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ATTORNEY TOWN CLERK

Town of Stafford  
Safety Committee Meeting Minutes  
Thursday December 5, 2013

**Attending:** Bruce Davis, Building Maintainer; Roger Dalpian, DPW; Thomas Finch, Fire Marshall; Dave Huffman, Buildings Custodian; Mary Mitta, Recording Secretary. Christopher Wardrop of USI Insurance Services was also in attendance.

A discussion was held about voting in a Chairman of the Committee. Roger Dalpian made a motion to vote Bruce Davis as the Chairman, seconded by Mary Mitta. Motion passed. Voting yes; Roger Dalpian, Thomas Finch, Dave Huffman and Mary Mitta.

Committee Chairman Bruce Davis called the meeting to order at 8:35 a.m. Roll call, all present.

1. Chris Wardrop of USI Insurance Services introduced himself to our new committee. He gave us paperwork to review about effective safety committees. Chris stated the importance of having this committee and what it could mean for the town. He told us to think of what we could change before an accident occurs and change the pattern of problem. We discussed the importance of safety training for new employees. Keeping buildings maintained is very important to reducing hazards. Chris stated that Stafford does not have a lot of workplace injuries. Chris said that he would get a copy of the claims report to us so that we could review it.
2. We discussed what our Mission Statement should include. A draft was presented. Changes were agreed upon. The final draft will be presented at the next meeting.
3. We discussed the dates of our quarterly meetings and decided to hold them the 1<sup>st</sup> Thursday of every March, June, September and December. The meetings will be held in the Veterans Room at Warren Memorial Town Hall at 8:30 a.m.
4. We discussed procedures to implement safety recommendations. We decided at this point we would direct any issues to the department head that the problem pertains to. We also decided that we would forward the minutes of our meeting to the department head.
5. Roger Dalpian started the open discussion with his concern about the gate at the Transfer Station. The gate is sometimes open during non- operational hours to the public, but the town workers are there doing their jobs. Sometimes people sneak in to

dump their garbage at this time. Roger will speak to Rick Zulick about it. Bruce Davis talked about safety training for each department and if we can train each department individually depending on their job title. He said that there are companies that will come out and train for free. Roger discussed the importance of retraining snow plow drivers every fall. We discussed what we should put in our next agenda and that we need to invite Rick Zulick, Director of Public Works and Rich Shuck, First Selectman to the next meeting.

A motion was made by Mary Mitta at 10:00 a.m. to adjourn, seconded by Roger Dalpian.  
Motion passed.

Mary Mitta  
Recording Secretary  
December 5, 2013  
Safety Committee