

Town of Northumberland
JLMC Committee
Draft Meeting Minutes
Date: Thursday, June 23rd, 2016
Place: Town Office – 19 Main Street
Time: 2:00 P.M.

Members Present: James Weagle, Chairman, Melinda Kennett, Elaine Gray, Jim Gibson, Trevor Gibson and Becky Craggy as recorder.

The meeting was opened at 2:00 pm

- **Craggy asked if there were any corrections to the minutes** of March 24th, 2016. There were none. Motion made by Weagle to accept minutes as written, seconded by Kennett. Motion passed minutes accepted as written.
- **Committee Chair** – There was brief discussion about the vote from the March 24th, 2016 meeting, Weagle is the Chairman of the committee, there is equal representation of supervisors/employees at this time.
- **Review, discussion and action plan of General Building Checklists** – Craggy noted 3 of the town office staff submitted checklists and the water department did. The committee discussed areas of the Town office that should be addressed. Short term, new rugs for the two entry areas to the building, the existing rugs pose a hazard as the corner lift up creating a tripping hazard. Non-slip strips were discussed for the ramp and the stairs into the building for the winter months. It was noted how nice the lines for parking and handicap parking are in the Town office parking areas. There was discussion about putting two more handicap signs up on the railing for winter months, when the pavement is covered by snow or ice.

Discussion ensued about a couple of long term projects, maybe for the 2017 budget season. One being a roof over the ramp to the building, so there is not as much ice/snow build up on the ramp. This would keep it clearer for wheelchair use and less wear on the ramp because of salt, shoveling, ice breaking up wear. And second, a janitorial closet. Right now the trash is in the hallway to the upstairs and there is no proper storage place for the vacuum, brooms, mops, and seasonal tools, like shovels, ice scrapers, plus cleaning supplies. These all pose tripping/safety hazards for employees and visitors.

Discussion of lighting down to the basement was mentioned as well as leftover construction debris down there that should be cleared out.

Action plan is; Craggy is going to work on cost comparisons for the rugs, buying vs. rental and get back to the committee. Craggy/Gray will work on getting quotes on construction projects for 2017 and get back to the committee. Weagle is going to get

some fluorescent orange paint to repaint the front step on the Main Street side of the building.

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Discussion ensued about some safety issues over at the Ambulance/Police building that the Town rents. Gibson is going to compile a list of safety matters that the Town thinks the landlord should take care of. It was discussed to present it to the Board of Selectmen for a possible letter to the landlord.

There was discussion by Weagle about the handicap parking at the school for the next season.

- **Progress/update on Safety Plan Update** – Craggy said she had been working for a week or so to try to get a template to everyone, finally successful today. It will come in installments from Primex. Craggy had forwarded the templates she received before the meeting and mentioned this would be an ongoing project, but hoped that all committee members could take a look at the templates before the September meeting for suggestions in updating the current policy.
- Next meeting is set for Thursday, September 22nd, 2016
- **Adjournment** – Being no further business to discuss there was a motion by Kennett to adjourn, seconded by Gray. Motion carried. Meeting adjourned at 2:37 pm

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