

**Town of Northumberland**  
**JLMC Committee**  
**Meeting Minutes - Draft**  
**Dates: Thursday, December 27th, 2018**  
**Place: Town Office – 19 Main Street**  
**Time: 12:30 to 1:00 P.M.**

**JLMC Mgmt. Members Present:** Reginald Charron, Robin Irving, Melinda Kennett (elected official)

**JLMC Employee Members Present:** Elaine Gray

**Others Present:** Randy Potter, Cody Brown, Keith Knapp, Winston Hawes, Becky Craggy, Safety Process Coordinator

Craggy called the meeting to order at 12:28 pm

- **Acceptance of 9/27/18 meeting minutes:** No discussion or corrections mentioned. Motion by Irving to accept the minutes from 9/27/18 as written, seconded by Gray. Motion carried.
- **Follow up on meeting items from previous meeting:**
  - a. Letter to BOS regarding ramp at 10 Station Square - Craggy explained the letter written by the JLMC to the Board of Selectmen on September 27th, was sent to the Board's business meeting of October 1, 2018. It was discussed and then the Board asked for the landlords to come to the October 15th meeting to discuss the ramp matters as well as rumors of selling and the rent rates for 2019. This was done, and the minutes of those meetings show the landlord agreed to have a roof put over the ramp by the summer of 2019.
- **Review of First Reports of Injury (1)** - Craggy reviewed one first report of injury that had occurred since the September meeting. Employee was from the EMS department. The event occurred on October 31st, 2018 at 15:36.

Employee was stepping up to enter ambulance, door was open. Employee slipped and fell forward striking right front forehead on door frame of vehicle. Also, injuring left shin and right knee. Employee self treated. Has returned to work immediately at full duty. Craggy indicated no follow up treatment was reported as being necessary.

Craggy asked the committee if anyone felt something could have been done differently to help prevent this? Potter asked what kind of shoes were worn? Craggy said it is observed when the employee comes in the office, they always have boots on. It was

agreed because of the wet weather that day and just being a misstep on the employees part, no safety issues were present.

- **Any other business to be brought forward** - Gray brought forward that the light over the rear entrance of the Town office building is still not working on predicable schedule. Sometimes it is still dark when she or Kennett are leaving the building. Craggy indicated she did email the electrician last week when it came up in discussion. He is aware and has been monitoring it. He does have a fix for it. It was discussed he has been working out of Town on 2 or 3 jobs. Craggy said after the holiday she would try again to catch up with him.  
  
Craggy reminded the committee it was agreed at an earlier meeting to budget for Rick Van Winkler to come to do some training on workplace violence and how to handle. She said his cost of \$475.00, plus mileage for travel from his home totaled up and broken out amongst all departments would be about \$80.00 plus dollars. The committee felt this was reasonable. Craggy said it would be inputted into the budgets for 2019 and she would try to get scheduled in the first quarter after town meeting.  
  
Craggy asked if there was any further new business to bring forward. There was none.
- **Adjournment** - Motion by Potter to adjourn, seconded by Charron. Motion carried.

**Meeting adjourned at 12:38 pm**

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