



TOWN OF MIDDLEBURY

MINUTES

Safety and Health Committee Meeting
Wednesday, January 3, 2024 – 12:30 p.m.
Town Hall Conference Room

RECEIVED FOR FILING

Jan 5 2024 at 12:40 p.m.
TOWN CLERK'S OFFICE
MIDDLEBURY, CT

Start – 12:36 p.m.

End – 12:52 p.m.

Beryl M. Benson
TOWN CLERK

Present:

Patricia Kurze, Chairman, Finance/HR Liaison
Kevin Dawes, Co-Chairman, Building and
Grounds Supervisor
Jo-Ann LoRusso, Library Director
JoAnn Cappelletti, Social Services Director
Mark Stevens, DPW – Highway Dept.

James Long, Admin. Assistant PD
Liana St. Germain, Recording Clerk

Not Present:

Brett Kales, Fire Chief
Betsy Anderson, Recreation Director

Call to Order with Pledge of Allegiance

The meeting was called to order by Chairman Patricia Kurze at 12:36 p.m. with the Pledge of Allegiance.

Introduction of Committee Members

Chairman Kurze had all the members introduce themselves to one another.

Nominations

Chairman Patricia Kurze stated she has been filling in as committee chairman during the interim. Chairman Kurze MOTIONED to nominate a Chairman SECONDED by Kevin Dawes. Unanimous approval.

Kevin Dawes MOTIONED to nominate Patricia Kurze as Chairman SECONDED by James Long. Unanimous approval.

Term of 4 years. 01/03/24-01/03/28

For the record, Patricia Kurze accepted the position of Chairman.

Chairman Kurze MOTIONED to nominate and vote on a Co-Chairman SECONDED by James Long. Unanimous approval.

Chairman Kurze MOTIONED to nominate Kevin Dawes as Co-Chairman SECONDED by Jo-Ann LoRusso. Unanimous approval.

Term of 2 years. 01/03/24-01/03/26

For the record, Kevin Dawes accepted the position of Co-Chairman.

Chairman Kurze stated for the record that all other members will serve for a term of two years.

Discussion

Approval of Committee Meeting Schedule

Chairman Kurze would like to formalize and approve the meeting schedule. The only requirement is that the committee meet four times a year. All members agreed that Wednesday at 12:30 would work best for all.

Chairman Kurze MOTIONED to hold the meetings on the 1st Wednesday Quarterly at 12:30 pm in the Town Hall Conference Room. SECONDED James Long. Unanimous approval.

Discussion on Committee History

Chairman Kurze stated this committee was initially formed in 2002-2003. Unfortunately, it has been dormant for several years due to a lack of membership and oversight.

Statement of Committee necessity, purpose, and scope

Chairman Kurze stated that the revival of this committee is a necessary requirement of our insurance company, Travelers Insurance. Specifically pertinent to our workmen's compensation insurance. Chairman Kurze noted that this is a necessity, and the dormant of this committee was brought to our attention during an audit by Travelers Insurance. We were advised that this committee must be revived and needs to be back up, running, and functioning.

Chairman Kurze noted that the scope of this committee is limited to town employees. Safety and health concerns pertinent to town employees, their work areas, and their work zones. This does not apply to residents or the public; that is not our responsibility or scope. Our focus needs to be the safety and well-being of all town employees.

Interim Action Items Preparation for April Meeting

Chairman Kurze stated the committee Chairman and Co-Chairman will work together to review the previously established committee bylaws, which have not been revised since 2012. Recommendations/updates will be submitted to the committee based on that review. It is to be then approved during the April meeting. Chairman Kurze noted that as committee chair, she will task members with identifying safety and health concerns in their respective departments and submitting a list. Chairman Kurze request that the list be submitted a week prior to the following meeting. These concerns will be included in the April meeting Agenda and set for committee discussion and resolution. Chairman Kurze stated that for any members with severe or eminent safety and health concerns existing within your respective departments, I ask that you submit that to me in writing for review. We do not want to wait until the April meeting to address this.

Public Comments

None

Executive Session

None

Adjournment

Chairman Kurze MOTIONED to ADJOURN the meeting at 12:52 p.m., SECONDED by James Long. Unanimous approval.

The next meeting is slated for April 3rd, 2024, at 12:30 p.m.

These minutes are submitted subject to approval.

Respectfully Submitted,

Liana St. Germain

Recording Clerk

