

Town of Northumberland

JLMC Committee

Draft Meeting Minutes

Dates: Thursday, March 29th, 2018

Place: Town Office – 19 Main Street

Time: 12:30 to 1:00 P.M.

Employee Representatives present: Sam Oakes, Elaine Gray, Keith Knapp, Winston Hawes, Brian Hurlbutt, Cody Brown

Management Representatives present: Jim Weagle, Jim Gibson, Glenn Cassady, Reginald Charron, Robin Irving, Melinda Kennett

Others Present: Jeffrey St. Cyr, Becky Craggy, Process Coordinator

Craggy opened the meeting at 12:30 pm

The committee will meet to discuss the following items;

- **Nominations/appointment of new Committee Chair and reps** - Craggy asked for nominations from the committee she explained there has to be two representatives from each department, one management and one employee. There was a brief discussion about the State Statute with regard to elected officials and Town Managers/Administrators.

She said the policy mentions public works and PD, but the committee can adopt other departments and members can be nominated for two year terms. Craggy asked if the committee agrees to do this? Charron mentioned call highway and w/s public works. Craggy said if we group highway, solid waste and w/s there are only two members needed. It was agreed to do it that way. The committee agreed to have the following departments: Public Safety(Ambulance, Police, EMD) Public Works(Highway, Solid Waste and Water/Sewer) and the Administrative Staff(Selectmen's office, assessing office, welfare office)

Nominations for Employee Representatives (3) - Craggy asked for nominations -

Public Safety employee rep - Gibson and Oakes were present: Gibson nominated Oakes to be employee - Kennett seconded the motion, committee voted to have Oakes as employee rep for the Public Safety Department.

Public works employee rep - Hurlbutt was nominated by Charron, Cassady seconded the motion - committee voted to have Hurlbutt as employee rep for the Public Works Department.

Office Admin employee rep - Kennett nominated Gray, St Cyr seconded the motion - committee voted to have Gray as employee rep for the Office Admin Department.

Nominations continued for the Management Representatives(3) - Craggy clarified the State Statute in the template for who is eligible for nomination.

Public Safety management rep - Kennett nominated Gibson, Craggy seconded the motion -

committee voted to have Gibson as Public Safety Management rep.

Public Works Management Rep - Charron nominated Cassady, Kennett seconded the motion, committee voted to have Cassady as Public Works Management rep.

Office Administration Management Rep - Gray nominated Craggy, Craggy declined - Craggy said we really do not have a department head, this is different. Craggy said she views all in the office on equal ground. Craggy mentioned again about these being two year terms. She to be fair everyone should shift roles to give everyone a chance to present new ideas, methods and fresh approaches. After discussion about the role and commitment of the post, Craggy nominated Irving, Weagle seconded the motion, committee voted to have Irving as Office Administrative Management rep.

Craggy said the last nomination is for Safety Process Coordinator - Craggy said this basically is the liaison between the committee and the Board of Selectmen, keeps records, sets up meetings and such. Craggy said she is really, really hopeful someone would like to do this. Craggy hopes to see new input and fresh ideas. It is good to shift positions every two years. After brief discussion, Charron nominated Craggy, Gray seconded the motion, the committee voted to have Craggy continue as Safety Process Coordinator.

- **Approval of December 28th, 2017 Meeting Minutes** - Craggy asked if there were any corrections or anything anyone wants to mention. Motion by Weagle to approve as written, seconded by Kennett, committee voted to approve minutes of December 28th, 2017 as written.
- **Final review/adoption by Committee of updated Municipal Safety Process** - Craggy referred to draft sent to all on March 15th - Craggy mentioned she would make the correction to include departments talked about earlier.

Craggy asked are any other areas anyone wants to address? Craggy mentioned we have been trying to get this done for a year. Craggy made changes to exclude town manager where mentioned in the text and did changes that were discussed at previous meetings.

Craggy would like to send the policy to the Board Of Selectmen to review and adopt at a near future meeting. Committee took a few minutes to review. Cassady thought it should be tabled to review and talk about at the next meeting. Craggy said she sent a real rough draft last year. She gave everyone a couple of weeks to look at this recent draft, Craggy said I know everyone is busy. Cassady asked don't we have an existing policy? Craggy said yes, this is the revision/update to be considered. The old policy was done in the 90's, Craggy said this template came from our risk management company and is reflective of current industry trends and wording.

After some brief discussion, Craggy asked does everyone want another week to look at and advise of any edits and then come in to sign when you are ok with it? Craggy said she really doesn't want to wait until the next meeting then we are in to the second quarter, we are half way through the year and still no update.

Cassady made motion to accept the revised policy, Charron seconded the motion, committee voted to adopt revised policy.

Craggy mentioned the Board Of Selectmen, when they review it, may have edits, she said as we have found out from the updated personnel policy, policies are ever evolving. This policy will be the same as we progress. She said changes, revisions can be made and adopted. Craggy presented two copies for everyone to sign. Craggy will send to the next Board meeting for the Selectmen to consider and adopt.

- **Review/discussion of First Reports filed in first quarter** - Craggy said we had one first report this quarter. She said we have redacted the names to protect the innocent. She said in the packets the last page is the first report.

The incident was reported well within the timeframe to the Town and reported to the insurance company. As far as Craggy knows, the employee has had no lasting effects from the injury and they came back to work immediately. The report says they received initial review, but Craggy is not aware that they required any follow up treatment.

This employee was responding to a call on foot and slipped and fell on the ice in a parking lot, landed on their right knee and hyper extended their right arm to brace for the fall. Irving commented, message to public works to sufficiently salt and sand sidewalks.

Craggy asked the committee in this particular incident are there any suggestions, changes that can be made to help from this situation happening again? Craggy is asking because she is not in this particular department. She asked is there any industry clothing, footwear that may help in these situations during the winter or inclement weather?

Discussion ensued amongst the departments that some have cleats. Gibson said they travel in and out of homes and this would not be an optimal situation to wear these. Hawes mentioned if anything is supplied, it should be paid by the Town, committee agreed. Hawes mentioned about hazards of wearing even cleats, ankle rolls and such.

Craggy asked does our current uniform company offer any equipment or accessories like this? Weagle said he did not think so, it is a whole different industry or separate from what the uniform companies do. Kennett mentioned about the Post Office mail deliverers have cleats on when they come in. Craggy asked about the PD what do they do? Gibson said they think they supply their own, not part of the equipment. It was mentioned seeing State Troopers fall all the time. Hawes said the postal carrier said if they fall in the winter and they don't have their cleats on, then workman's compensation will consider this in their findings. Hawes suggests be very careful and take safeguards and the Town should be willing to pay for the cost of safety footwear. Weagle mentioned his experience with Workman's Compensation and they will find a reason not to pay where ever they can. Hawes suggested we should be careful in all we do, to not become a liability. Craggy said this is a good point. Craggy asked is there anything else that should be addressed with regard to this report of injury? Nothing further was mentioned. Craggy said we are glad this employee did not have any lasting effects from this injury.

- **Any other business to be brought forward** - Craggy asked if anyone else had anything they wanted to bring forward to discuss. Charron said you didn't do the

Committee Chair, Craggy explained when she typed up the agenda, she hadn't read the policy through, it is really Process Coordinator. She thanked Charron for noticing this.

Kennett mentioned she has brought this up at other meetings - During elections in the winter months she said the guys are out plowing and clearing and she said she has done it, Elaine has done it, but they do not have time to shovel the meeting room ramp. She feels a roof over the ramp would certainly help. Weagle said the Board has talked about it for the Town Office building, but not over at the PD/Ambulance building. Craggy mentioned when she sends the appointments, she could send a recommendation from this committee to the Board. Craggy said at least if it goes to the BOS it is on record as a recommendation from this committee.

Craggy asked if there was anything else to bring forward for discussion? Gray mentioned about the motion light in her office, it keeps going off. Weagle said he has something that could keep it on, but hasn't found it. Kennett said the NH labor board if there were ever included, said motion lights are a huge "no no". Craggy said she could check with an electrician to see what is involved about having it changed. Weagle said there was a reason why these had to be put in, an energy audit was mentioned that in order to get funding they had to be put in. Gray said it is set at the highest setting. Craggy said she and Irving have them in their office, but she is up and down all of the time going to the window or coming in and out, they hardly ever go off. Craggy asked Irving if the motion timer is disconnected is there an issue? Irving didn't see an issue. Irving said our compliance is pretty much financial at this point. Discussion ensued about the construction of the town office building.

- **Adjournment** - Pursuant to the next meeting having to convene, Craggy asked for a motion to adjourn, motion by Kennett, seconded Charron, committee voted to adjourn.

Meeting adjourned at 1:07 pm

Minutes respectfully submitted by:

Becky Craggy

Process Coordinator

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