

Town of Northumberland

JLMC Committee

Draft Meeting Minutes

Dates: Thursday, March 28th, 2019

Place: Town Office – 19 Main Street

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

JLMC Mgmt. Members Present: Glenn Cassady, Jim Gibson, Robin Irving,

JLMC Employee Members Present: Sam Oakes, Elaine Gray, Paul Perras (to finish Brian Hurlbutt's term)

Others Present: Melinda Kennett, Reggie Charron, Jim Weagle

The committee will meet to discuss the following items:

Kennett opened the meeting at 12:30 pm

- **Acceptance of 12/27/18 meeting minutes:** Motion by Irving to accept the minutes as written, seconded by Gibson. Motion carried
- **Review of Committee rep terms** - Kennett reviewed what was voted on at the March, 2018 meeting for two year terms (2020).
Sam Oakes is employee rep for Public Safety Dept.,
Brian Hurlbutt is employee rep for Public Works Dept.,
Elaine Gray is employee rep for Office Administrative Dept.
Jim Gibson is mgmt. rep for Public Safety Dept.,
Glenn Cassady is mgmt. rep for Public Works Dept.,
Robin Irving is mgmt. rep for Office Administrative Dept.
Cassady suggested switching Paul Perras and Brian Hurlbutt as employee rep. where Brian is part time now. Paul was ok with this.
Motion by Cassady to have Paul Perras replace Brian Hurlbutt as employee rep. for Public Works Dept., seconded by Irving. Motion carried.
- **Distribution of 2019 meeting schedule** - Gray noted Craggy had emailed two changes of meeting dates, June 27th was changed to June 20th because of auditors being here and December 26th to December 19th she figured no one would want to come the day after Christmas.
- **Review of annual Safety Summary filing with Dept. of Labor** - (Tabled until next meeting.)
- **Follow up of door light at Town Office** - Discussion ensued about back door light not working all of the time, Weagle said it was working the other night. Kennett said it

is not still dependable. Discussion ensued about Ron Caron being in to disable some timers on interior lights.

- **Discussion/scheduling of safety items to accomplish in 2019** - Kennett distributed 2019 safety items to accomplish.
- Kennett asked if anyone had anything they wanted to discuss. Kennett said for her the ramps and roofs over them here and at meeting room.
- Cassidy said the public works dept. is starting summer hours 4/1/19.
- Kennett mentioned about getting commercial rugs for in front of the doors at town office and 10 Station Square. With 4 elections coming up it would be much safer.
- Kennett mentioned about all members submitting their forms to Craggy when filled out.
- **Review of First Reports of Injury (1)** (Tabled until next meeting)
- **Any other business to be brought forward** - None
- **Adjournment** - Motion by Gray to adjourn, seconded by Gibson Motion carried.
- **Meeting adjourned at 12:45 pm**

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