

TOWN-WIDE SAFETY COMMITTEE
REGULAR MEETING
June 26, 2025

Members Present: Devon Arce, Michelle Ceppaglia, Cheryl Creem, Courtney Fitzkee, Amy Giveans, Ann Labby, Mike Pelton (alt), Tom Robinson (1:40), Pete Willse

Members Absent: Cara Brennan, Andy Dionne (alt), Dan Knapp, Michael Lastrina, Rosanne Lombardi, Rob Puida, Tom Sienkiewicz, Karen Slocum (alt)

1. Meeting called to order at 1:33 P.M. by Vice Chair Cheryl Creem in the First Floor Conference in Town Hall, 33 East Main Street, Portland, Connecticut.

2. Approve Agenda

Cheryl Creem requested a motion to approve the agenda. Pete Willse made motion to approve the agenda as presented, seconded by Mike Pelton. 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. Pete Willse made motion to approve the meeting minutes of April 17, 2025 as presented, seconded by Mike Pelton. 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) Membership Vacancies: one Management seat (DPW Director); one Management alternate seat; one Non-Management alternate seat

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

- b) Request for panic button in P&R/Y&FS Office and Assessor Office (ongoing)

One has been installed in the Assessor's office. Cheryl spoke with IT who explained that it the cost for a button in the P&R/Y&FS office will be in next fiscal year's budget.

Further discussion was held. This issue remains ongoing.

6. New Business

- a) Pete Willse spoke of the Quarry at 95 Brownstone Avenue lacking a perimeter fence. This item has been referred to the Public Works Department.
- b) Amy Giveans asked Mike Pelton about a follow-up from the Portland Police regarding active shooter safety in the buildings. Mike stated he had no update. Cheryl stated she spoke with Captain Cunningham who said OFC Revicki was working on it.
- c) The Senior Center emailed Amy Giveans just before the meeting with the following concerns:

1) **Outdated telephone line** – their address does not register in the 911 system, it instead shows as the Town Hall address. IT will have to coordinate with the telephone system company and Central Dispatch on pinpointing the call locations on the system. It is imperative that if the caller can speak, to remain on the phone with Dispatch to provide the precise location.

2) **Basement Door Access** – the basement door remains locked so when people try to enter from there and can't they call the senior center. The staff would like a way to know when people are at that entry. Pete Willse suggested the RING doorbell camera system. It was questioned if the RING could be used for commercial buildings as opposed to residential, since it connects to an individual's personal devices, also can if it can used without a subscription. *Found on the web: Yes, it can be used without a subscription but with limited functionality. You can still receive motion and doorbell press alerts, view a live feed, and use two-way talk. However, you won't be able to save or review video recordings, meaning you won't be able to access footage from past events.*

Cheryl will speak with IT regarding the feasibility and options available.

Note: whenever there is a recording device located in any public buildings, there has to be a sign on all doorways notifying the public.

3) **Requested to implement safety measures in their building.** A discussion was held on what this possibly entails. If it's a matter of handling an increase of visitors during specific events, it was suggested the Senior Center staff post signage as to the specific room location of their programs.

7. Adjournment

With no further business to discuss, Vice Chair Cheryl Creem requested a motion to adjourn. Pete Willse made motion to adjourn, seconded by Mike Pelton. Vote unanimous, meeting adjourned at 1:59 PM.

Respectfully submitted,

Michelle Ceppaglia

Michelle Ceppaglia, Executive Secretary to the First Selectman

Next regular Safety Committee meeting is scheduled for:

Thursday August 21, 2025 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.