

**Town of Northumberland**

**JLMC Committee**

**Draft Meeting Minutes**

**Dates: Thursday, December 28th, 2017**

**Place: Town Office – 19 Main Street**

**JLMC Members Present:** Jim Weagle, Randy Potter, Cody Brown, Melinda Kennett, Elaine Gray, Keith Knapp, Winston Hawes, Becky Craggy

**Others Present:** Jeffrey St. Cyr

Craggy opened the meeting at 1:12 pm

**The committee will meet to discuss the following items;**

- **Approval of September 28th, 2017 Meeting Minutes** - Motion by E. Gray and seconded by M. Kennett to approved the September 28th, 2017 draft minutes as written. Motion carried
- **Review/adoption of final draft of Safety Plan** - Craggy stated limited work had been done on the draft, it is hoped to continue work on this in the first quarter of 2018. Craggy said she would get a word document out to everyone with Town Manager replaced by Board of Selectmen for everyone to review before the March meeting.
- **Posting of 2018 meeting schedule** - Craggy mentioned she would post 2018 meeting schedule today.
- **Any other business to be brought forward** - Craggy mentioned M. Kennett has been to a recent workshop and provided some good information about office security as provided by the NH Dept. of Labor. Kennett said they had pictures of several town offices of different things they should do to make it safer.

Craggy recalled the building assessments that were done early on by the JLMC. It was mentioned by R. Potter about putting a roof over the ramp at the meeting room. Discussion ensued about the snow falling off onto the ramp. Weagle mentioned the Board has made a couple of suggestions to the landlords, they are not willing to put any money into it.

Craggy mentioned about the railing here at the Town Office, someone got a sliver from a broken area. Hawes mentioned about putting composite railing up, it is not very expensive.

Discussion went back to roofs over the ramps. It was discussed that the reason a roof has not been put over the ramp at the Town office is because of future plans to redesign this whole area. Mentioned was made that may not be for quite some time in the future and in the mean time this is a problem in having to deal with it.

It was mentioned about putting something on a the Board's meeting room for a roof

and just take it with us when we stop renting.

Discussion ensued about the renovations made at the current Town office, areas that have improved and areas to be improved on.

Craggy asked any cold weather safety matters were we are heading into winter.

Potter mentioned the sand shed does not have a roof over it. Potter said it is a real pain as they have to keep the front side open for the public. In order to keep the sand loose, they have to physically get up there and stomp the sand through the screen on or chop the pile. He said it is not real safe. He said in the future they need to come up with a plan for a building. He said one of them could fall off of the pile and get hurt. Craggy asked cost wise is it something the Town Municipal Office CRF could handle. Potter said there is a lot of cost due to concrete work. Craggy asked is it something that could be done in stages? Weagle said then the concrete would be exposed for a time. It was really something that should be done all at once. Potter said rain compounds the issue. Potter did not have any numbers on cost. It was mentioned maybe an article earmarking the appropriation for that purpose or talking about it during budgeting.

Kennett said sometimes you have to invest money to save money and a lot do not understand that at town meeting.

Gray asked does the sand have salt in it? Potter said yes some. Potter said to there is an overhang to that could let go if someone was in there getting sand/salt.

Craggy asked if there was anything else?

Discussion ensued about the girls at the Town office having to shovel the ramp at the town office. Mentioned about the library hiring someone to shovel. It was asked who does the bank. Craggy mentioned that it is Denise Johnston. Craggy said maybe we could hire her to jump over to the Town Office when she was done at the bank. Gray thought it was a good idea to check to see what her rates are. Craggy agreed, she could be handled as a vendor/contractor.

There was some brief discussion about the lighting at the high school during sporting events and creating possible hazards regarding traffic flow.

- **Adjournment** - Being no further business to be brought forward, Craggy asked for a motion to adjourn, motion by M. Kennett, seconded by Craggy. Motion carried. Meeting adjourned at 1:33 pm

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