

**Town of Northumberland
JLMC Committee**

Draft Meeting Minutes

Date: Thursday, June 24th, 2021

Place: Town Office – 19 Main Street

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

Mgmt. Committee Members Present: Robin Irving

Employee Rep Committee Members Present: Elizabeth Ball (new employee rep taking Elaine Gray's place)

Others Present: Courtney McLain, Melinda Kennett and Becky Craggy

Craggy opened the meeting at 12:35 pm

- **Acceptance of 4/8/2021 meeting minutes:** Motion by Liz Ball, discussion ensued about having members that attended the meeting make the motion to approve the minutes. It was agreed to wait until the next quarterly meeting when more may be present to approve the minutes as written. Motion failed due to no second.
- **Nomination/appointment of Office Admin Employee Rep –** Craggy explained this nomination is to fill the rest of Elaine Gray's position as office administration employee representative. Craggy explained the JLMC needs to have equal representation between management and employees on the committee. She explained Irving is the management rep for the office administration and Elaine was the employee. Further explanation was given that elected officials and Craggy, as Safety Process Coordinator are not considered for this type of representation.

Craggy stated further it is a two year term with only 4 meetings a year. Craggy said this committee is formed by pursuant to Statue and is explained in the Safety Process manual that new employees receive at time of employment. She further explained the purpose is all about review, process and implementation of all aspects of safety for employees work environments. Craggy said this is not an authoritative committee, but rather and advisory one, the committee makes recommendations for the Board of Selectmen to consider and act upon with regard to safety concerns.

Craggy asked if anyone had someone they wanted to nominate, she said this is only

until March and then the committee will be renewing terms for two years. Craggy explained given the office set up now, she would consider Ball and McLain as qualified employee representatives for the committee.

A nomination was made by McLain to nominate Ball, seconded by Irving. Motion carried. Ball is to fill Gray's old position until March, 2022.

At this point, discussion was revisited about approving JLMC minutes from the 4/8/21 meeting. It was determined because of Grays retirement and Kennett, St. Cyr and Craggy being the only other ones that attended the meeting, there would be no mgmt. or employee reps available to make a motion and vote on the minutes. Craggy stated she does send them out to all reps that don't make the meeting as well as all employees. Irving made a motion to accept the minutes as written, Kennett seconded. Motion Carried. Minutes approved as written.

- **Review of any first reports filed (2)** – Craggy explained part of the committees responsibility is to review any first reports of injury filed and to determine if safety protocol was observed and to make suggestions on measures that may apply to make the situation safer next time.

Craggy stated there were two reports filed during this last quarter. Reports are in members packets for review.

Craggy said the first one happened May 20th. Craggy stated she redacts the employees name and identifying personal information, so the review is not made personal. Employee was screening car after stop and reacted to something within the car that became airborne. Employee reacted to it and was sent to the emergency room for treatment. Fentanyl was suspect, but not confirmed initially. Craggy asked the committee for any thoughts/suggestions on how this might have been handled differently. Kennett indicated where it was a police officer she is sure they are trained for certain protocol and it does happen especially nowadays. Kennett mentioned it just happened just recently with a cleaning lady. It was suggested that maybe masks being worn may/or may not help with the severity of the reaction to that particular substance. Irving asked if he was gloved up and/or doing search and seizure? Craggy said the report stated he was doing an inventory. Irving said when they are doing a search/seizure SOP. Craggy is to contact PD to check on SOP procedure when inventorying cars, if it includes wearing gloves/masks. Craggy asked if there are any other suggestions.

The second incident just occurred three days ago. The employee was out in the parking area at the Town garage on town property. A gust of wind kicked up dirt/dust/debris which landed in the eye of the employee. The employee went in immediately to the eye wash station located at the town garage and washed out his eye. He indicated he kept doing the wash periodically at home all night long. Craggy said you could see even the next day his eye was red and irritated. Employee had moisture drops he kept putting in. Craggy believes he must have scratched his cornea during the incident. Kennett asked do they have to wear safety goggles or glasses. Craggy said they do for certain tasks, but in this instance, the employee was just speaking with another employee out in the parking area.

Craggy stated thankfully with both incidents there was no loss time. The consensus of the committee was that these were both unfortunate occurrences that could not have been handled any different. Brief discussion ensued about eye wash stations and different types. Craggy asked about the various types of set ups. Kennett showed some set ups from her phone.

- **Follow up estimate on roof over ramp/door job** – Craggy stated at last meeting discussion prompted two letters going to the Board addressing Crossing Guard matter and roof over ramp.

Craggy indicated some of the discussion that came out of the meeting with regard to the ramp was that there may be COVID money for this project. Craggy indicated there is not money from COVID for this type of renovation. Kennett recalled the suggestion came from a resident that attended the meeting. Also, that it might be a code violation not having a roof over the ramp/landing area. Irving indicated if it were to be deemed a code violation, it would have been addressed when the building was renovated using USDA money.

Craggy said she sent the letter to the meeting. Craggy indicated with moving upstairs and the audit, she had not sent out any letters to contractors. She did email Lionel Cloutier to ask if he could give a “ballpark” estimate on what it would cost to put a roof over the ramp/landing area, plus “beefing” up the stairs leading to the upstairs offices. She said what would be done, in keeping with our bidding policies, is to send the “ballpark” number to the Board to see what they would like to do, if they want to officially put it out for bid. Craggy envisions it costing at least \$20,000 with cost of materials right now. Irving mentioned it might be good to wait for a bit for costs to go down. Craggy said it would be good to at least get an informed estimate to bring forward to the board for consideration of placing it for public bid offerings.

Discussion ensued about the door that opens onto sidewalk on Main Street side and certain times of year with snowmobiles and pedestrian traffic it can pose a hazard.

Discussion ensued about having a crossing guard up at the high school and maybe discontinuing the crossing where Alex is now. The previous principal did do it for one year. It was mentioned about the police doing it. Irving mentioned Chief Pelletier was going to speak with DOT about putting another stop sign in front of the Town Office to make it a four way stop or having a light put in. The committee was thinking if there was a button to push to be able to cross, eventually there may not be a need to have a crossing guard at this intersection. The committee deemed this as something for the future to consider.

Irving mentioned with the sidewalk project, they are proposing to make State Street one-way North, and then making Church Street one way South, they are going to get rid of the triangle section in front of fence at elementary school and make it one round in one direction. Kennett asked about truck traffic making it harder for them. Irving said the sidewalks would be standardized to 5.5 ft wide. She said right now they are wider. This will widen the road. Parking would only be on one side of the street. McLain said on times when Church was in session it might be a bit congested. Ball said she sees trucks try to make the corner and just barely do each day.

Irving said poles would be replaced to move them back and this will help with the truck traffic. Discussion ensued about some towns that own their poles so they can hang flowers from them and banners. Irving said this is something that could be discussed as this is not going to happen until 2023. Irving said this project could address some of the traffic, crossing guard safety matters.

- **Any other business to be addressed by committee:** Craggy asked if anyone had any other business. There was no other business to be brought forward.
- **Adjournment :** Kennett made a motion to adjourn, seconded by Irving. Motion carried.

Meeting adjourned at 1:15 pm – Next meeting scheduled for Thursday, September 23, 2021

Respectfully submitted,

Becky Craggy Safety Process Coordinator

Minutes approved by JLMC Committee on _____.

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