



TOWN OF RANDOLPH, VERMONT

Safety Committee

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

AGENDA

1. Call to order
2. Approve agenda for 12/15/15
3. Approve minutes for 11/17/15
4. Public comment
5. New business
6. Old business
 - a. Gas pump at village garage. Estimate for repair?
 - b. Floor in the library
 - c. Feeding wildlife on town property
 - d. Town employees bringing in personal pets.
 - f. Follow up on drug and alcohol policy
7. Other business
8. 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.

Safety Committee Meeting of December 15, 2015
Town Hall Conference Room A, 7 Summer Street

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

1. Call to order

Mr. Chambers called at 7:05 a.m.

2. Approve agenda

On motion by Mrs. Spaulding, seconded by Mr. Chambers, the committee approved the agenda as presented. Vote 4-0-0.

3. Minutes of November 17, 2015

On motion by Mrs. Spaulding, seconded by Mr. Chambers, the committee approved the minutes of November 17, 2015 as written. Vote 4-0-0.

4. Public Comment

No public attendees present.

5. New Business

No new business to discuss.

6. Old Business

a. Gas Pump at Village Garage

Mr. Morgan reported the gas pump has been fixed and operational. The equipment is still operational.

b. Floor at the Library

Ms. Grasmick reported that it would be best to have the section of floor cut out and repour the concrete. The project will be scheduled at a later date.

c. Feeding Wildlife on Town Property

The committee recapped there is a concerned feeding wildlife on town property would create a safety issue for employees if animal were fed. Mr. Adams reported there would be no feeding of wildlife on town property as it could be a potential exposure to rabies and other diseases. A policy will be drafted up by the Town Manager's office and presented to the committee at a future meeting.

d. Town Employees Bringing in Personal Pets

The committee recapped the safety concern of having personal pets brought into the work place especially out in the field. Mr. Adams reported personal pets would not be allowed as it is a safety issue having such animals in the field work places and vehicles.

Mr. Chambers asked if possible to have a waiver for the town employee to sign. Mr. Adams indicated there would be no exceptions to bringing personal pets in to work. He will write draft a policy and bring it to the committee later. The only exception would be service animals, which are exempted by State Statues and Federal laws. Owners bringing their dogs in to the town offices for registration would be allowed.

e. Follow up on Drug and Alcohol Policy

The committee's recap of the policy is that the consequences for an offender should be stricter and the same rules should apply to all employees not just the ones who hold CDLs. Discussion ensued concerning:

- Random testing for all employees – no matter the type of license to operate a vehicle
- Consequences
- Penalties
- Medical Card requirements
- Draft policies provided by VLCT

The Town Manager's office will follow up with the league on this subject.

7. Other Business

Ms. Grasmick inquired if the town conducts background checks on employees. Mr. Adams indicated the Recreation Department does due to the vulnerable population.

Mrs. Spaulding inquired if the field staff would use the radios more for communications instead of cell phones. Cell phone coverage throughout Randolph is limited.

Discussion ensued concerning work site logistics and communications. . It was suggested for logistical concerns to inform supervisors of work area and safety assessment of tasks. Mr. Adams instructed that to use cell phones for lengthy conversations as to not tie up the radio communications

8. Meeting Adjournment

At 7:38 a.m. on motion by Ms. Grasmick, seconded by Mr. Armstrong, the committee adjourn until its next scheduled meeting of Tuesday, January 19, 2016 in Town Hall Conference Room A, 7 Summer Street. Vote 4-0-0.

Respectfully submitted,

Cindy Spaulding for Chris Chambers, Chair
Absence of Joyce Mazzucco, Committee Secretary