

**Town of Hampton Falls  
Joint Loss Management Committee**

Minutes for November 18, 2014

Present: Fire Captain Larry Anderson, Chief Rob Dirsa, Librarian Judy Haskell, Building Inspector Mark Sikorski.

Meeting convened at 10:10 am.

The committee reviewed the minutes of the August 19<sup>th</sup> meeting and approved them with no changes.

Status updates: Building Inspector Sikorski's ID badge has been ordered. BI Sikorski's limited hours makes it difficult for him to complete safety checks, so he has been assisted by Capt. Anderson. A safety check of the Town Hall revealed a box where the smoke detector had been removed and not replaced. There was additional discussion as to whether smoke detectors may be needed in the Police file room, and the stairway to the mezzanine in the Safety Complex will need a handrail.

BI Sikorski noted that Chris Shek's ramp project at the HF Historical Society is coming along, but the availability of other scouts and adult volunteers has made it a lengthy process. BI Sikorski hasn't heard anything further re: the East School repairs and whether the HF Historical Society may have found alternatives for ADA access.

Librarian Haskell reported that the parking lot lights have been replaced by BI Sikorski and Capt. Anderson. Chiefs Dirsa and Lord offered recommendations to the Library staff for emergency evacuation procedures. Once the policy/procedure is written, Librarian Haskell will submit it to them for suggestions or revisions.

BI Sikorski, Chief Dirsa and Capt. Anderson discussed the difficulty of finding the houses and homeowners when in need of assistance during an emergency because mailboxes are often not numbered on both sides, or a number on the exterior of the house is not visible from the street. It was suggested that BI Sikorski include a paragraph about the importance of visible numbering for safety purposes in the next Town newsletter.

The committee updated the information to be provided on the State Summary form in January, 2015 by Town Administrator Lori Ruest.

Our next meeting is scheduled for **Tuesday, February 17<sup>th</sup>, 2015 at 10:00 a.m.** at the Library. Food will be served.

The meeting adjourned at 10:50 am

Respectfully submitted,  
Judy Haskell, Secretary  
Joint Loss Management Committee