



# TOWN OF RANDOLPH, VERMONT

## Safety Committee

Tuesday, October 20, 2015 at 7:00 a.m.  
Town Hall Conference Room A, 7 Summer Street

1. Call to order
2. Approve Agenda
3. Approve minutes for 9/15/15
4. New business
  - a. Drug and alcohol policy, both employee policy and the policy for town property
  - b. Walkway issue at Kimball Library
  - c. Safety training courses
5. Old business
  - a. Traffic control, should all pickups have at least one sign paddle in them
  - b. Rocking gas pump at the village garage
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](mailto:Secretary@randolphvt.org). The meeting/Town office is wheelchair accessible.

Safety Committee Meeting of October 20, 2015  
Town Hall Conference Room A, 7 Summer Street, Randolph

Attendees: Chris Chambers (Chair), Doug Armstrong, Loretta Stalnaker, Amy Grasmick, Cindy Spaulding, Bill Morgan and Mel Adams. Absent: Joyce Mazzucco (Secretary)

1. Call to order

Mr. Chambers called the meeting to order at 7:00 a.m.

2. Approve Agenda

On motion by Officer Stalnaker, seconded by Mrs. Spaulding, the Committee approved the agenda as presented. Vote 5-0-0.

3. Approve Minutes of September 15, 2015

On motion by Mrs. Spaulding, seconded by Officer Stalnaker, the Committee accepted the minutes of September 15, 2015 as written. Vote 5-0-0.

4. New Business

a. Drug and Alcohol Policy

On motion by Mr. Armstrong, seconded by Mr. Chambers, the Committee moved to table review of the Drug and Alcohol Policies until its November 17, 2015 meeting. Vote 5-0-0.

Discussion: Mr. Adams provided an overview the policies are up for revision as there have been changes in requirements for highway, and law enforcement. He will provide a model copy from Vermont League of Cities and Towns. He also mentioned that on the management level they are reviewing health standards and potential of a Safety exam for personnel that hold Commercial Drivers Licenses.

b. Library Walkway

Discussion ensued concerning reporting potential injury incidents and unsafe walkways. Mr. Adams provided guidance:

If witnessing an incident to assist the individual, do not admit responsibility.

Report all incidents immediately to the Town Manager's office by either phone or email. Provide date, time, incident, persons involved and it witnessed a written statement. If a potential claim, the Town Manager's office will collect the information and pass it on to the VLCT as a claim. All follow-ups would need to be directed to either VLCT or the Town Manager's office.

The library walkway has been repaired at this time. The walkway has a steep incline and will need to have an engineering design to make it less of an incline. Further discussion ensued concerning other sidewalk areas such as Salisbury Street from East Gardens to Wilson Tire, Church Street to Emerson Terrace, sidewalk bulb out at 2 South Main and bricks in the sidewalks at the Depot Restaurant area.. It was reported that management has a video conference with a facilities management software companies for work orders. Mr. Adams mentioned that all staff should be vigilant to report missing signs and unsafe areas.

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c. Safety Training

Discussion ensued concerning various training that may be available. As notices of safety training are received, the information will be passed out to the departments. Some examples of training given: ICS (Emergency Management), Flagger Training, Safety Training in general.

5. Old Business

a. Traffic Control

Discussion ensued concerning having traffic control packages in each pickup truck, situation with recent traffic control on Route 66 during a manhole clean out, the type of equipment needed for a Traffic Control area, Potential items: Men Working Ahead signs, Work Zone Ahead, and reflective barrels, barricades and cones.

It was questioned if all staff members who work in confined space had been trained and if all who may be exposed to blood borne pathogens or body fluids have been properly vaccine. It was discussed that staff member should provide confirmation of this.

b. Rocking Gas Pump at Village Garage

The rocking gas pump at the Village Garage has not been repaired. Mr. Morgan explained the existing gas pump is old and no longer made. If a new pump is needed then the entire area needs to be dug up as there is a section of underground storage tank that would need to be updated. A cost estimate to repair is forthcoming.

6. Other Business

Mr. Armstrong inquired as a follow-up:

Utility Trailer has been purchased and in operation for a week  
Phone Booster for Mr. Runnals' personal residence to receive calls on his town provided cell phone – this will be followed up by the Town Manager's office.

Mr. Chambers asked Officer Stalnaker the proper way of contacting the police in the evening. Officer Stalnaker indicated that all requests should go through dispatch.

7. Adjournment

At 7:50 a.m. on motion by Officer Stalnaker, seconded by Mr. Armstrong, the committee adjourned until its next scheduled meeting of November 17, 2015 at 7:00 a.m. in Town Hall Conference Room A. Vote 5-0-0.

Respectfully submitted,

Cindy Spaulding for Joyce Mazzucco, Secretary