

Town of Northumberland

JLMC Committee

Draft Meeting Minutes

Dates: Thursday, September 28th, 2017

Place: Town Office – 19 Main Street

Time: 1:00 P.M.

JLMC members present: Keith Knapp, Randy Potter, Brian Hurlbutt, Elaine Gray, Reggie Charron, Winton Hawes, Jim Gibson, Sam Oakes, Melinda Kennett (arrived during meeting), Becky Craggy

Others Present: Jeffrey St. Cyr

Craggy opened the meeting at 1:00 pm -

- **Approval of June 22nd, 2017 Meeting Minutes:** Motion by Elaine Gray to approve the June 22nd, 2017 minutes as written, seconded by Randy Potter. Motion carried
- **Distribute training material from CDL Reasonable Suspicion Class:** Craggy distributed some training material from a training class she attended August 24th in Concord conducted by Primex.
- Craggy went on to explain this training was for administrators and supervisors on how to handle situations where employees who hold CDL licenses may be suspect of substance abuse and how to handle the situation.
- Craggy explained the reason she submitted the packets with this committee meeting, was to advise everyone, the safety policy being worked on by the committee should have a portion dedicated to explaining the protocol on who and how to handle these situations if they arise. Craggy said she contacted Primex after the course and they sent a nice 7 page template to go by that the City of Concord uses with their program. Craggy stated she is going to review and incorporate an excerpt for review at the next quarterly meeting.
- Potter asked Gibson if they do the testing? Gibson said no because of liability. Craggy said part of the course she went to covered that one or two people are the point of contact to handle these situations, if they arise. The testing is done through the same process as the random tests which for now is Berlin Hospital, but will be weeks in 2018. Potter said the manager and himself were appointed to handle these situations. Craggy said the laws haven't changed too much since you did it at First Student. Craggy mentioned it would be good when the class comes up again if a couple of the supervisors that work directly with the CDL licensed employees would take the class, they could become the point person to handle the situation. She said you earn CEU's for the class. She thought it was 3.

- Charron asked if an employee is approached and you say you have to go for testing right now and they refuse, what do you do? It was discussed this is why it will be good to have a policy in place. But, Craggy mentioned from the class she attended, it is like when we get stopped by law enforcement and they want us to be tested. When CDL operators apply for these licenses, they know, if they work for an employer and they are enrolled in random testing consortium, they do have to go for testing if requested by the employer. It was explained it should be by the point person who has done the training or someone appointed by them to be trustworthy.
- **Continued work on Safety Plan update-input from Committee** - Craggy explained she had not done any further work on this policy herself, she asked if the committee had any additions/edits they had worked on there were none. She explained she would like to come to the December meeting with a final draft for review and approval from the committee to bring forward for adoption. It is desired to finish the year with an updated policy in place, this policy would not incorporate some of the class material dealing with "reasonable suspicion" of CDL drivers.
- **Any other business to be brought forward:** Potter said the sign is up for Station Square. Potter asked Gibson if the numbers are up? Discussion ensued about what work was done at the building, but some lights do still need to be addressed. It was discussed the Board did approve the expenses. It was decided when the time spot worked for everyone, the work/materials would get done and be put on the Government Building maintenance line.
- Craggy asked if there were anything else anyone wanted to bring forward. She asked with the projects that have been going on, is there anything observed we may want to make sure is covered in our policies? Charron said everything has been going good with the w/s projects. Potter indicated same in highway.
- Craggy asked if everyone received the email about the upcoming flagger/crossing certification training? She said the crossing guard section is starting at noon. The flagger one is at 10:00 am. It was pushed back one hour as Craggy knew Charron and Irving would be in their Wednesday progress meeting at 9:00, but was hopeful it may be concluding by 10:00. Charron said this is our big one. Craggy mentioned everyone who did the flagger together previously will be expiring in October. Kennett asked if she went to the 10:00 one, she would be certified to flag, it was answered yes. But, it was explained that it does not cover crossing guard, to be certified to do both, both would have to be attended. Kennett explained she wanted to especially do the crossing portion, so if Wendy/Jim cannot and say Becky is on vacation or out, the crossing could still be covered.
- Gray asked about the harder drugs being around, in particular, "carfentanil". She is very concerned. She asked are the police/ems trained on how to handle? Gibson said they are all currently being or going to be trained in how to approach and handle this type of drug. They are receiving chemicals and equipment to handle situations where this drug may be present. Gibson advised to stay as far away from this drug as you can. Hawes asked who/how is it coming into Town? Gibson said it is coming in from everywhere. He cited a case they just had the other day right here in Town.

- Discussion ensued about the various drugs around in the past and present day. Hawes wants to know who is paying for the supplies. Gibson indicated Weeks right now. North Country Health Consortium is taking the lead on these efforts.
- Discussion ensued about current events that have happened right here our community and the safety of our residents. Security cameras were mentioned about being installed in key areas around Town and at Municipal buildings.
- Charron cited an individual who they have been dealing with that changes their story, it becomes a he said she said situation, discussion ensued if things escalated, at least if cameras were in place, these individuals could be caught up with. Charron said they put cameras in at their facility off the Brown Road and the activity stopped.
- Gibson said they are all set for the ambulance for housing. He indicated to Potter they could return the key given to them for the Town garage. Discussion ensued about the alarm being disengaged this morning when Potter got to work and Charron knew it had been engaged the night before when he left. Discussion continued about cameras being installed. Gray asked how much they cost? Cost was not determined.
- Charron talked about Eversource taking street lights out in key areas. He mentioned the location right across from their business and at the cross walk crossing Route 3. He said it is pitch black. Kennett mentioned about the situation that has been brought to the recreation center commission to put a light on the end of the building to illuminate the playground area.
- Potter said almost all of the new picnic tables have been destroyed on the covered bridge. It was mentioned there is a working light now on the bridge which has helped. Kennett mentioned about citizens groups that help the police in other communities.
- Charron mentioned about how unpredictable people are nowadays. Gibson confirmed.
- Next JLMC meeting scheduled for Thursday, December 28th, 2017 at 1:00 pm at the 19 Main St. conference room
- Craggy thanks everyone for coming and said to email her with any questions.
- **Adjournment:** Motion by Gray to adjourn meeting, seconded by Kennett meeting adjourned at 1:34 pm

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