

**HEALTH AND SAFETY COMMITTEE
SPECIAL MEETING**

Thursday, May 20, 2021 @ 2:30 p.m.

Via gotomeeting

Members present: Cathy Iino, Elizabeth Disbrow, Walter Adametz, Michele O'Toole, Don McDougal, Jim McDonald and Lucinda Hogarty
Guests: Regina Regolo

Cathy started the meeting at 2:35 pm.

Selection of Officers: Cathy made a motion to nominate Michele as Chair, motion was seconded by Lucinda. Michele respectfully declined stating she's happy as secretary. Cathy withdrew her motion. Walt motioned to keep the current slate of officers-Cathy as Chair and Michele as Secretary. Jim seconded the motion and also to close the nominations. Motion passes unanimously.

Approval of 2021 meeting schedule: Michele made a motion to hold our next meetings on September 14 and December 14 at the same time-2:30. Elizabeth seconded the motion. Motion passed unanimously.

Opening of Town Hall to the public: Cathy stated that employees discussed opening town hall at the staff meeting on Monday, May 17. She would like to keep the mask requirement at least through June. She noted that Gov. Lamont says that we can set our own policy for mask requirements. We are allowed to ask to see someone's medical exemption for not wearing a mask, but since the exemptions usually have a medical reason stated, it is unclear as to how to present the information without privacy concerns. Cathy does not have guidance from either the Governor's attorney or the town attorney about what to do if someone refuses to wear a mask in town hall.

Installation of the buzzer system at the front door should be done within the next few days. This will help with traffic flow inside the building. Traffic flow through the building was discussed concerning July when many residents like to pay taxes in person. The current plan is to have people wait outside the door to be let in one at a time. They will then exit through the front door where a ramp has been installed. Jim expressed concerns about having people, especially elderly residents waiting outside in the heat and rain. He suggested people enter through the back door, stand in line inside and leave through the front door. Employees will need flexibility to manage the line.

Residents will be encouraged through several different media outlets to get dog licenses and pay taxes through the mail, by using the drop box and online. Options discussed were advertising that a receipt will automatically be sent if you pay taxes by mail; ask that appointments be made to register a new dog; and Lucinda offered to put dog licensing and tax

information on the library website. Jim is hopeful that we can learn what works during June dog licensing to help us prepare for July tax payments.

OSHA Inspection: Cathy explained that we had been inspected by OSHA around the beginning of April and we had several citations that we needed to correct, most of which have been done. Items that still need be addressed include the following: Richard Pleines (Building Official) will make a list of materials in town hall which potentially contain asbestos. This information needs to be on file if repairs or construction is done in the building. PPE training for ACO and Public Works, and an eye wash installed in the Animal Shelter. We are awaiting a consult from Conn OSHA to help with PPE training. Discussion followed about asking for curtesy inspections from both CIRMA and Conn OSHA. Fire extinguishers in town hall need to be inspected monthly. Michele will put together an inspection checklist and find a training video for all town hall employees to watch. Walt suggested an Allied Safety video which is OSHA approved. Discussion followed about the 2 different types of extinguishers in town hall.

The meeting adjourned at 3:20.

Respectfully submitted,

Michele O'Toole
Recording Secretary