

**Town of Northumberland**

**JLMC Committee**

**Draft Meeting Minutes**

**Dates: Thursday, August 6th, 2020**

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

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

**JLMC members present:** Elaine Gray, Robin Irving

**Others present:** Jim Weagle, Melinda Kennett, Becky Craggy

Craggy opened the meeting at 12:30 pm

- **Acceptance of 05/28/2020 meeting minutes:** Motion made by Gray to accept the minutes as written, seconded by Kennett, motion carried, minutes approved as written
- **Review of any first reports filed** – Craggy was happy to report there were no first reports of injury filed since the last meeting. In fact there had been none since December, 2019. She said everyone is doing great.
- **Follow up discussion of COVID matters** – Craggy stated the Town Offices opened July 1<sup>st</sup> for the public to be able enter the building for business with certain protocols in place. She said for the most part things had been going well. Craggy deferred to Gray and Kennett on how things were going as they do the bulk of the business with the public.

Kennett stated there have been individuals that still do not call to make an appointment. They have working these individuals in between ones that have made appointments. Kennett likes the appointments as it creates order for their day. She said for the most part it has been working well. It was stated the phones are a lot busier because of people calling to make appointments, which keeps things busy, but it creates more order for the day.

Gray asked if it was posted on the website. Irving state she posted the notice that first went out about the opening. Craggy said she attached the notice to today's meeting packet for review of what went out in the paper and on the website. Kennett state the notice did not say anything about appointments, but it does say about one person at a time. She said it is working.

Kennett and Gray spoke about how they are trying to coordinate, their schedules, the phones and coverage at the counter and outside. They both said they are always a few who will not wear a mask, in that case, they just meet them outside. She mentioned the table and umbrella has worked great for these meetings outside.

Discussion ensued about traffic flow in the hall. If there is no one else in the hall, they can go out the same door, but most are good about going out the front door so as not

to pass by anyone.

Gray and Kennett said there are some that are dropping off payments, they want to know they have received them in hand and will wait instead of using the drop box.

Craggy asked what other town clerks are doing? Kennett said most of them are doing it first come first serve and letting people wait. Kennett said they find some really want an appointment, because they want their privacy.

Craggy indicated the Board did approve Lufkin's proposal to move the camera on the corner of the building to a better location so that people standing at the door can be seen easier and this is going to be GOFERR reimbursable as far as Craggy knows. Craggy said she talked to Lufkin and he has it in his queue to do. Kennett asked why can't be just get another camera? Craggy said she did ask Lufkin this, but we are maxed out on what our system will handle.

Craggy asked is there anything else we talked about last meeting for COVID matters, anything new? There was nothing.

- **Update on Public Safety Building Progress** – Kennett mentioned about Wheelock speaking with her about the meeting room. She said she would like to just get through elections this year. She said there is a lot of Town's that use their fire stations, the catholic hall was mentioned. Weagle said even though the hall is handicapped accessible, it has not been maintained very well and the sidewalks would have to be reviewed for tripping hazards and motorized wheelchair usage. Gray mentioned there is a chair at the Methodist hall that can be used. Gray said they just keep one side locked and they can unlock it. There was discussion about the inspections that are made at polling places and whether these places will pass muster. There was discussion about the election schedule. It was agreed this is still being discussed and is early.
- Gray mentioned about the siding board that has fallen off the building and this should be taken care of prior to election.
- There was discussion about using the multipurpose room as a meeting place and the supervisors moving upstairs. Craggy said she talked to the Chief and did receive allowable room counts for each of the rooms and the multipurpose room would allow for a normal meeting.
- Kennett mentioned again about having a little roof over the door in the back when people are waiting to come in.
- Weagle spoke about having a community room that could be used for training, to rent and everyday usage. Discussion ensued about having the election room right where the offices are and the convenience of it. Other options for storage for election materials were discussed. Weagle stated that constructing an EMS building and proposing additions to the Town Office would not be approved for funding by the voters. Discussion ensued about having both right on the current Town Office site.
- Discussion also occurred involving the town and precinct combining and the funding options that would open up for the Town if they did this. Weagle said this has been discussed in the past and was met with strong resistance from the precinct. It was

mentioned it might not hurt to bring it up again.

- Discussion ensued about different locations for the EMS building. Kennett asked for this to be mentioned at the next building committee meeting on the 17<sup>th</sup> about the town and precinct combining. Weagle is very hesitant because of the resistance last time. He said is fine about being it brought up again, but not confident that anything has changed.
- After much discussion, Irving was not sure how this all tied into JLMC. Craggy pointed out it came about from the last meeting with the Police Chief's email and the incident he had about a possible COVID exposure the day before.
- Discussion ensued about different set ups for decontamination for the departments. Irving said she has set down with Ambulance and Police about what their needs are in this area to see if there was funding out there she could get. Right now there is not. Kennett asked about why not make a visit to the Twin Mountain facility. Irving said she has the plans and Oakes has the minutes to the meetings. Irving said they are trying to convince the current committee, the Twin Mountain project is one that should be used as a model. Weagle mentioned the facility in Lancaster is nice too. Taxpayer impact was talked about as well. Weagle relayed some options they tried to pursue to get housing for the ambulance attendants, he relayed his transaction with Down Home Motel.
- **Any other business to be addressed by committee:** Craggy asked if there was any new business to discuss?
- Kennett gave Irving her oath to read as JLMC committee mgmt. member. Kennett said she would catch up with Gibson and Cassady. Cassady is on vacation this week. Kennett said she would catch up with him when he returned.
- Craggy said the next meeting is scheduled for Thursday, September 24<sup>th</sup>, 2020 at 12:30 pm, this would bring the committee back on track with the quarterly meeting schedule. She said she would get minutes, and notice out to all.
- **Adjournment:** Gray made a motion to adjourn, seconded by Irving, motion carried.
- **Meeting adjourned at 1:25 pm**

***Respectfully Submitted,***

***Becky Craggy, Safety Process Coordinator***

***Minutes approved by JLMC Committee on \_\_\_\_\_***

**\*\*\*This institution is an equal opportunity provider, and employer.\*\*\***