

**TOWN of BEACON FALLS SAFETY COMMITTEE  
MEETING MINUTES  
February 8, 2017  
(Draft Copy – Subject to Revision)**

**1. CALL TO ORDER**

Chairman Rob Pruzinsky called the meeting of the Town of Beacon Falls Safety Committee to order at 10:06 A.M. in the Town Hall Assembly Room.

**2. ROLL CALL: MEMBERS PRESENT/MEMBERS ABSENT:**

PRESENT: First Selectman C. Bielik; R. Pruzinsky, J. Gracy (Public Works); L. Greene (Town Clerk); P. Colon (Custodian); W. Opuszynski (Treatment Plant); E. Rodriguez (Police Dept); S. Mis (Town Nurse) (arrived at 10:13 A.M.)

ABSENT: J. Tucciarone (Building Inspector); S. Ruhl (Park & Rec); P. Betkoski, D. Sorrentino (Selectmen); M. Trzaski (Senior Center)

**3. REVIEW AND APPROVAL OF ANY MINUTES**

Motion to accept minutes from the June 17, 2015 meeting: Greene/Bielik; no discussion; all aye.

**4. COMMENTS FROM THE PUBLIC**

There was no one from the public in attendance.

**5. CORRESPONDENCE** - none

**6. OLD BUSINESS**

L. Greene reviewed the goals in the previous meeting minutes and commented that alarm buttons had been installed in town hall offices and that the rug in the assessor's/tax collector's office continued to be a trip hazard.

C. Bielik stated that funding for the town hall renovations was approved at a town meeting and bids were being solicited.

P. Colon noted that the vacuum continues to pull up the rug.

R. Pruzinsky suggested putting a mat or runner over it as a temporary measure.

**ACTION:** C. Bielik will check on the status of the bids for town hall renovations.

P. Colon commented that the town hall boiler continued to leak and was slated to be replaced on February 20 when town hall will be closed for President's Day weekend. CT Combustion will perform the work including installing a pre-fab slab under the new boiler.

L. Greene asked if there were any plans to move the boiler further back to perhaps enlarge the Town Clerk's office. C. Bielik responded that it was too expensive to move pipes and deemed not cost effective.

L. Greene noted the drainage from a down spout in the town hall parking lot created an ice hazard and gave kudos to Public Works for sanding and salting when needed. C. Bielik asked if the work to correct this problem could be done in-house.

**ACTION:** R. Pruzinsky said someone will look into changing the angle of the gutter.

W. Opuszynski reported there was no lighting in the back of the wastewater treatment plant and he was getting prices to have lighting installed which may need additional wiring. He indicated the new heating system is working well but tanks will need to be replaced.

W. Opuszynski added that the Tahoe driven by plant employees wasn't safe and should be inspected and probably replaced. He noted that the old vehicle from the fire department would cost too much to bring it up to code. He suggested purchasing a new chassis for this vehicle as it has a crane.

C. Bielik noted that this will be part of budget discussions. He suggested using one of the two old Crown Victoria's from the police department. The senior bus driver was using one of those cars when only carrying one or two non-wheelchair riders. W. Opuszynski responded that another SUV would be preferred as they need to travel off road.

W. Opuszynski reported that he was getting prices to replace the wastewater treatment plant roof. He also reported that some of the plant's fencing was damaged during material removal from the site and needed to be repaired for safety around tanks.

E. Rodriguez reported he was working with the Risk Assessment team and that the police department building was in good shape after renovations last year.

P. Colon noted there was a draft coming from one of the wall outlets in the secretary's office at the police department. R. Pruzinsky asked if an energy evaluation should be conducted for that building.

J. Gracy reported the Town Garage was busy and security cameras were installed.

S. Mis reported there were no safety concerns at the Senior Center and the work on Bernie's office was completed.

C. Bielik's raised B. Dionne's concern about clearing snow at the senior center and from the senior bus by 8 A.M. after a storm in order to be ready for bus trips and seniors arriving at the center. R. Pruzinsky responded that roads have priority when school was delayed and the town crew would tend to the senior center and bus as soon as possible but any school delay will mean delayed clearing at the senior center. C. Bielik asked if the senior bus could be put undercover at the town garage before a storm. R. Pruzinsky responded that there was no room.

J. Gracy noted that the senior bus should be inspected annually like the town trucks even though it was not required. R. Pruzinsky asked if the senior bus driver was required to have a medical certificate to drive the bus. C. Bielik and E. Rodriguez indicated that the driver did not need a medical certificate.

**ACTION:** E. Rodriguez will check with CT DOT to confirm that the senior bus driver does not need a medical certificate.

W. Opuszynski commented that if roads are bad the senior bus probably shouldn't go out and schedules would need to be adjusted.

S. Mis commented that when schools are closed for inclement weather the senior bus doesn't operate.

Park & Rec - no representative

R. Pruzinsky mentioned OSHA compliance and asked if the current Form 300 was available. W. Opuszynski added that updated forms are needed to document any injuries.

S. Mis stated that for any workmen's comp claims she will need to meet with the person at least once.

L. Greene noted that as of July 2016 there was a change in the workmen's comp process and that all forms go to the Town Clerk's office, specifically for small towns that do not have an HR department. He added that claims need to be processed within 28 days.

R. Pruzinsky commented that the workmen's comp process needs to be clarified and updated. C. Bielik stated that a rep from CIRMA can attend a future Safety Committee meeting. He suggested keeping Workmen's Comp Procedure on the agenda for the next Safety Committee meeting.

## **7. NEW BUSINESS**

### **A. Review Membership/Update**

- Jim Baldwin, the new Building Inspector will be added
- C. Bielik will ask Bob Egan to be the Park & Rec rep
- Mike Krenesky will replace Dominick Sorrentino as the Selectman

- C. Bielik will ask S. Dowdell for a library rep
- C. Bielik will check with Chief Jim Trzaski for a Fire Department rep

B. Set Future Meeting Dates:

2017 meetings shall be quarterly on the 2nd Wednesday at 10 A.M.

- April 12, 2017
- July 12, 2017
- October 11, 2017

## 8. TRAINING

E. Rodriguez will present awareness training concerning an active shooter situation. He suggested closing the town hall so that all employees can attend a one-hour training session on **Wednesday, March 8, 2017 from 9-10 A.M. in the Town Hall Assembly Room.**

S. Mis will present mandatory training on Blood Borne Pathogens at the Senior Center on **Wednesday, February 22 at 10 A.M.**

J. Gracy mentioned that training on identifying signs of heat stroke should be held at a future date.

## 9. INJURY REVIEW - NTR

Discussion of expected snow event on Thursday, February 9, 2017:

E. Rodriguez recommended closing town offices and senior center and put a parking ban in effect. He will have police officers instruct residents to move any cars parked on the street.

**ACTION:** C. Bielik will make a CODE RED call informing residents that town offices, senior center and library will be closed all day on Thursday, February 9, 2017 and a parking ban will be in effect. This information will also be posted to the town website and sent out to Town News subscribers. He will also notify the local TV stations. Signs will be posted in the town hall and senior center.

## 10. ADJOURNMENT

Motion to adjourn the meeting at 10:53 AM: Greene/Bielik; no discussion; all aye.

Respectfully submitted by

Martha Melville  
Clerk