

**Town of Northumberland  
JLMC Committee**

**Draft Meeting Minutes – 4th quarter**

**Date: Thursday, December 22nd, 2022 \***

**\*Rescheduled for Thursday, December 29<sup>th</sup>, 2022**

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

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

**JLMC Mgmt. Committee members present: Tammy Letson – Office Administration**

**JLMC Employee Committee members present: Reid Styles – Public Works, Jeremy O’Neil – Public Safety**

**Others Present: Elaine Gray, Randy Potter, Ken Knapp, Trevor Gibson, Min Kennett, and Becky Craggy**

**Craggy called the meeting to order at 12:40 pm**

- **Acceptance of 9/29/22 meeting minutes** – Craggy asked if there were any corrections to be made if non-Craggy asked for a motion to accept minutes as written, motion by O’Neil to accept minutes as written, seconded by Gibson. Motion carried.
- **1) Follow up of old business – 1) Public Safety Mgmt. Rep Appointment** – Item passed over as Chief was not in attendance.
- **2) Update on Water Tank design phase project** – Styles gave the committee an update on changes to this project. Styles did make a ladder and it is up there to use. Craggy asked if it has helped, Styles said yes much easier.
- Letson asked is it one that hooks on and where is it stored. Styles said yes it hooks on and for now they are just hiding there, but they do need to get a chain and lock to secure it in the future. He said it is up there but not visible.
- **3) Establish meeting schedule for 2023** – The committee members decided to keep the same schedule for the quarterly meetings in 2023. Last Thursday of the quarter. Kennett mentioned the one that is done in December would be better done the last week or a week that is not during Christmas week. Committee agreed to that.
- **5) Any other business to be addressed by committee** – Craggy asked the committee if there was any old or new business they wanted to discuss. Craggy

mentioned from the last meeting she did have a chance to find the website Reg Charron spoke of about obtaining Safety Data. She said the company name is Chem Trec like Charron had recalled. She invited the committee to visit the site. She has not had an opportunity to delve into any sheets yet as it is time consuming. She hopes some may have a chance to visit the site.

- **6) Announcement - Next JLMC quarterly meeting:** Craggy will send out a notice about the next meeting date.
- **7) Adjournment:** Being no further business to discuss motion by O’Neil to adjourn, seconded by Gibson.

**Meeting adjourned at 12:46 pm**

Respectfully Submitted,

Becky Craggy, Safety Process Coordinator

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

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