

**Town of Northumberland
JLMC Committee**

Draft Meeting Minutes – 2nd quarter

Date: Thursday, July 27, 2023

Place: Town Office – 19 Main Street

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

JLMC Management Members Present: Glenn Cassady – Public Works

JLMC Employee Members Present: Elizabeth Ball – Office Administration, Reid Styles – Public Works, Jeremy O’Neil – Public Safety (had to leave for call just as meeting was starting)

Others Present: Reg Charron, Melinda Kennett, Randy Potter, Jim Gibson (had to leave for call just as meeting was starting), Trevor Gibson (had to leave for call just as meeting was starting) and Becky Craggy

Craggy called the meeting to order at 12:40 pm

- **Acceptance of 4/27/23 meeting minutes:** Motion by Ball, second by Charron to accept minutes as written, motion carried.
- **1) Follow up of old business:**
 - a. **Public Safety Mgmt. Rep Appointment** – passed over.
- **2) Review of any First Reports filed from 4/27/23 to 7/27/23** – Craggy stated she was happy to report no new incidents to review. Craggy asked if there was any follow up to previous incidents that had happened, there was none.
- **3) New Business:**
 - a. **Discussion of upcoming appointment of Safety Process Coordinator** – it was consensus of group this person would be whoever replaces Craggy or Tammy Letson, Town Administrator until a new appointment can be made.
- **4) Any other business to be addressed by committee:**

Craggy asked if there was any new business or old business the committee would like to address. There was none.

- **5) Announcement** - Next JLMC quarterly meeting Thursday, September 21, 2023, at 12:30 –
- **6) Adjournment:** Being no further business to discuss, Craggy asked for motion to adjourn. Motion by Ball, second by Charron. Motion carried.

Meeting adjourned at 12:42 pm

Minutes approved by JLMC on _____.

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