



TOWN OF RANDOLPH, VERMONT

Safety Committee

Tuesday, January 19, 2016 at 7:00 a.m.
Town Hall Conference Room A, 7 Summer Street

AGENDA

1. Call to order
2. Approve Agenda
3. Approve minutes of December 15, 2015
4. Public Comment
5. New Business
 - a. Protocol for calling a safety committee meeting, if needed to sort out a situation
 - b. Flagger Training
 - c. Confined Space Training
6. Old Business
 - a. Drug and Alcohol Police
 - Fire Department
 - TM office follow up with VLCT
 - b. Status of VLCT Reports
 - Ball Fields
 - Chandler
 - Electrical Covers at PD
 - c. Are Departments holding quarterly safety briefings
7. Other Business
8. 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 January 19, 2016
Town Hall Conference Room A, 7 Summer Street

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

1. Call to order

Mr. Chambers called at 7:0 a.m.

2. Approve agenda

On motion by Mrs. Spaulding, seconded by Mr. Chambers, the committee approved the agenda as presented. Vote 5-0-0.

3. Minutes of December 15, 2015

On motion by Sgt. Stalnakar, seconded by Mr. Chambers, the committee approved the minutes of December 15, 2016 as written. Vote 4-0-0.

4. Public Comment

No public attendees present.

5. New Business

a. Protocol for calling a Safety Committee Meeting, if need to sort out situation

Discussion ensued regarding when to call a Safety Committee meeting for a safety situation. The example given is if an employee stops work on a job site to address an unsafe situation. There are protocols in place to notify the department supervisor of the unsafe situation to be addressed. If necessary, the Town Manager's office would be notified of the situation. The Town Manager may call a safety committee meeting to review the situation and actions taken.

b. Flagger Training

Mr. Chambers requested the Town Manager's coordinate a Flagger Training Class for recertification.

c. Confined Space Training

Mr. Chambers requested the Town Manager's office coordinate a Confined Space Training for the Water and Wastewater personnel. It was also suggested to include a few of the Highway personnel as they assist W/Ww at times.

6. Old Business

a. Drug & Alcohol

Committee members expressed their concern to have all staff members or everyone who operates a town owned vehicles and equipment to be included in the drug and alcohol testing pool. It was suggested to amend or rewrite the policy to include all. Town Manager's office will follow up with VLCT.

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b. Status of VLCT reports

- Ballfields

Disrepair of wooden bleachers and no railing to prevent fallings from Bleachers. Mr. Morgan reported that the work on the bleachers is scheduled for FY2017. Holes in chain link fencing and chickenwire filling the holes are a safety issue. This will be addressed at a later time. Roof on one of the dugouts potential collapse hazard. Will follow up at a later meeting

- Chandler

A review of the 2014 report, majority of the issues have already been addressed, but there will be a follow up with the Director.

- Police

The electrical covers have been installed at the Police Station.

c. Are Departments Holding Quarterly Safety Briefings

It was reported that the Water/Wastewater Department is conducting weekly safety briefings. Will follow up with other departments and will report back at a later meeting.

7. Other Business

- Potential Liability

Mrs. Spaulding inquired for liability reasons why the town's sidewalk plow (trackless) was clearing a path in the Champlain Farms (private property) parking lot as it has not been done before in fifteen years. It was reported that the town clears a path for pedestrians to walk between the town's parking lot and Champlain Farms as a short cut.

Fire Alarm at the Library

It was reported that the fire alarm at the Library had gone off. The reason for this was traced back to an over flowing toilet on the main floor. Everything has been corrected. No further action needed.

8. Meeting Adjournment

At 7:38 a.m. on motion by Mr. Armstrong, seconded by Sgt. Stalnaker the committee adjourn until its next scheduled meeting of Tuesday, February 16, 2016 in Town Hall Conference Room A, 7 Summer Street. Vote 6-0-0.

Respectfully submitted,

Cindy Spaulding for
Joyce Mazzucco, Committee Secretary