

TOWN-WIDE SAFETY COMMITTEE
REGULAR MEETING
October 16, 2025

Members Present: Michelle Ceppaglia (HR), Cheryl Creem (DPW), Amy Giveans (Assessors), Ann Labby (Library), Michael Lastrina (DPW), Cara MacDonald (P&R), Jason Morrocco (DPW Director), Mike Pelton-alt (First Selectman), Tom Robinson (Finance),

Members Absent: Devon Arce (Tax), Andy Dionne-alt (P&R), Courtney Fitzkee (Y&FS), Dan Knapp (Police), Rosanne Lombardi (Police), Rob Puida (DPW Buildings/Fire), Tom Sienkiewicz (DPW Grounds/Fire)

1. Meeting called to order at 1:30 P.M. by Chair Tom Robinson in the First Floor Conference in Town Hall, 33 East Main Street, Portland, Connecticut.

2. Approve Agenda

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

3. Approve Meeting Minutes

With the meeting minutes having been distributed prior to the meeting, Tom Robinson requested a motion to approve them as presented. The following amendments were made to fill in the missing information:

- Under "Approve Agenda" Amy Giveans made motion to approve...Mike Pelton seconded the motion.
- Under "Approve Meeting Minutes" Amy Giveans made motion to approve...Mike Pelton seconded the motion.

Mike Pelton made motion to approve the meeting minutes of August 21, 2025 as amended, seconded by Amy Giveans. Vote unanimous, motion carried.

4. Correspondence:

A reminder was emailed to the employees regarding CIRMA's online training tool called Vector Solutions.

Connecticut Department of Labor training opportunities:

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

Jason announced that Mike Pelton nominated Michael Lastrina for CIRMA's Excellence in Risk Management Program.

5. Old Business:

- a) Membership Vacancies: one Management seat (Building Official); one Management alternate seat; one Non-Management alternate seat (Karen Slocum-Library)

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

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

It will be addressed next fiscal year's budget. Cheryl Creem provided an update from Peter Lipka, IT Director: the IT Department is actively obtaining quotes from vendors.

- c) Active Shooter Safety (ongoing)

Nothing new to report.

- d) Update on Buck-Foreman building issues: air quality; rodents; cracks in masonry; hole in ceiling

1) **Air Quality** – Building Maintenance purchased a short-term radon test, Cara placed it in the Building Maintenance workshop/basement. The report indicated high moisture absorption may have artificially suppressed results.

Michelle contacted the Chatham Health District Director who provided the following information: It was recommended placing the device on the lowest floor that is occupied; the best time to test for radon is during the winter when windows are closed and moisture levels are lower (that is when they see indoor radon gas concentrations peak) and to avoid using a dehumidifier during re-testing because it circulates air. Outside air and humidity will muddle the test results.

Concentrations of radon gas will be highest on lower floors. As the gas rises to the floors above, it mixes with more fresh air and eventually leaves the building. If the basement is NOT a regular workspace, then testing is recommended on the next floor up. Place the test in a central/interior location, away from windows and doors. The concentrations shouldn't be dramatically different in different rooms, unless those rooms are poorly sealed - like old leaky windows in a corner office vs an interior windowless printing room or interior hallway.

Short-term radon tests should sit for 3-7 days then be sealed and mailed in. Whatever device we choose, it should be approved by either the National Radon Proficiency Program, the National Radon Safety Board, or some other program that has verified that the testing device complies with ANSI performance standards. If the initial test comes back elevated, then confirming the results with your own long-term test (those can be purchased commercially but are a bit more expensive than short-term). It is recommended to hire a radon abatement specialist before spending money on mitigation, which can be costly.

2) **Rodents** – the Town's vendor Modern Pest Control continues to set traps and spray the perimeter.

3) **Cracks in masonry** – Jason Morrocco provided an update on masonry repairs which will help reduce the possibly entries for rodents.

4) **Hole in ceiling** – Jason Morrocco stated the ceiling will be repaired.

6. New Business

- a) Approve meeting dates for calendar year 2026

Cheryl Creem made motion to approve the meeting dates for calendar year 2026 as proposed, seconded by Amy Giveans. Vote unanimous, motion carried.

February 19

April 16

June 18

August 20

October 15

December 17

- b) Amy Giveans requested that the bathrooms on the Ground Floor return to the separate men/women bathrooms instead of one being designated for public. There are times when building maintenance has to return halfway through the day to sanitize the bathroom.

During Covid it was decided to designate one bathroom on the Ground Floor for the public to use. A discussion ensued. It was decided that one bathroom would be designated for women and the other would be men/unisex.

7. Adjournment

With no further business to discuss, Tom Robinson requested a motion to adjourn. Cheryl Creem made motion to adjourn, seconded by Michael Lastrina. Vote unanimous, meeting adjourned at 1:50 PM.

Respectfully submitted,

Michelle Ceppaglia

Michelle Ceppaglia, Executive Secretary to the First Selectman

Next regular Safety Committee meeting is scheduled for:

Thursday December 18, 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.