



# TOWN OF WOODBURY

Office of the First Selectman

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## MINUTES

### 2nd Quarter Safety Committee Meeting

Wednesday, June 5, 2019

Shove Conference Room

**PRESENT:** Deb Carlton, Chair  
Heidi Duchaine, Library  
Bruce Pelletier, Custodians  
Janet Morgan, Fire Dept.  
Sandy Vas, Parks and Recreation

Nancy Richardson, Police Dept.  
Linda Carlson, Boyd Bldg.  
Karen Blanchet, Senior Center  
Dave Slason, Public Works

Also present, First Selectman Barbara Perkinson

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

New members, Linda Carlson, Bruce Pelletier and Sandy Vas were welcomed, and the initial charge of the committee, dating back to 1996, was shared: "The Safety Committee is a pro-active, cooperative employee/employer group which promotes health and safety in the workplace." It was stressed that, because the group meets quarterly, concerns need not wait until the next meeting and should be brought to the chair at any time. It was reviewed that the next 2 meeting dates are Wednesday, September 11<sup>th</sup> and Wednesday, December 4<sup>th</sup>.

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

- The automatic bathrooms doors at the Senior Center have not yet been fixed. Karen had previously reported that the auto door openers to the bathrooms sometimes close prematurely and could hit a person on the way into or out of the bathroom. She said price estimates to repair were high, and the Friends of the Senior Center may be asked to help out with that. It was suggested that, until the doors can be repaired, signage might help, or possibly disabling the auto function.
- The issue of donated books piling up outside the police station entrance continues. Nancy suggested relocating the drop off area to nearer the Book Cellar's side door, but Janet expressed concern that the alternate location is on a driveway and not weather protected. Heidi commented that a drop box (like the one at the library) had been considered but is not realistic. Ideas were discussed such as larger bin(s) on wheels to facilitate moving the donations indoors. It was confirmed that Book Cellar volunteers do bring donations indoors in a timely fashion.
- Nancy also asked the status of the awning over the side door to the police department. Officers stand in the rain while they punch in their code to get in, and overhead protection is desired. It was reported that the awning was no longer being considered due to high estimates of several thousand dollars. Janet did a quick amazon search and found doorway awnings for under \$200. Bruce agreed to look into lower cost options that he and Vin might be able to install.

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

- **Fire Department** – no issues/concerns

- **Library**

Heidi reported that the old outdoor railing that was replaced last summer still lies in the grass off to the side – it was not removed when the new railing went in. Dave has no trucks available today but will arrange to have the old railing removed and recycled at DPW.

Heidi also noted the new replacement tile for the sidewalk outside the library has been chosen. She wondered who to call to set the tile in place. Lon Smith was suggested. Heidi will follow up.

- **Boyd Building**

Linda reported all is well at Boyd; the door is even closing correctly. It was discussed that the Public Building Commission cited musty carpeting in that building, and Linda agreed it does smell musty at times. She would prefer tile flooring. Asked if the carpets create tripping hazards, she said only when wheelchairs come through and cause the large doormat at the entrance to bunch up and need to be straightened back.

- **Senior Center**

Karen reported that crumbling sidewalks continue to be a problem, and a potential tripping hazard. Also, where the tile meets the basement, she said, there is cracking.

Janet commented that, unlike her building, which has its own repairs and maintenance budget line item, other buildings are not able to take ownership of their own issues because they do not have such a line item. She felt that if the Senior Center could be putting money in their own budget for sidewalk repairs, they could proactively address building needs by including them in the next budget cycle.

- **Parks and Recreation**

Sandy reported the main concern in her building is the musty/moldy smell. Her custodian does not use bleach products which she would welcome to reduce the odor that people comment on when they come to the office. Also, the front porch entrances have been now limited to one and, in time, the floorboards at that entrance will need to be addressed, too.

3. **Injury Updates** – Since the last meeting there have been 2 slip/trip/falls and one incidence of carbon monoxide poisoning in a Town vehicle. All have been addressed.

4. **Other Business** – none.

There being no further business, the meeting adjourned at 9:50 am.

Respectfully,



Debra Carlton, Chair

RECEIVED & FILED  
IN WOODBURY, CT

This 5<sup>th</sup> day of June 2019  
at 11:48 o'clock A M  
Lon Smith  
Town Clerk