

TOWN-WIDE SAFETY COMMITTEE
REGULAR MEETING
February 20, 2025

Members Present: Devon Arce, Cheryl Creem, Cara Brennan, Michelle Ceppaglia, Courtney Fitzkee, Amy Giveans, Ann Labby, Michael Lastrina, Mike Pelton (alt), Tom Robinson, Tom Sienkiewicz, Pete Willse

Members Absent: Andy Dionne (alt), Dan Knapp, Rosanne Lombardi, Rob Puida, Karen Slocum (alt)

1. Meeting called to order at 1:32 P.M. in Portland Connecticut by Chair Tom Robinson. Members participated in-person 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. Michael Lastrina 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, Chair Tom Robinson requested a motion to approve them as presented. Cheryl Creem made motion to approve the meeting minutes of October 17, 2024 as presented, seconded by Tom Sienkiewicz. Vote unanimous, motion carried.

4. Correspondence:

Michelle Ceppaglia filed electronically the annual OSHA reports to the State in January that details the number work related injuries for calendar year 2024 in relation to total hours worked (this includes seasonal employees and fire department members). Also emailed the employees and posted on the bulletin boards OSHA's Form 300A which is the Summary of Work Related Injuries and Illnesses. Most were minor injuries/sprains. The Police again had zero reported claims, fourth year in a row (2021 to present).

| Department | Average # of Employees | Total Hours Worked | Total Injury/Illness |
|----------------|------------------------|--------------------|----------------------|
| All Others | 91 | 73,544 | 3 |
| Public Works | 25 | 47,808 | 4 |
| Volunteer Fire | 58 | 6,744 | 3 |
| Police | 12 | 26,203 | 0 |

Connecticut Department of Labor training opportunities:

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

5. Old Business:

- a) Membership Vacancies: one Management seat; one Non-Management alternate seat; one management alternate seat

Management seat due to resignation of Public Works Director Ryan O'Halpin.

Tom Sienkiewicz nominated First Selectman Mike Pelton to fill the alternate seat vacated by the resignation of Ryan Curley, motion seconded by Michael Lastrina. Vote unanimous, motion carried.

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

- b) Active Shooter Training (ongoing)

Tom Robinson reached out to CIRMA for programs and officers from the Portland Police Department previously assessed the buildings – waiting on a report. Most training is tailored for school situations and not the various multifaceted municipal buildings. Ryan O'Halpin had referred to a video that depicted a situation at a bar and how people respond. Will redistribute that as it was enlightening.

Further discussions were held, this issue remains ongoing.

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

Cheryl Creem explained the situation that at night it was difficult to see the second brownstone step in front of the building (facing East Main Street, 2nd steps connects to ground level walkway). Building Maintenance recently installed a solar light on the top of the porch, possibly motion sensor, that aims directly on that step. It has been a huge improvement on visibility. (pictured below)



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

There are many factors that complicate the issue, it is not as straight forward as appears. An option is looking to the Capital budget.

Further discussion was held. This issue remains ongoing.

6. New Business

- a) Pete Willse mentioned that mortar repair is needed on the brownstone steps by the front porch. Michael Lastrina will look into this.

7. Adjournment

With no further business to discuss, Chair Tom Robinson requested a motion to adjourn. Cheryl Creem made motion to adjourn, seconded by Michael Lastrina. Vote unanimous, meeting adjourned at 1:43 PM.

Respectfully submitted,

Michelle Ceppaglia

Michelle Ceppaglia, Executive Secretary to the First Selectman

Next regular Safety Committee meeting is scheduled for:

Thursday April 17, 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.