

**Town of Northumberland**  
**JLMC Committee**  
**Draft Meeting Minutes**  
**Date: Thursday, December 16<sup>th</sup>, 2021**  
**Place: Town Office – 19 Main Street**  
**Time: 12:30 to 1:00 P.M.**

**Management Committee Representatives Present:** Glenn Cassady – Public works

**Employee Committee Representatives Present:** Elizabeth Ball – Office Administration

**Others Present:** Jim Weagle, Selectman, William Caron, Selectman, Keith Bronson, Selectman, Melinda Kennett, Keith Knapp, Reid Styles, Randy Potter, Courtney McLain, Hayden Gonyer and Becky Craggy, Safety Process Coordinator

Craggy opened the meeting at 12:30 pm

- **Acceptance of 6/24/2021 meeting minutes:** Craggy asked if there were any corrections to be made to the minutes of 6/24/21 and if none asked for a motion to accept minutes as written. Motion made by McLain and seconded by Ball to accept the minutes of 6/24/21 as written. Motion carried.
- **Review of any first reports filed:** Craggy said in the 3<sup>rd</sup> quarter there was one report of injury with no loss time. This happened on August 6<sup>th</sup> and recorded right away. This happened at the sewer plant. The employee was cleaning out the grit chamber and slipped and fell into cement portion of the chamber. Scraping/bruising right forearm, right back/hip area, left palm and left shin.

Craggy explained what the committee does is review/discuss and make suggestions on improving the safety of the process and brings it forward to the department head.

Craggy asked the committee is there anything that could be done to improve this process? Knapp said that if there could be a scoop with an extended handle so they do not have to bend down, this would help the process a lot. It was asked how long of an extension? Knapp said about 4-5 foot, and it would have to be plastic. Craggy asked is just one scoop needed and is this a process that should have possible two employees there when it is done? Knapp said one scoop is all that is needed, and it is not a process that would require two be there or even employee be harnessed if they do not have to bend over.

- Discussion of developing an unexpected closure plan: Craggy said she was going to let Kennett speak about this as she just recently had to develop on the Town Clerk side a

closure plan for if the office had to close suddenly because of COVID. Kennett said at one of the Clerk meetings/conferences there was discussion about all of them developing plans within their offices if they had to shut down for this reason.

- Kennett said her first plan is not to get COVID, but if they have to shut down because one of them does get it she does have the ability to utilize drop boxes, on line, and mail, email to help get business done. She said recently Stratford had to shut down their office and she was able to help them out with registrations, but she said Stratford, Stark or Lancaster do not have the ability to help in that same way if Groveton were having to shut down. Kennett explained what could be done is whichever one of them that is not sick could come in at night to process paperwork and then wipe down everything as they left so as not to impact the rest of the employees in the building.
- Discussion ensued about the rest of the departments developing a plan. Craggy asked did they provide any templates of what other towns have developed? Kennett said there is no templates, but for them DMV just logs what each town would do if they did have to close their office for a bit of time.
- Kennett did ask if there was anything else she should be doing? They said it looks like the office is doing everything possible to mitigate the exposure/spread. Just stick to what we have been doing for safe practices. Craggy mentioned she is on a financial email tree and can reach out to see if any have templates.
- **Distribution of 2022 meeting schedule:** Craggy mentioned she attached the 2022 schedule and reminded all that the meeting is March 31, 2022, and at that meeting all the terms are up, and we will be reappointing committee members. Craggy asked if the last Thursday of the quarter worked for everyone? Kennett mentioned she has month end if it falls on the last day of the month, but she can continue with her paperwork after.
- **Any other business to be addressed by committee:** Craggy said this portion Segway's into what Potter mentioned earlier about the roof over the ramp at 10 Station Square.
- Craggy said there had been discussion earlier about putting covers over the entrance doors to protect them. Kennett shared there are times when she may be on the phone or helping someone inside at the counter and they ring the buzzer, and they must stand out there for a bit out in the open. Caron said the board did approve an expenditure of up to a \$1,000. Kennett and Craggy both check some sites and products would be backordered, so nothing has been committed to be ordered at this time. It was agreed to revisit this.
- Weagle and Craggy discussed they did have a local contractor provide a rough estimate based on what is proposed to cover the ramp, stairs, and doors here at the town office. The estimate was \$45,000 with the caveat that pricing most likely would go up.
- Discussion ensued about the entrance doors used at the town office Craggy said not having them covered is compromising the doors, it is eating away at the casings. The ramp, stairs are all being degraded. Agreed this needs to be worked on.

- Craggy asked Potter your questions was more about the ramp at 10 Station Square. Potter explained it is a real pain to have to keep that walkway on the ramp clear especially if there are weekend events that create ice or dump a great amount of snow on the walkway.
- Caron said at one of the meetings where the property owners were in attendance, it was proposed the town would split the cost of putting a roof over the ramp with them and the Town has yet to hear from them. Discussion ensued about the lease agreement with the owners and the Town. Bronson said he is not signing the contract as it is and does not go along with paying for half the cost of the roof.
- Potter pointed out the more clearing, chipping that must be done will just further degrade the ramp. There was also discussion about the hazards of snow/ice falling when meetings or voting occurs, and we have just been lucky so far that no one has been hurt.
- Craggy asked if the committee felt it would be worth asking the board to send yet another letter to the landlords about the ramp. Further Craggy offered that maybe engaging the Town's property risk management company may help. The committee felt it was worth doing again.
- Craggy asked if there was any further business to discuss.
- **Adjournment:** Being no further business Craggy asked for a motion to adjourn. Motion by Kennett, seconded by Bronson to adjourn. Motion carried. Meeting adjourned at 12:50 pm

**Respectfully submitted,**

**Becky Craggy, Safety Process Coordinator**

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

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