

Town of Northumberland

JLMC Committee

Draft Meeting Minutes

Dates: Thursday, September 26th, 2019

Place: Town Office – 19 Main Street

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

Mgmt. committee members present - Jim Gibson, Robin Irving, Glenn Cassady

Employee members - Elaine Gray, Paul Perras

Others present-Winston Hawes, Keith Knapp, Reginald Charron, Randy Potter, Cody Brown and Becky Craggy, Safety Process Coordinator

Craggy opened the meeting at 12:34 pm

- **Acceptance of 6/20/19 meeting minutes:** Motion by R. Potter to approved minutes as written, seconded by J. Gibson.

Motion carried 10-0

- **Follow up of rugs for 19 Main and 10 Station Square** - Craggy explained she did contact Andy from Clean Rentals to obtain a quote on the cost of two entrance mats to rent starting in the 4th quarter and maybe change out every two weeks. She has not heard back as of this meeting. It is hoped to budget for this in the 2020 budget season. It was noted at previous meetings the rugs being used currently do curl up and present tripping hazards.
- **Follow up of door light at Town Office** - Craggy said this has been discussed at previous meetings as not working properly. She said it should be now, she contacted Ron Caron again and he has indicated the sensor is now on a light sensor rather than timer. It was discussed as the days get shorter we will be able to confirm this is working properly.
- **Follow up of Risk Management Training** - Craggy mentioned she scheduled this training with Rick Van Wickler from Chameleon Consulting. This was budgeted for in 2019 and the training session will begin at 1:00 pm today at the 10 Station Square meeting room right after the conclusion of this meeting. The training will be the area of managing assertive/aggressive behavior from individuals. She explained the school, precinct, all town departments including the library staff were invited, she is hoping for a good turn- out. R. Irving shared that she worked with Rick when she worked for Cheshire County, he was in the department of corrections then. Irving highly recommends this training.
- **Follow up of CPR Training** - Craggy will touch base with the EMS department for the 4th quarter to schedule a day for anyone who wants to train or refresh on CPR procedures. Craggy said a previous meetings there was a cost for the card discussed, Gibson confirmed it would be \$5.00 for this. Craggy mentioned for this year it would

be at the employees expense, but certainly moving forward she feels anyone working for the Town, this expense could be budgeted for any employees who want to keep up with this training and certification. It was stated it would be good to have at least one employee in each department who is up to date and certified in the area of CPR.

- **Review of First Reports of Injury** - Craggy is happy to report no first reports of injury for this 3rd quarter. Stated good work on everyone's part.
- Craggy state one of the security projects here at the town office has been completed with some minor "tweaks" to be made at Elaine's work area. She said you will notice inside and out the new monitoring equipment. One more camera will be budgeted for in 2020.
- **Any other business to be brought forward** - J. Gibson brought up that since last meeting the landlord at 10 Station Square did replace the bulkhead door, but that it was a smaller size door and there are now filing cabinets in the basement that they will not be able to get out of the basement. Craggy asked about the door being taken off the hinges. Gibson pointed out the opening is smaller too, cabinets that are down there were taken sideways when the bulkhead opening was there. Gibson also said he did look at the meeting room door and the door upstairs at the ambulance office, but he is not sure what Dupuis has planned.
- Craggy thanked J. Gibson for this follow up. Dupuis did stop over after he put the bulkhead door in and said he had a contractor lined up to address the meeting room door and the ambulance door but was not sure of what the contractors schedule would allow for when they could get there.
- R. Potter asked about status of a roof over the ramp. Craggy said the landlord did not address this with her when he stopped. Potter stated that is crazy. She did say it has been mentioned on two occasions that she recalls with him. Craggy said when he follows up with the doors she can asked him what he has planned, she said she would touch base with him sooner. Gray said there are 4 elections next year. Committee concurs this would be a good project to address now before winter is here. Potter stated last year when it was mentioned he said he needed more notice, he didn't say he wouldn't do it, so now he has had a year's notice.
- Being no further business to address, Craggy asked for a motion to adjourn.
- Motion to adjourn by J. Gibson, seconded by C. Brown.
- **Motion carried 10-0**
- **Adjournment - Meeting adjourned at 12:40 pm**

Next Meeting: Thursday, December 19th, 2019

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