

**TOWN OF LITCHFIELD
SAFETY & HEALTH COMMITTEE
Regular Meeting Minutes
Wednesday, November 19, 2025 ~ 11:00 a.m.
Town Office Building & Remote by Google Meet**

CALL TO ORDER

The meeting was called to order by First Selectman Denise Raap at 11:13 a.m.

ROLL CALL

Present:

Denise Raap, First Selectman

Raz Alexe, Director of Public Works

Nikky Yarrish, Liaison

Ted Donoghue, WPCA Plant Superintendent

Robyn Ryle, Town Hall Representative

Absent:

Ted Legendre, Department of Public Works Representative

Jeffrey Joseph, CIRMA Representative

MINUTES

R. Alexe motioned to approve the Meeting Minutes from September 17, 2025. T. Donoghue seconded the motion. Motion carried unanimously.

NEW BUSINESS

a. CIRMA Risk Management Report, presented by J. Joseph, CIRMA Representative

No report - J. Joseph was not in attendance.

b. DPW Safety Report, Presented by R. Alexe, Director of Public Works

There has been nothing new to report since the last meeting on September 17, 2025.

c. State of CT Safety & Health Committee Audit

N. Yarrish reported that the State of CT Safety & Health Committee audit passed with no issues noted.

d. Annual Safety Trainings

N. Yarrish reported that Department of Public Works and Sewer Plant employees completed their annual safety training on November 3, 2025. The in-person training was provided by J. Joseph, CIRMA representative, and covered *Slips, Trips, and Falls*; *Bloodborne Pathogens*; *Preventing Sprains and Strains*; and *Computer Security Awareness*. She noted that all other Town employees are in the process of completing similar training online, including *Bloodborne Pathogens*, *Office Safety*, and *Computer Security Awareness*. Employees have until December 17 to complete the required courses, and approximately 5 to 7 employees have done so to date.

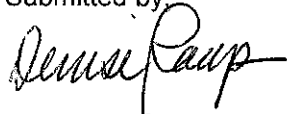
e. Approval of 2026 Meeting Schedule

- R. Alexe motioned to approve the 2026 Meeting Schedule. T. Donoghue seconded. Motion carried unanimously.

ADJOURNMENT

T. Donoghue motioned to adjourn the meeting at 11:17 a.m. Raz seconded the motion. Motion carried unanimously.

Submitted by:



Denise Raap, Chair