



# TOWN OF WOODBURY

## Office of the First Selectman

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### MINUTES

#### 3rd Quarter Safety Committee Meeting

Wednesday, December 11, 2019

Shove Conference Room

**PRESENT:** Deb Carlton, Chair  
Janet Morgan, Fire Dept.  
Bruce Pelletier, Custodians  
Nancy Richardson, Police Dept.  
Ron Fairchild, Library Designee

Not available to attend: Heidi Duchaine, Library; Linda Carlson, Boyd Bldg.; Dave Slason, DPW; Sandy Vas, Park and Rec; and Karen Blanchett, Senior Center.

Deb Carlton called the meeting to order at 9:00 am.

#### 1. *Status of Previously Addressed Concerns* –

- Nancy reported the awning at the side door of the police station has been installed, and she expressed her gratitude to Bruce for helping to keep everyone dry.
- It had been noted that (possibly moldy) carpeting at Boyd is not a safety committee concern; however, the point had been raised that the carpet *runner* at the front entrance can become bunched up and creates a tripping hazard. The Boyd staff are mindful of this and do their best to straighten it as needed. Bruce said he and the other custodians will also monitor this.
- Regarding the Parks and Recreation Department's dissatisfaction with the cleaning products used in that building because they lack a clean scent, the response was that department heads choose the products used in their buildings.

#### 2. *New Safety Issues and/or Concerns* –

Three new items were raised:

- At the police station, the doorknob to the police office is loose, though operable. Also at that location, the door from the outside slams. Bruce felt a door closing mechanism must be missing and will investigate.
- The steps to the upper staff parking lot continue to be a concern. Although the landscaping crew and custodians diligently monitor those steps, they can refreeze quickly and cause hazardous conditions. Janet suggested that a small, covered can of salt be left at the top of the stairs. That way, as a last resort, staff and others could toss salt themselves if they sense unsafe conditions.

- Heidi sent a concern by way of Ron, who read her message regarding the Town's storm policy. She feels that compelling employees to use paid time off on bad weather days, as opposed to closing town offices, puts employees in harm's way if they have no accumulated paid time off and, therefore, drive into work when they cannot safely do so.
3. *Injury Updates* – There have been 12 injuries for the calendar year 2019; all of varying circumstances and all unavoidable.
  4. *Other Business* – As a number of members were unavailable due to the weather, meeting dates for 2020 were not chosen during the meeting but will be established in the new year.

There being no further business, the meeting adjourned at 9:30 am.

Respectfully,



Debra Carlton, Chair

RECEIVED & FILED  
IN WOODBURY, CT

This 18 day of Dec 2019  
at 3:00 o'clock P M  
Tracie A. Cook  
Town Clerk