

HEALTH AND SAFETY COMMITTEE

SPECIAL MEETING MINUTES

Wednesday, December 20, 2023 @ 11:30 a.m.

Town Hall

The meeting was called to order at 11:34 am. Members present were Eric Couture, Elizabeth Disbrow, Don McDougall, Walt Adametz, Wayne Linsley and Michele O'Toole

Approve minutes: Walt made the motion to approve the minutes from the 7/11/23 and 9/12/23 meetings, seconded by Elizabeth. The motion passed unanimously.

Election of officers: Elizabeth made the motion to nominate Eric as Chairman, seconded by Walt. There were no further nominations and no discussion. Motion passed unanimously. Walt made the motion and seconded by Eric to nominate Michele as Secretary. There were no further nominations or discussion. Motion passed unanimously.

Michele and Elizabeth will talk with Rich Mulhall to set up an active shooter class at Town Hall. Michele will also send a link to YouTube for a short video. Walt mentioned that the Public Works employees watched a video on fire extinguisher use. Michele will also send that video out to the Town Hall employees in early 2024 as a refresher.

Don spoke about the new AEDs that the Ambulance Association received. As soon as someone is certified in training, they can train Town Hall employees how to use it. He also encouraged all of us to take a CPR class or refresher at St. Lawrence or the Congregational Church when they are offered again.

Approval of 2024 schedule: Walt made the motion to accept the following meeting schedule for 2024; the motion was seconded by Eric: "March 12, June 11, Sept. 10 and Dec. 10. All meetings will be held on the second Tuesday of the month at 2:30 at Town Hall with a remote option." Motion passed unanimously with no discussion.

Meeting quorum: Michele suggested that we set a meeting quorum at 3 for future meetings. Emergencies happen as well as illness so some meetings may not have a majority of members present. We have had to cancel a couple of meetings in 2023 due to lack of quorum. Elizabeth made the motion to set our meeting quorum at 3, Walt seconded. The motion passed unanimously with no discussion.

There being no further business, Eric adjourned the meeting at 11:41 am.

Respectfully submitted,

Michele O'Toole