

**Town of Northumberland  
JLMC Committee**

**Meeting Minutes – 4th quarter  
Date: Thursday, October 26, 2023**

**Place: Town Office – 19 Main Street  
Time: 12:00 to 1:00 P.M.**

**JLMC Management Members Present:** Tammy Letson – Office Administration; Glenn Cassady – Public Works

**JLMC Employee Members Present:** Elizabeth Ball – Office Administration (Liz came in during the safety discussion), Reid Styles – Public Works, Jeremy O’Neil – Public Safety

**Others Present:** Randy Potter, Bart Merriam, Niki Merriam, Reggie Charron, Keith Knapp and Rick Ball.

Niki Merriam called the meeting to order at 12:25 pm

- **Acceptance of 07/27/23 meeting minutes:** Motion by O’Neil, second by Charron to accept minutes as written, Motion carried.
- **1) Follow up of old business:**
  - a. **Public Safety Mgmt. Rep Appointment** – Passed over, as Chief Pelletier was not present.
  - **2) Review of any First Reports filed from 7/27/23 to 10/26/23** – Letson stated she was happy to report no new incidents to review.
- **3) New Business:**
  - a. **Discussion of upcoming appointment of Safety Process Coordinator** – Letson nominated Niki Merriam, second by O’Neal. Motion carried.
  - b. **Discussion of preparation/planning for upcoming solar event April 2024** – Letson reported that there isn’t much new to discuss other than DOT will be leaving the roads open as usual during this time.
- **4) Any other business to be addressed by committee:**

N. Merriam asked if there was any new business or old business the committee would like to address. Letson wanted to discuss safety within the office building and a situation that occurred the week prior with an irate citizen first giving the downstairs staff a hard time and then coming upstairs and aggressively getting in N. Merriam’s

face and poking his finger very closely towards her chest. Letson stated that this is a huge safety concern for those of us upstairs, as there is not any sort of barrier between the door and N. Merriam's desk or Letson's office. Letson continues that there has been discussion about changing the set up of the partitions in the upstairs offices, placing the partition close to the door, creating a type of hallway. She also suggested that a counter be built in that location to prevent the public from going beyond a certain point. N. Merriam expressed her agreement with having a counter and glass partition, like the downstairs offices.

Letson mentioned a suggestion that Min Kennett previously made to her...adding another counter/window area downstairs (where the front and back offices are divided), moving the Town Clerk/Tax Collector into the back area and having the front portion as a waiting room. She feels it will provide privacy, help with congestion at the window, and be an added safety precaution.

N. Merriam suggested leaving the door at the bottom of the stairs unlocked in case she, Letson and Ball needed to find safety in the vault. Said door currently remains locked. Cassidy suggested getting rid of the current key system and using keyless locks (with codes) as an alternative or look into getting a security guard. A short discussion was had regarding safety and the right to carry a gun on your person. It was stated by Letson that it is her belief that there isn't anything in our policy which prohibits carrying in the workplace, however, it was suggested that it should not be obvious.

Letson stated that several citizens have inquired about keeping the doors to the Town Office unlocked. O'Neil stated that having an open waiting room made sense, providing that there is a secure system in place between the waiting room and the offices that could not be breached and that it would be an easy engineering fix. Charron agreed that we aren't prepared for "what happened last night" (referring to the Maine shootings) and if we don't do the due diligence and put in parameters we could be at fault. N. Merriam stated that maybe having an emergency drill would better prepare the office staff. More discussion was had about the irate citizen being known for being aggressive to others who work for the town and for those who work at the town offices.

Letson had follow up questions about the status of the access ladders to the water tanks and asked if Charron planned to stick with having two people present when using the ladders. Cassidy suggested looking at the locking ladder system at Santa's Village. Charron said a system like that still will not take care of the problem because someone still needs to climb up the ladder, but it would help in accessing the ladder. Letson mentioned removing the current ladder and replacing it with a caged ladder that goes all the way to the bottom. Charron is still working on finding a resolution. He mentioned a pressure sensor that he's looking at with Fitch Engineering, but that there is currently a ladder in place.

Finally, Ball asked where we stood on re-keying the doors. Letson stated that it is in the budget and she will look into getting it done.

- **5) Announcement** - Next JLMC quarterly meeting Thursday, December 21, 2023, at 12:30 p.m.
- **6) Adjournment:** Being no further business to discuss, N. Merriam asked for Motion to adjourn. Motion by O'Neal, second by Ball. Motion carried.

**Meeting adjourned at 1:00 p.m.**

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

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