



TOWN OF RANDOLPH, VERMONT

Office of Town Manager

Safety Committee

Tuesday, September 15, 2015 at 7:00 a.m.
Town Hall Conference Room B, 7 Summer Street

Agenda

1. Call to order
2. Approve Agenda
3. Approve Minutes of August 18, 2015
4. Public Comment
5. New Business
 - VLCT forms- review by each department
 - a. Town office
 - b. WWTP
 - c. Village garage
 - d. Center garage
 - e. Chandler hall
 - f. Rec building
 - g. Warming hut
 - h. Baseball fields
 - i. Playground
6. Other Business
7. Meeting adjournment

Note: This agenda may be modified 48 hours prior to meeting. At the discretion of the Chair, the Board may deviate from the order of subjects above. The Town of Randolph provides equal access to its programs and services. To request a specific accommodation, contact the Town at (802) 728-5433 or (800) 253-0191 (TTY) or email Secretary@randolphvt.org. The meeting/Town office is wheelchair accessible.

Town of Randolph
Staff Safety Committee
Randolph Town Hall
Conference Room A

Attendees: Bill Morgan, Mel Adams, Doug Armstrong, Chris Chambers, Joyce Mazzucco and Cindy Spaulding

Chris Chambers, Safety Committee Chair, called the meeting to order at 7:03 a.m. The first order of business was the approval of the agenda. Cindy Spaulding made a motion to approve the agenda as presented. Doug Armstrong seconded the motion. The agenda was approved.

The next order of business was the approval of the previous meeting's minutes. Joyce Mazzucco made a motion to approve the minutes. Cindy Spaulding seconded the motion. The 08/18/2015 meeting minutes were approved as presented.

The next order of business was the review of previous VLCT/PACIF Action Plan reports the Town received which identified areas of safety concern and their recommendations for resolution of these areas of concern. The particular areas reviewed were for the Town Office, the wastewater treatment plant, Village Garage, Center Garage, Chandler Music Hall, recreation building, warming hut, the baseball fields and the playground. The committee discussed the various issues and the recommended actions to resolve the issues. Participating in the discussion were: Mel Adams, Doug Armstrong, Chris Chambers, Cindy Spaulding, Bill Morgan and Joyce Mazzucco. Many of the problems identified by VLCT have already been resolved. There are still some areas of concern that still need to be addressed. There was a discussion about the three (3) underground storage tanks at the Center Garage and the one underground tank at the Village Garage, about a pump at the Village Garage that rocks, about a non-functioning exhaust blower at the Village Garage, about the problem with snow accumulation at the back door at Chandler, about the slop sink at Chandler, about replacing the bleachers at the ballfield, about the playground, about a tripping hazard at the Center Garage with a cord for a portable phone, about a tripping hazard with the carpets placed over the floor separations in the Town Office building, about the electric covers at the Police Department, and about safety vests, traffic control signs and other safety equipment. Bill Morgan will contact the new director at the Chandler and Michael Penrod, a member of the Chandler Maintenance Committee, about the status of some of the areas identified in VLCT's report and if these areas have been resolved. He will also follow-up with installing covers on the electrical outlets at the Police Department.

In other business, Doug Armstrong asked if the committee could review the Alcohol and Drug Policy at the next meeting. There was also further discussion about safety equipment, safety vests, traffic control paddles, and a brief after-action discussion about traffic control during the recent fire at the Village Fire Station. There was a recommendation that departments should hold quarterly safety briefings, and that the condition of safety equipment should be checked and replaced as needed. Participating in the discussion were: Cindy Spaulding, Bill Morgan, Doug Armstrong, Mel Adams, Chris Chambers and Joyce Mazzucco. Cindy suggested that the Town might be able to apply for a grant to help pay for new safety signs.

There was no further business to consider. Joyce Mazzucco made a motion to adjourn the meeting. Doug Armstrong seconded the motion. The meeting adjourned at 7:55 a.m. The next Safety Committee meeting will be held on Tuesday, October 20, 2015.

Respectfully submitted,

Joyce L. Mazzucco
Randolph Town Clerk & Treasurer
Safety Committee Secretary