

**TOWN-WIDE SAFETY COMMITTEE**  
**REGULAR MEETING**  
**August 15, 2024**

Members Present: Cheryl Creem, Amy Giveans, Rosanne Lombardi (via phone), Karen Slocum (alt), Tom Robinson

Members Absent: Cara Brennan, Michelle Ceppaglia, Ryan Curley (alt), Andy Dionne (alt), Dan Knapp, Ann Labby, Michael Lastrina, Ryan O’Halpin, Rob Puida, Tom Sienkiewicz, Pete Willse

Others Present: Courtney Fitzkee

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**1. Meeting called to order** at 1:31 P.M. in Portland Connecticut by Chair Tom Robinson. Members participated in-person in the First Floor Conference in Town Hall.

**2. Approve Agenda**

Tom Robinson requested a motion to approve the agenda. Cheryl Creem made motion to approve the agenda as presented, seconded by Amy Giveans. Vote unanimous, motion carried.

**3. Approve Meeting Minutes**

With the meeting minutes having been distributed prior to the meeting, Chair Tom Robinson requested a motion to approve them as presented.

Amy Giveans made motion to approve the meeting minutes of April 18, 2024 as presented, seconded by Cheryl Creem. Vote unanimous, motion carried.

**4. Correspondence:**

Connecticut Department of Labor training opportunities:

<https://www.ctdol.state.ct.us/osha/calendar.htm>

**5. Old Business:**

a) Nominations/Election of Secretary

The By-laws state the Secretary is responsible for:

- Assures that the minutes are properly recorded at every meeting, and distributed to safety committee members and others where appropriate.
- Posts and distributes agendas, minutes, members’ names, safety bulletins, posters and policies.

No one has expressed any interest in filling this role. Tom encouraged the committee members or employees to contact the committee if interested.

- b) Membership Vacancies: One Management regular seat; Two Non-Management alternate seats

Courtney volunteered to fill the Management vacancy. Cheryl Creem nominated Courtney Fitzkee to fill the Management regular seat, seconded by Amy Giveans. Vote unanimous, motion carried.

Any Town employee interested in filling the remaining vacancies, please contact us.

- c) Active Shooter Training (ongoing)

Cherly spoke with Captain Cunningham who stated that at some point Officers Knapp and Revicki have conducted a walk-through of the Town Hall. An assessment and/or program may be forthcoming. Employees are still very interested in information on training for office staff.

- d) Exterior Lighting at Town Hall (update?)

The issue was that during the winter months at night, exiting the front door (porch), the brownstone steps past the porch is poorly lit. The two decorative light posts in front are too dim. Suggestions were change the lamp post lights to higher wattages or install solar lights to highlight the step. Ryan O'Halpin is looking into solar lighting for the front brownstone step.

## 6. New Business

- a) Request for panic button in P&R Office (Andy D.)
- b) Request for panic button in Assessor Office (Amy G.)

Andy was not present at today's meeting to discuss his concerns but Amy expressed hers and detailed a situation in the Assessor's Office where a resident came to the office that was angry and swore at her. The offices lack proper barriers from the public, they were created decades ago as open but by today's standards can pose a safety hazard to the employees.

Tom said we can look further into the panic buttons. Further discussions ensued.

## 7. Adjournment

With no further business to discuss, Chair Tom Robinson requested a motion to adjourn. Cheryl Creem made motion to adjourn, seconded by Amy Giveans. Vote unanimous, meeting adjourned at 1:49 PM.

Respectfully submitted,

Michelle Ceppaglia, Executive Secretary to the First Selectman *(notes provided by Cheryl Creem)*

Please mark your calendars, the next regular Safety Committee meeting is scheduled for:

**Thursday October 17, 2024 at 1:30 PM**

*Member Responsibility: attend every meeting of the committee. If you are unable to attend, report your absence to the First Selectman's Office.*