

**MINUTES**  
**SAFETY & HEALTH COMMITTEE**  
**Thursday January 19, 2012 @ – 12:30 p.m.**  
**Selectmen's Conference Room**

Meeting was called to order at 12:40pm.

Present: Ms. Claudia Greenfield, Chairman  
Mr. Ken Long, Secretary      Janice Leduc      Paul Perrotti  
Mrs. Brenda Carter              Barbra Whitaker arrived at 12:50

Absent; Kathy Blick and Tom Reynolds

Mrs. Greenfield made a motion to approve the minutes of October 20, 2011  
Seconded by Mrs. Carter.

No discussion

Unanimous approval- motion passed

**Old Business:**

1. Safety committee by-laws: The town clerk suggested that the committee modify our by-laws to state the terms of the chairperson and secretary be two years.

Mr. Long made a motion to adopt the proposed by-laws with the new modification and the two modifications presented last meeting the motion was seconded by Mrs. Carter. The modification are; One being an adopted date should be included on the first page, second a change in language from quarterly inspections to annual inspection. Mrs. Carter to will make the changes.

Discussion; A lengthy discussion concerning the time the committee meets.

Unanimous approval- motion passed

1. Town building inspections: Mr. Long modified the inspection forms for members to use.
2. Mr. Long made a motion to adopt the new forms, seconded by Mrs. Greenfield. Discussion followed concerning protocol if an issue is found.

Adopted January 19, 2012

Before discussing the protocol a vote was taken on the new forms.

The vote was unanimous-Motion passed.

Mrs. Greenfield made a motion to forward any immediate problems to the chairperson of the health and safety committee and the director of Public works. The motion was seconded by Mrs. Whitaker. Discussion followed on which employee will inspect which buildings.

It was decided that Cheif Perrotti would inspect the fire house and Historical building, Tom Reynolds the parks, Mrs. Leduc the Library. Mr. Long DPW and WPCA, Mrs. Whitaker Sheppardson, Mrs. Blick the Police Department, Mrs. Carter the town hall, and Mrs. Greenfield the greenway.

Vote was unanimous- motion passed

3. Skate Park inspections: Mrs. Greenfield stated she has talked to the recreation director and the recreation commission is aware of the skate park issues and the issues should be corrected shortly. The question is should the park be allowed to open in the spring? What will its status be then? Discussion followed concerning greenway issues. The greenway issues are broken railings from storm Alfred last year.
4. Mrs. Greenfield stated that she has received correspondence from our insurance carrier and that she will request information on accident investigation.

#### **New Business:**

1. Cellular telephone policy; Mr. Log made a motion to table this issue until all members had time to review the newly proposed policy. Mrs. Greenfield seconded the motion. Discussion followed. Mrs. Greenfield stated that per the town attorney it was recommended the committee look at both the plan the health and safety committee developed and the one done for the employee handbook and come up with one policy so as to eliminate confusion.

Vote was unanimous motion passed.

2. Risk control; Mrs. Greenfield was going to explore age issues. She asked Chief Perrotti if he could obtain a copy of Watertown's policy of age

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restriction. Mrs. Greenfield also provided copied of informational CDs for the members.

3. Recent Injuries: Discussion followed Mr. Long asked a couple of questions concerning safety equipment and was told that the injured person was wearing equipment.
4. Open discussion: Mrs. Carter brought the topic of evacuation plans and fire drills. Mrs. Carter is to send a letter to Mr. Norton of Public Works asking if all evacuation plans are up to date and has any department conducted a fire drill.

4. Next meeting April 19, 2012

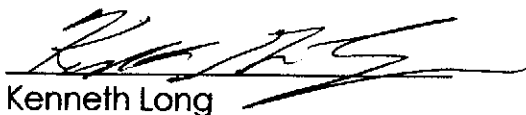
### **Adjournment**

Mrs. Greenfield made a motion to adjourn @ 14:30 pm. Seconded by Mrs. Carter

Unanimous approval Motion passes

These minutes are submitted subject to approval.

Respectfully Submitted,

  
Kenneth Long

cc: Original – Town Clerk  
Board of Selectmen  
Town Web page  
Committee Members

KL/jkgl