

May 16, 2023, person tripped over traffic cone at Transfer Station causing left knee scrape and minor scrape to forehead.

May 24, 2023, Fire Tanker 110, windshield cracked when struck while FF moving equipment inside cab. Claim processed through LAP insurance for windshield replacement.

Department Reports:

Fire Department – No representative at meeting; no report.

Police – No representative at meeting; no report.

Library – D. Carter – nothing to report.

Senior Center – S. Garrard – all good – nothing to report.

Public Works – F. Gazdzicki – nothing to report – getting ready for winter.

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

Town Office Building – D. Lanza - Temporary cleaning service for TOB while hiring W. Bell's replacement.

Horton House: M. Bordeaux - Issues with Horton House with stone foundation. Will submit a capital plan request to conduct facility wide ADA self-evaluation, to identify barriers and how to make

improvements. Louise Caisse – electrical jungle in the basement wiring needs to be cleaned up, sidewalk leading to HH is crumbling, need more lighting in parking area, asked about COVID masks and tests. D. Lanza replied individuals should be ordering the free COVID tests from USPS.

Old Business:

Facility Assessment – D. Lanza reported a thorough assessment has been conducted of all Town buildings including schools and are waiting on report and recommendations. Will use report to help prepare capital project requests for issues identified.

Bomb Threat Policy and Lockdown Policy for Public Buildings – Tabled – Need Resident State Trooper input. Concerns with the Tax and Assessor’s Office access and security.

Building Security Measures: D. Lanza reported continuing to work on security measures for all Town buildings and the project is fully funded by CIP and ARPA. Keyless entry, additional cameras and other upgrades. Will be meeting with vendors to ensure using latest technology and making buildings as safe as possible. Waiting for the facility assessment to see what recommendation may be included. D. Carter reported there is one area in Library that cannot be seen on the cameras.

Wellness Committee Update: RHAM Consortium Wellness Committee recently sent out newsletter and will be kick starting the wellness initiatives; i.e. walking club, health fair, healthy recipes. S. Garrard announced the flu and COVID Clinic scheduled for Wednesday, October 18, 20 10:30 a.m. – 12:30 p.m. Working on getting someone from State Comptroller’s Office for Array RX card for information and sign up.

Training: Fire Extinguishers, CPR/Defib and BBP: Fire Department provides training for CPR and defib for departments, hope to get back on regular training schedule once we have FT staff at Fire Department. Fire extinguisher training was conducted with Library staff. M. Bordeaux asked about fire extinguishers for HH. D. Lanza reported they should be in obvious place on every level in each building and are on a regular inspection/maintenance schedule. The members of the Safety Committee should be checking the fire extinguisher and the defibrillators before each Safety Committee meeting to be sure they are current.

Committee Composition and Members: Reviewed current Safety Committee membership, need representatives to cover all areas. M. Bordeaux will be primary and L. Caisse will be alternate for the Horton House. Need alternate from Public Works.

New Business

Any New Suggestions: No suggestions.

D. Lanza stated don’t wait until next meeting to bring up important issues, please bring up and can schedule a Special Meeting. Be aware of the exterior lighting and winter weather needs.

Currently have temporary coverage for cleaning and working on replacement for Building Maintainer.

Next Meeting: November 9, 2023

Adjournment: The meeting adjourned at 2:36 p.m. on motion by S. Garrard and second by F. Gazdzicki. The motion passed unanimously.

Respectfully submitted,
Donna Lanza

**TOWN OF HEBRON
SAFETY AND HEALTH COMMITTEE**

MEMBER LISTING

Building/Department	Member	Alternate Member
Senior Center	Sharon Garrard	Amanda Roczniaak
Horton House	Matthew Bordeaux	Louise Caisse
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 2024 MEETING SCHEDULE

Proposed November 9, 2023

Thursday, February 8, 2024
Regular Meeting

Thursday, May 9, 2024
Regular Meeting

Thursday, September 12, 2024
Regular Meeting

Thursday, November 14, 2024
Regular Meeting

Thursday, February 13, 2025
Regular Meeting

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