

**Town of Northumberland**

**JLMC Committee**

**Draft Copy**

**Meeting Minutes**

**Date: Thursday, December 22nd, 2016**

**Place: Town Office – 19 Main Street**

**Time: 12:45 P.M.**

**JLMC members in attendance: Glenn Cassady, Randy Potter, Keith Knapp, Brian Hurlbutt, Melinda Kennett, Elaine Gray, Judith Szurley and Becky Craggy**

**Others in attendance: Jeffrey St. Cyr**

**Craggy opened the meeting at 12:45 pm.**

- **Approval of June 23, 2016 Meeting Minutes** - this item was missed
- **Follow up of building safety improvements addressed and possible quotes on projects for 2017:** Discussion ensued about the changing of the carpet in front of Town Clerk/Tax Collectors door, to eliminate possible tripping hazard. Discussion ensued about the front door on Main Street. There has been ongoing problems with the alarm being set off and there is substantial heat loss from the door. There needs to be a better latching/securing system in place.

Discussion ensued by the committee about the ramp issue at 19 Main St. and the need for a roof over it to protect it from icing and snow build up. The ramp at 10 Station Square has been an issue as well. It was mentioned by Cassady they have had to clear it at least 3 times already this season. Gray mentioned some meeting attendees have been hit by snow falling off of the roof. Efforts to resolve ramps at both places are on-going for 2017.

Gray mentioned again for the record there needs to be a storage area for the trash, it blocks the stairway going upstairs. If the upstairs is ever used, this is going to have to be addressed. Cassady mentioned having a dumpster put on site for the trash as a possible solution.

Craggy asked the highway and water/sewer, solid waste crews if there were any issues out on the road and around town.

There was brief discussion about a couple of vehicles that are not adhering to the winter parking restrictions on Paper Street and on West Street across the tracks. Police had been giving out warnings on first offense, ticketing and/or towing on second.

**-Craggy mentioned she would be emailing everyone a safety policy template** and the current safety policy in hopes everyone can review their specific department areas for updating and at the March, 2017 meeting maybe start making some

headway on updating the policy. It is hoped by the end of 2017 to have an updated policy to refer to.

- **2017 Meeting Schedule** has been posted and emailed to everyone.
- **Adjournment:** Motion made by St. Cyr, seconded by Szurley to adjourn. Motion carried, meeting adjourned at 1:15 pm

Next meeting is scheduled for Thursday, March 23rd, 2017.

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