

Town of Old Lyme
Safety Committee
Tuesday Sept. 23, 2014

Present: Safety Committee Chair/P&R Director Don Bugbee, First Selectwoman Bonnie Reemsnyder, Senior Center Director Stephanie Lyon, Animal Control Officer Lynn Philomen, Public Works representative Brian Lorentson, Town Hall representative Cathy Frank; CIRMA representative Evan Gaffey
Absent: representatives from Police, Ambulance, Fire Department

Call to order and roll call

Chair Don Bugbee convened the meeting at 9:36 am.

Approval of June 3, 2014 Meeting Minutes

Motion made by Stephanie Lyon, seconded by Brian Lorentson, to approve the minutes of 6/3/14. Motion passed.

Old Business

a) Town of Old Lyme Emergency Plan

- Bonnie/Evan will follow up on report due from CIRMA on the Safety/Security Assessment performed earlier this year.
- Bonnie will include a budget request for 2015-2016 to cover cost of panic buttons in Town Hall. The buttons would be installed on the lower level (Social Services), first floor (Tax Collector and Selectman's Office), second floor (Land Use)
- Bonnie will locate Emergency Plan template. Cathy Frank & Brian Dow agreed at a prior meeting to draft a Town Plan.

b) Trash and Recycling Containers location

- PW Director Ed Adanti is re-thinking the proposed location for the container corral and plans to discuss with Bonnie.

c) Fire drills

- Drills have taken place at Senior Center and Town Hall. A log book has been set up at Town Hall to record Drill information.
- Bonnie & Cathy will work on procedures for Town Hall and share with Stephanie so she can develop something similar for Senior Center.
- Cathy will follow up on adding Emergency Procedures to the Facilities Usage Form currently in use.

- Matt Lipp of CIRMA met with Lynn at the Animal Shelter earlier this year and they agreed on a procedure for animal safety in the event of an emergency.
- Don has sent several reminders to **Fire Marshal David Roberge about the need for Building egress maps.**

d) Poster requirements

- The Town is compliant with Poster requirements.

e) Injury reporting forms

- **It was agreed that Cathy will send a reminder to staff members about the need to file injury reports promptly to all Town employees following every Safety Committee meeting. Meeting Minutes as well as an Injury Report form will accompany the Reminder(s).**

f) Bloodborne Pathogen training

- Don Bugbee reported that Doug LoPresti and Colleen Atkinson provided Bloodborne Pathogen training to Parks & Rec summer employees. Kits were in use at White Sand Beach, Hains Park, and the Day Camp during the summer. Don is now bringing those kits to weekend youth sports events.
- Brian Lorentson confirmed that Public Works employees were also trained by Doug & Colleen.

g) Safety Committee goals

- Members reiterated Committee goals, including the need for biannual fire drills and conducting routine checks on building alarm systems.
- Don emphasized the need for alarm checks by recounting a problem that occurred at Town Woods Park.
- **Committee members agreed that all alarms should be checked annually. Arrangements should be made with the person/company who installed and/or services the system (e.g Zelek Electric at Town Hall, Mike Swaney at Town Woods).**
- Bonnie expressed concern that Town Hall burglar alarms do not function
- Consistently – we continue to receive a “communications failure” message on the key pad. **Bonnie thinks it may be a phone line issue and would like Ruth Roach to investigate.**
- **Don spoke to the importance of having representation from Police, Fire and Ambulance on the Safety Committee.** Bonnie suggested checking the Police schedule prior to Safety Committee meetings and requesting that an officer on duty attend the meeting.

- Don reported that Matt Lipp performed a Safety Assessment of swim areas at Rogers Lake, White Sand Beach and Sound View. **We may need to install additional signage indicating water depth(s).**

New Business

a. Rogers Lake Boat

Bonnie clarified that the Rogers Lake Boat is used by a civilian patrol for the Rogers Lake Authority. Expenses are shared between Old Lyme and Lyme. **A written policy is needed confirming that the policy of the Towns is that no guests are permitted on the Boat.** She mentioned that Ralph Eno, First Selectman of Lyme, is pursuing a possible grant opportunity for boat expenses with the State.

b. Lighting at Cross Lane Parking Lot

Brian Lorentson said that **more lighting is needed at the Cross Lane Parking Lot.**

Don suggested that tree branches may be blocking some of the light and need trimming. **Bonnie would like Michele Hayes to contact Zelek Electric and confirm that all lights are working.**

c. Action Items from Committee Meetings

Going forward, all action items will be highlighted in the minutes. Don will remind people of action items within one week of the meeting and three weeks prior to the next meeting.

d. Next meeting

The next scheduled meeting in 2014 is December 2 at 9:30am. A 2015 schedule will be set at that meeting.

Public comment

None

Meeting Adjournment

Motion made by Cathy, seconded by Stephanie, to adjourn at 10:20am.

Cathy Frank

9/23/14