

**Town of Northumberland
JLMC Committee**

Draft Meeting Minutes – 1st quarter

Date: Thursday, April 27, 2023

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, Liz Ball – Office Administration

Others Present: Reg Charron, Min Kennett (listening from office), Becky Craggy

Craggy opened the meeting at 12:33 PM

- **Acceptance of 12/29/22 meeting minutes:** Motion by Letson to accept minutes as written, seconded by O’Neil. Motion carried.
- **1) Follow up of old business:**
 - a. **Public Safety Mgmt. Rep Appointment** – Appointee not present, tabled until second quarter meeting.
- **2) Review of Year to Date First Reports (2)**

Incident #1 – Craggy stated the first injury was reported in March. The employee responded to an emergency water shut off. They had to chip ice out around the curb stop valve. The employee was ok that day, but during the overnight period and when they awoke the next morning their left arm was sore and hurting. As always, we err on the side of caution and reported it.

Craggy said she would look to Charron and Styles to see if there was anything different that could have been done? Craggy said it doesn’t look like there was any negligence on the employee’s part.

Charron said the department has used a torch to melt ice from around the curb stop valves, this is the protocol, but it takes more time, and this was an emergency, that is what they have always done in the past.

Charron explained that is why the department does not do turn Ons/offers after a certain date in the winter, because someone could get hurt.

Styles and Charron both concurred there is no way to avoid the situation. They would still do it the same way if time they would use a combination of using the torch and chipping to free up the valve. It was concluded that there were no recommendations to be made. Again,

Charron reiterated that is why there are no shut offs/turn ons after November 15th until April each year. Craggy asked the committee if anyone had any other comments, questions, or suggestions regarding this incident. Styles suggested maybe a wider chisel, he has made a couple. Charron commented if you hit the top of that steel top, you do feel it, it does hurt. Styles said if there are two of them there, they have switched off in the past to save someone from having to do prolonged worked on it. Styles said whoever is doing it, they do get tired quickly. Craggy commented that it sounded like the best way to handle it. The committee had no further recommendations.

Incident #2 – Craggy stated the second incident was reported to them earlier this month. She said the employee was doing a regular maintenance check at the Town leach field. While in the “pit”, the metal cover that weighs about 70 lbs. came down on the employee’s head twice while trying to get out of the pit.

The employee reported it immediately and did get treatment right then from “Groveton’s finest” EMS team. Thankfully, Craggy believes the employee is ok now.

Craggy is looking to discuss with the committee suggestions on how to safeguard against this happening, a safer protocol or check the equipment to ensure latching/safety mechanisms are in good operational order/repair.

Charron stated the first thing is the employee should not have been doing this task by himself. Charron stated the “pit area” is considered a “confined space” with definite protocol to perform tasks in.

Charron stated the latch that holds the lid is deteriorating and it was an extremely windy day. All of which contributed to the incident. Charron said they are going to put a block of wood there to put in between to hold it up in case it does come down. Plus, they will ensure there are two people there when doing this task.

Styles was thinking it should be a metal block or rod that might hold up better than wood. Ball mentioned a carabiner to hold the latch. The elements were discussed metal rusts. Charron said first off, the latch will be replaced and that will help.

Letson asked if you are in area where you are slightly taller should the employees be wearing a hard hat? Charron said this is a good question, we never have. He mentioned hats having to be certified.

Discussion ensued about the weight of the lid. Charron said if two people are there and one of them ensures the lid stays put or holds it, this should never happen. Charron said he has told the guys they should never do this alone, Letson reminded Charron that that includes him as well. Charron agreed.

Discussion ensued about what could have happened, and the incident could have been worse with the employee passing out in the pit, with the cover on and not being able to get the cover lifted off plus it was pointed out there is running water underneath them.

Charron would like to see a policy covering doing these tasks in confined spaces. Charron wants to go on record as wanting a policy that this task cannot be done without two people.

Craggy pointed out the current safety policy does have a “confined space” policy/protocol.

Letson read the policy. It states two people shall be there when going into a confined space. Craggy said the policy is distributed to all employees to read and they sign an acknowledgement.

Craggy said Charron had a good thought it might be a good idea to redistribute the safe policy each year for the employees to review and acknowledge. Craggy asked what the committee thought? Charron said nationally it is to the point now where employees must sign off on every daily job/task they do to avoid companies getting into litigious situations. He hopes we do not come to that. Charron said this training is included in the CEU's they get every two years as well.

- At this point Craggy asked is there any other old business before the committee moves on to new business? There was none.

- **3) New Business:**

a. **Discussion of upcoming appointment of Safety Process Coordinator - Craggy** said her and Letson spoke of this a little bit earlier. Letson suggested scheduling the next meeting for the second quarter so that the new hire that replaces Craggy may be able to attend this meeting. Letson said unless someone else wants it, most likely it will be Craggy's replacement.

b. **Discussion/distribution of 2023 meeting schedule** - Discussion ensued about having a July 27th meeting for the second quarter. Craggy stated if we do at the minimum 4 meetings a year we comply. It was decided to keep the same schedule after that.

- **4) Any other business to be addressed by committee** – Craggy asked the Committee if there was any new business or goals for this coming year to be discussed. Something to do with safety for the employees or projects for the year ahead.

Craggy wanted to mention in the past the ramp, stairway have been discussed to enclose it. She said this hasn't been forgotten it is still on the radar.

Styles asked about the old car wash building. He asked Letson if she had been in? Letson said no. Discussion ensued about the bad conditions inside because of the pigeons and the deterioration that is happening with the cinder blocks.

Craggy asked if this building is torn down, what is planned for what they currently use it for? Discussion ensued about building or erecting a metal building. It was mentioned about putting it in a different location across Mechanic Street and what the Town's boundaries are. There was discussion about the cutting of the big pine tree.

Craggy asked Letson do you feel this was something the Board would consider. Letson said it would all have to do with the cost. Letson asked Charron and Styles where they know what their needs are of the building to investigate some cost estimates. Charron said they would investigate it. They are thinking about a metal building. Discussion ensued about possible revenue resources.

Craggy asked what is housed in the building? Styles and Charron said the sidewalk plow, generator, sander. Tires, calcium spreader, some things are seasonal.

Discussion ensued about the generator and what to do with that. It might be a possible source of income.

Ball asked if a storage container would work. Charron did not seem to think so. Letson said it is not a bad idea. The cost of the containers was discussed and appearance.

Letson mentioned the "Amish Sheds". Styles mentioned about kits you can order to put together.

Styles said they can bring the sand down as they need it. It does not have to be stored in the building. Discussion ensued about the most efficient way to transport load sand.

Styles said the fuel cell is stored in there too. The size of the building was discussed.

Craggy asked if they carry the tools they need on the trucks or do they have to go to the garage during the day to get tools for certain jobs. The guys said they do not have to go to the garage, they usually have what they need for the day on the trucks.

Discussion ensued of the demo process.

Consensus of the committee was that they need a clean safe space to store these items in. It was agreed it might be a good project for this year, but Letson said we need to get numbers from the Charron and Styles.

Letson said the Board has discussed a new Town Christmas tree and location. Discussion ensued about the condition and size of the tree and resources available to take it down.

- **5) Announcement - Next JLMC quarterly meeting Thursday, July 27th, 2023, at 12:30 – 1:00 PM**
- **6) Adjournment** – Being no further business to discuss, motion by Ball to adjourn, seconded by Styles. Motion carried. The meeting was adjourned at 1:11 PM.

Respectfully submitted,

Becky Craggy, Safety Process Coordinator

Minutes Approved by JLMC Committee On _____

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