

**TOWN OF NEW FAIRFIELD
SAFETY COMMITTEE
SPECIAL MEETING
TUESDAY, MARCH 20 12, 2018**

The Special Meeting of the Safety Committee was called to order by Chairman, Linda Fox, at 1:07 p.m. in the Annex Conference Room.

Present: Linda Fox, Kara Mehler, Derrek Guertin, Ed Sbordone, Mike McCarthy, Kathy Hull, and Maria Evans.

Approval of Minutes:

A motion to approve the December 12, 2017 minutes was made by Ed Sbordone and seconded by Mike McCarthy. Approved by all.

Old Business:

Evacuation Plans: Evacuation plans are not required by law. Derek will check with Eric Kist to see if floor plans are available and if evacuation plans are feasible.

Accident Reports: Kara Mehler handed out accident report forms to be used for employees and ones to be used for the public. Non-employee reports go to Linda Farinha and employee ones to Kara Mehler . One employee accident was noted.

Parking issues: Illegal parking at the Senior Center was discussed. Derek may have to issue citations if the situation continues.

The parking area behind Town Hall/Library will be striped for spaces. A possible sign warning drivers of traffic/people coming from behind library was discussed.

It was noted that the crosswalk in front of Town Hall needs to be painted to be more visible. It is a State highway.

The doors on the back of the Town Hall will be replaced.

The monthly reports on exit signs, emergency lights, and fire extinguishers should be done each month and will be collected yearly. Derek Guertin has forms if needed.

There was a discussion on Safety Data Sheets. Kara Mehler will check with Phil Ross on how he handles these.

New Business:

Safety Issues: No new ones at this time.

Motion to adjourn was made by Ed Sbordone, seconded by Derek Guertin. Meeting adjourned at 1:39p.m.

Respectfully submitted,

Linda Fox, Chairman