

**Town of Northumberland**  
**JLMC Committee**  
**Draft Meeting Minutes**  
**Date: Thursday, March 31, 2022**  
**Place: Town Office – 19 Main Street**  
**Time: 12:30 to 1:00 P.M.**

**Management Representative Committee Members Present:** Glenn Cassady – Public Works, Jim Gibson, Public Safety

**Employee Representative Committee Members Present:** Elizabeth Ball, Office Administration

**Others Present:** Tammy Letson, Town Administrator, Jeremy O’Neil, Randy Potter, Courtney McLain, Hayden Gonyer, Reid Styles, Reggie Charron and Becky Craggy, Safety Process Coordinator

**Craggy opened the meeting at 12:30 pm**

The Committee recognized the new Town Administrator, Tammy Letson and invited her to stay to observe the meeting.

- **Acceptance of 12/16/2021 meeting minutes:** Craggy asked if there were any corrections to be made the draft minutes of 12/16/2021 and if not, she asked for a motion to accept them as written. Motion by Jim Gibson to accept the minutes of 12/16/2021 as written, seconded by Glenn Cassady, motion carried.
- **Nominations/appointment of new representatives-2-year term:** Craggy explained she refreshed on the procedure for appointing committee members where these are two-year terms. She did reiterate as Tammy Letson had pointed out, elected officials, Town Administrators, Town Managers can not serve as committee members and additionally it is up to the Board of Selectmen to appoint the management members of the committee.

Craggy said in the past the committee has been appointing all, management, and employee representatives. The committee can recommend management members to the Board of Selectmen for appointment only and can continue to appoint employee representatives.

Craggy mentioned she did speak with Chief Pelletier regarding the Public Safety Management representative, and he is willing to accept a nomination for the Board to consider appointing him. He said in his absence at any future meeting he would have Lieutenant Daisey come instead.

It was agreed to bring forward recommendations to the Board of Selectmen for Glenn Cassady to be management representative for Public Works and Peter Pelletier be

management representative for Public Safety. At this time no one qualifies to be recommended for Office Administration. Discussion ensued about management and who qualifies. Letson offered to contact NHDOL to verify who can serve as management reps. and will get back to the committee.

Craggy continued with nominations and appointments for employee representatives.

Public Works Employee Representative, Randy Potter made a motion to nominate Paul Perras, seconded by Reggie Charron, motion did carry. Letson mentioned how about fresh participation. Craggy mentioned public works represents highway, solid waste, and water/sewer. Hayden Gonyer made a motion to nominate Reid Styles, seconded by Courtney McLain, a vote was taken by the members and others present of both nominees, Perras (4 votes) and Styles (5 votes), motion carried to nominate/appoint Styles as employee representative for public works.

Public Safety Employee Representative, Craggy explained this position would represent both ambulance and police and asked if there were any motion to nominate someone. Courtney McLain made a motion to nominate Jeremy O'Neil, seconded by Jim Gibson, motion carried (7 votes for O'Neil).

Office Administration Employee Representative, Courtney McLain made a motion to nominate Elizabeth Ball, seconded by Jeremy O'Neil, motion carried (7 votes for Ball).

It was noted Craggy was willing to have someone make a recommendation to the Board to nominate another for Safety Process Coordinator. No nominations were made

- **Discussion of training/development of policies/protocol of unknown volatile substances:** Craggy turned the meeting over to Cassady to explain an incident they were witness to that prompted thought on development of protocol. Cassady said the incident was handled very differently between the ambulance and police departments. The ambulance crew had PPE in use and took care about cross contamination.

Craggy mentioned as of now the town does not have a written policy on how to handle unknown volatile substances. Cassady and Potter were witness to a recent event where the ambulance and police were involved with a subject. Craggy mentioned all departments could benefit from this protocol, she said if anyone knows of a written policy another town may have, maybe they could send it to Northumberland. Towns use policies from other towns all the time. Craggy mentioned the garage having MSDS sheets on hand for all the substances they use. Cassady said they try to have them on hand for most all the items they use. Craggy asked Cassady if there are directions on how to handle each substance on the sheets or what to do if you get it in eyes, on skin, etc. Cassady said they all have an emergency number for poison control and someone at that office usually will guide anyone on what they need to do.

Craggy asked if anyone had any other suggestions or did Cassady have anything else he wanted to add? Cassady just mentioned about any training opportunities that may come up. Craggy said she noted getting templates and developing MSDS sheet information at all locations.

Cassady felt one of the departments could have handled the situation better. He said

nothing was contained in bags when they were cleaning up. They came up to the town garage. Threw everything in the open trash. Craggy asked at the ambulance level is there any protocol in the SOP's? He said they would have contained everything in a biohazard bag and taken it to Weeks for them to dispose of.

It was asked if the ambulance would share their protocol. Maybe the rest of the departments may be able to develop guidelines from them. The pool was mentioned as well where they handle chlorine.

- **Review/discussion of any first reports of injury** – Craggy mentioned there were two reports to discuss that occurred this last quarter. Craggy mentioned thankfully there was no loss time on either of these incidents.

Craggy said the first incident happened on 12/20/21. The employee was operating a sidewalk plow one of the tires on the plow hit/scraped a retaining wall and threw the employee forward hitting their head on the steering wheel. Employee was treated at the hospital as he did present some symptoms that needed to be checked out.

Craggy asked for questions/suggestions to avoid this happening again. Discussion ensued about any safety equipment that located in the plow. Craggy asked is there a seat belt, was it in use? Cassidy mentioned if there were a DOL hearing about this, they are going to ask, did you read the operation manual before you got in the equipment? Cassidy said there are manuals in the file cabinet for any of the equipment they operate. After discussion the committee suggested that the manual be read, and seat belt used and review Primex's vehicle protocol.

Ball asked what the town policy is on wearing seat belts? It was stated there wasn't a written one in place. Discussion ensued by Letson and Gibson about insurance companies and agencies that require operators be belted while operating town vehicles.

Craggy said the second incident happened on 3/11/2022. Employee was on a call and handled (gloved, but rip in glove) a biohazard bag that might have had blood on it, told the blood may have Hep C and Hep B on it after the fact. Craggy said it sounded like the employee was trying to protect themselves. Discussion ensued about how thin the gloves are nowadays. Letson said the department does have different grades of gloves, but this situation early on did not call for a heavier glove. O'Neil noted they was the incident was written it sounds like the blood was on the outside of the bag. Craggy said that is the way it was reported to her. Yes, she agreed. O'Neil mentioned if that was noticed it should have been bagged again. Mentioned it could have been a handling issue on how it came to them. Make sure all biohazard is contained before transporting and double glove to begin when not sure. Gibson mentioned the thickest gloves they use are very expensive. Discussion ensued with ambulance personnel about protocol for handling biohazard materials from their aspect. They go through training on an annual basis. Letson mentioned about the police possibly being able to join some of the training. Craggy said she would bring forth the suggestions that have been mentioned.

- **Any other business to be addressed by committee** – Craggy mentioned to the group about the issues that have been ongoing for at least the last four years with the

landlords at 10 Station Square regarding the ramp, fire escape, water issues. Craggy said at the last meeting it was discussed she would ask the Board to send a letter to the landlords which she and the board did do. She explained in the process the board did state they wanted verbiage added to the lease agreement that the landlords will be responsible for anything that needs to be repaired on the outside of the building, to this date they have received no response from the landlords regarding this request. Gibson said as it is now, he does not let two people on the escape at the same time. Craggy mentioned maybe our insurer can put pressure on the landlord, Letson pointed out it would be the Town's worker's compensation if anything happened. Craggy mentioned the next step may be for the insurance company to come up and physically look. Letson said the rep is coming up for another reason, we could have him look at the property then. Discussion ensued about the issues both departments have had to deal with over the years.

- Craggy ask if there was anything else regarding the landlord matters. There were none. Being no further business,
- **Adjournment:** Craggy asked for a motion to adjourn, motion by Gibson, seconded by O'Neil, motion carried.
- **Meeting adjourned at 1:24 pm**

**Respectfully Submitted,**

**Becky Craggy, Safety Process Coordinator**

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

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