



Town of Vernon Administration
Daniel A. Champagne
Mayor
(860) 870-3600

**MINUTES
RISK MANAGEMENT
ADVISORY COMMITTEE
SPECIAL MEETING**

Michael J. Purcaro
Town Administrator
(860) 870-3665

Dawn R. Maselek
Assistant Town Administrator
(860) 870-3605

DECEMBER 11, 2018

7:00 PM

ROCKVILLE PUBLIC LIBRARY
BOARD ROOM
52 UNION STREET
VERNON, CT

RECEIVED
VERNON TOWN CLERK
18 DEC 21 AM 10:04

1. Call to Order

Members Present: Bill Gilson, Dawn Maselek, Fred Padget, Paul Jonas, John Morissette and Chris Wardrop USI Insurance. Absent: James Luddecke, Thomasina Russell.

2. Public Comment

None

3. Minutes - Review and approval of minutes from September 11, 2018 meeting. The September 1, 2018 minutes were amended to reflect "Item F will be added to the December, 2018 agenda" removing the word October. The motion was made by Chairman Paul Jonas and seconded by Fred Padget. The motion carried with John Morissette abstaining. (This item will be discussed under Old Business: Item C.)

4. New Business

- a. **Election of Officers** - Chairman Paul Jonas offered the Chairman's seat for nominations. Chairman Jonas thanked the Commission for their support of his leadership and offer John Morissette's name in nomination to replace him. No other nominations were made and Mr. Morissette's nomination passed unchallenged unanimously.
- b. **2019 FOIA Dates** - the following quarterly dates were considered for the 2019 FOIA Schedule: March 12, 2019; June 11, 2019; September 10, 2019 and December 10, 2019. All meetings will be held the second Tuesday at 7:00 PM. The March 12, 2019 meeting will be held at the Vernon Senior Center, all others will be in Administration in the Town Hall. Member Paul Jonas seconded by John Morissette made the motion to approved the meeting dates as presented and the motion carried unanimously.



- c. **Infrastructure Safety Updates** - Dawn Maselek, Assistant Town Administrator gave an update on various topics: Building Access & new Camera System; Time and Attendance changes using same style ID card. The Rockville Public Library, the newest Town department will be integrated into this system.
- d. **K-9 Officer Coverage** – CIRMA liability coverage has been increased to \$25,000 with no deductible. This covers injury only and emergency vet bills. Further discussion among board members ensued with USI Representative Chris Wardrop. No action taken.
- e. **Health Insurance** - Currently we have Connecticare. Our experience is good and USI is the broker of record for the health insurance. Connecticare is performing well in the areas of customer service and wellness initiatives. A discussion ensued between the board and Chris Wardrop of USI, discussing various areas of the insurance. No action taken.
- f. **Winter Operations Memo** – Dawn Maselek shared the annual distribution of the Winter Operations Memorandum. Traditionally, the memo is distributed to all employees from our HR Department relative to holiday benefit time, weather closure benefit time use, cautioning all employees to use caution when walking on hard surfaces, wearing appropriate footwear and to call in hazard issues to DPW as needed. EAP is also addressed within the memos content to raise awareness of its availability should it be needed by any employee. It is also suggested during the memorandum that employees check “Charity Navigator” before making any donations. Charity Navigator is a good reference to review any agencies non-profit status or complaints against them.
- g. **Fox Hill Tower** - The Town is in process of updating and upgrading radio frequency issues, quality of transmission issues, as well as rebuilding the structure itself and installing a much need upgraded building to support the technology.
- h. **Building Safety and Security** - The Town Council recently approved a portable vehicle barrier system and building access control system. These will help to secure our events and our buildings.



i. Library and WPCF Updates – the

Children’s Library is in need of some assistance relative to an odor that persists in the area. The Public Works Department is in process of investigating the issue. The WPCF Upgrade is scheduled for referendum on January 15, 2019 in the amount of \$85,000,000. Regardless of the outcome the DEEP will still require the upgrade, but, will withdraw the grants to the Town and the cost to the taxpayers will be greater than if it were to pass with the grants intact.

5. Old Business

- a. *Update Senior Center Fitness Center Waiver* - A discussion ensued relative to the waiver and whether it is necessary in this type of center. Following the discussion Dawn Maselek shared an update on the hiring of individuals to manage the center and the next steps.
- b. *Town/BOE building and property use policy* – This policy is in the final stages. Chris Wardrop and Dawn Maselek will continue to work to meld the BOE and TOV policies together. The goal is to have one policy for all departments to use incorporating all the areas needed to use a town building.
- c. *Risk Register* – held over from September 11, 2018 meeting - John Morissette began the discussion by sharing his experience with this type of a review. The board discussed various options. A motion was made by Paul Jonas seconded by Bill Gilson to continue the discussion at the March 12, 2019 meeting after management discussion are completed and input from departments is collected, the motion carried unanimously. Chris Wardrop and Dawn Maselek discussed whether this would be an internal or external function. This will be added to the March meeting for further discussion and to determine next steps.

6. *Adjournment* - Meeting was adjourned at 8:10PM. Motion was made by Paul Jonas, seconded by Bill Gilson. Motion carried unanimously. Meeting to be held at the Senior Center.

Dave Wheelock