

**Town of Northumberland**  
**JLMC Committee**  
**Meeting Notice and Agenda**  
**Dates: Thursday, March 23, 2017**  
**Place: Town Office – 19 Main Street**  
**Time: 1:00 P.M.**

**Draft Copy of Meeting Minutes**

**Roll Call:** Glenn Cassady, Randy Potter, Peter Pelletier, Jim Gibson, Sam Oakes, Brian Hurlbutt, Robin Irving, James Weagle, Melinda Kennett, Winston Hawes, Becky Craggy.

**Others present:** Jeffrey St. Cyr., Steve Russ

Craggy opened the meeting at 1:00 pm

- **Approval of December 22nd, 2016 Meeting Minutes** - Craggy asked if anyone had corrections to the December 22nd, 2016, there were none. Motion made by Jim Weagle to accept minutes as written, Motion seconded by Melinda Kennett, motion carried.

Craggy thanked everyone for coming and thanked "Min" for making it easy for everyone to say yes. (Meal)

- **Discussion/vote of continued committee representatives and appointment of Chairman** -

Craggy said appointments are still good for another year. Craggy mentioned to the new chief about the management/employee ratio for the JLMC. She stated to the chief, he certainly could have an officer attend as the employee representation. Plus, there are usually employees that could stand in, in the case he didn't have anyone that could make the meeting with him. Craggy listed the following as Management members: Melinda Kennett, Glenn Cassady, Jim Weagle, Reggie Charron, James Gibson and Peter Pelletier. Employee representatives are: Elaine Gray, Randy Potter, Nolan Hibbard, Becky Craggy, Keith Knapp, Robin Irving, Sam Oakes, Brian Hurlbutt and Winston Hawes.

Craggy opened up the floor for nominations or re-appointment of Chairman for the committee. Melinda Kennett made a motion to continue with Jim Weagle as Chairman, Motion was seconded by Craggy. Discussion, Glenn Cassady asked are you all right with that Jim? Jim said yes. Motion carried.

- **Continued work on Safety Plan update** - Craggy referenced current policy and template being sent. Craggy stated this is a year long process, reviewing and updating. She wanted everyone to be able to take their time to review. Craggy suggested between now and June for everyone to review items specific to their Department and they could email her. Craggy can incorporate items received into a working document for discussion at the June meeting.

Craggy said personally, she has gotten to page 12. She mentioned three changes.

One, she likes Safety Process instead of Safety Plan. She said when she hears program or plan, it gives her the impression this gets put on a shelf and only visited when needed. She said really safety is a process, that is to be used/addressed everyday in what we do and is always evolving.

Two, Craggy said currently we do not have a Town Manager, so where this was mentioned in the document she inserted Board of Selectmen, Town Manager or Town Administrator to make it more applicable.

Three, On page 12 Craggy wanted input from group about weight limits made. The current policy states "employees shall avoid lifting more than 40lbs from floor level, or 60 lbs. from waist level, without assistance from another employee."

Melinda Kennett said when she was hired in the mill they had to lift 50 lbs.

Robin Irving asked why does there have to be a limit? Just have it state to use proper lifting techniques.

Winston Hawes mentioned there should be a limit stated as a guide, he suggested you may want to check with DOL to see what their guidelines are.

Robin Irving suggested putting a limit of 55 lbs. and anything beyond, use proper equipment and/or get help. Consensus of the group was to put 55 lbs. limit and then use equipment and/or get help.

Discussion ensued about other aspects of the current policy. Craggy wanted feedback about the need for a safety belt policy. There are department specific areas within the policy that she would welcome all feedback as she doesn't know what everyone does day to day for procedures.

Discussion ensued about department SOP's or SOG's for say, the Police and Ambulance departments and incorporating them into the bigger Town policy would be applicable. Craggy asked how often do you update or revisit your SOG? Jim Gibson said much like the Town does with their policies. He said when new protocol is established they look at the policy and make changes as necessary.

Craggy asked if it was ok to have a copy to keep on hand in the vault? Robin Irving cited the "lockout" and "tagout" process is required by DES for the departments. Also, confined space entry and excavation and trenching. Craggy mentioned it would be good to have the copies on hand as Robin needs this data many times for grant work she is doing.

– **Any other business to be brought forward -**

Craggy mentioned another responsibility of this Committee is to review any first reports of injury filed for employees. Craggy said she is happy to say we did not have any to review as there were none reported in the first quarter.

Glenn Cassidy asked are the members of this committee the ones who review? Craggy said yes. What the committee does is review the accident, circumstances and make suggestions on what could be done differently to make the situation safer and report back to the Board of Selectmen.

Craggy shared her discussion with Jim Gibson and Sam Oakes from the Ambulance department just before the meeting started about issues they want addressed with the landlord.

Jim Gibson continued explaining about the upstairs egress pulling away from the building, he is ready to tape/flag it off. Discussion ensued about other issues needing to be addressed at the building. The ramp with snow/ice dump, "punky" railings and decks.

Craggy said she would draft up a letter to be signed by the Board and the Committee to be sent to the landlord. Inside issues would come under a separate letter to the Board.

Melinda Kennett asked about changing the time to 1:00 pm for future meetings. The committee was polled, there were no objections. Craggy said the time could be changed to 1:00 pm for the rest of the year, if this is agreeable to everyone. No objections. Craggy will get out a new meeting schedule for the year.

Craggy gave Peter Pelletier a building checklist for completion at his convenience within the next 3 months. She said last year the other department heads had completed theirs, she said if he wanted to delegate this he could.

Robin Irving said it has been over a year, she would still like to have a CPR class conducted. This has been discussed at previous committee meetings. Robin asked about the AED being demonstrated too. Robin asked about maybe a video. Sam said it will take about a couple of hours. Robin said maybe the crew could just show and up and the staff could attend if they wanted. The EMS staff is going to work on coordinating this.

Robin said information is being received the proposed budget is being cut by the "Feds" for a lot of grant/loan funding. She wants ideas for funding from the group, she mentioned on site security cameras, body cameras as a couple of funding projects, but was looking for feedback from the committee.

**-Adjournment:** Being no further business to discuss. Craggy said she would entertain a motion for adjournment, motion made by Jim Weagle to adjourn, seconded by Melinda Kennett, motion carried. Meeting adjourned at 1:25 pm

***Next meeting is scheduled for Thursday, June 22, 2017 at 1:00 pm***

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