

**Town of Northumberland**

**JLMC Committee**

**Draft Meeting Minutes**

**Dates: Thursday, September 24th, 2020**

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

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

**JLMC members present:** Elaine Gray, Robin Irving

**Others Present:** Jim Weagle, Melinda Kennett, Jeffrey St. Cyr, Becky Craggy

Craggy opened the meeting at 12:35 pm

- **Acceptance of 08/06/2020 meeting minutes:** Motion made by Gray to accept the minutes as written, seconded by Kennett, motion carried, minutes approved as written.
- **Review of any first reports filed** – Craggy again was happy to report there were no first reports of injury filed for this quarter. However, there was one incident at the police station where one of the officers was spit on, but he did not follow up with filing a report. It was discussed he should have, but no written follow up was decided on. It appears everything has turned out ok.
- **Follow up discussion of COVID matters** – Craggy opened the floor for any discussion.
- Kennett said we are still operating by appointment only. They try to fit walk-ins in. But ones who have made appointments come first. Kennett said the phones and scheduling appointments is the hardest part. They are making it work. Kennett said the ones who make the appointments like their privacy and time, so they are continuing for their sake.
- Weagle said all went well with the elections that just occurred. They did have to take down one plastic barrier by supervisor's desk for air flow. Kennett said the next election she thinks will not be as busy as many are doing absentee ballots. She is going to have a couple of booths set up for people who are not wearing masks and they will be wiped down after each person. Craggy asked where are these booths going to be positioned? Kennett down at the end. Gray said some of them try to go out the fire exit. There was discussion about not having a choice for exit routes, people have to walk back to where they came in to exit.
- Weagle said the inspector said we are doing it right because of the other door not being handicapped accessible. Kennett said a rep from the AG's office came and said they are doing everything right.
- Craggy asked as a follow up from the last meeting, she did send out a letter to the landlord of the building asking them to fix the exterior board. She asked did that get

fixed? It was answered yes. The crew had to fix the ramp. It is still in horrible condition according to Kennett, she mentioned about maybe another letter before the presidential election to see if it can get spruced up and fixed.

- Discussion ensued about certain protocol during voting. Kennett explained there is a folder to put ballot in with a pencil. At the end of voting those that didn't want the pencil could put it in a box to be wiped down and another box for folders.
- Weagle explained he was talking about the new registrants about taking their own white paper around with them, he said that seemed to work better and less people handled the paper. Discussion ensued about this process.
- It was mentioned about the amount, almost tripled, for absentee votes for this upcoming election.
- Kennett mentioned this has been brought up before, but she wanted to mention about a roof over the door, where so many are out by the door and waiting to come in. Craggy asked Weagle if the Board has discussed this. Weagle said no, the focus of discussion of late has been about the proposed EMS building. Kennett mentioned about a roof over the ramp as well. Discussion ensued about the help having to shovel.
- Craggy mentioned the criteria did not fit with the GOFERR money offerings. She said it might be doable with the FEMA submission. But, the work would have to be done this year and we are closing in on cold weather. Kennett mentioned about Lionel Cloutier and what good work he has done here at the Town Office. Craggy said we have been really happy with the work his crew did on the water damage "reno" and the windows.
- Gray mentioned about the camera not being able to see who is at the door. Putting a tent up was discussed. The lock freezing this last winter was discussed.
- Irving pointed out the age of all of the employees in this building, it is not right to expect them to go out and shovel. She pointed out it sets employees up for injury. It was mentioned Winston doing it on occasion and some non-employees doing it as well. Weagle mentioned inquiry about hiring someone like Alex/Denise Johnston who shovel for the bank. Irving pointed out Cassady was talking about converting part time summer mower position into a year round with maybe adding some of these duties to that position. Craggy mentioned even if this position could handle some of the maintenance of the building, we have lights, ballasts, signs to hang up, power washing of the building, furnace cleaning/maintenance, repairs to make, bathroom faucet is going to need replacing soon. Discussion ensued about a position for cleaning/maintenance of all municipal buildings, maybe discuss for 2021 budgeting season.
- **Any other business to be addressed by committee** – Craggy asked if anyone had anything else new to bring forward.
- Weagle mentioned Boisselle has some bags coming for Weagle to the Town Office for the dog waste stations. Discussion ensued about the flu shot season and clinics that are upcoming. Because of COVID the school is not doing a clinic right now. Craggy mentioned Rite Aid and Walgreens are doing them. She said maybe some PCPS would do it at no charge. Brief discussion ensued about the flu, allergy season that is up

coming.

- The next JLMC meeting is scheduled for Thursday, December 10<sup>th</sup>, 2020 at 12:30 pm
- **Adjournment** – Motion by Kennett to adjourn, seconded by Gray, motion carried.  
Meeting adjourned at 1:02 pm

**Respectfully Submitted,**

**Becky Craggy, Safety Process Coordinator**

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

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