

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

Minutes for August 23, 2016

Present: Captain Larry Anderson, Lieutenant Ryan Venno, Librarian Barbara Tosiano, Town Administrator Lori Ruest and Building Inspector Mark Sikorski,

Meeting convened at 10:05 am.

The committee reviewed the minutes of the May 17th meeting and approved them with no changes.

Status updates:

- Librarian Tosiano thanked the Fire Department for scheduling a Summer Reading Program, Wildlife Encounters, at the Fire Station in order to accommodate the large crowd of 105 people. The Library will make the same request next summer, but schedule this presenter early in June before the weather becomes too hot.
- Town Administrator Ruest presented the NH Department of Labor Health and Safety inspection report from the inspection of July 28, 2016. A brief summary follows:
 - o In Town Hall, doors to offices that deal with the public should remain closed. The public should use the windows that are in place for this purpose for transactions.
 - o The Town Hall exits did not allow a group to enter and exit at the same time.
 - o A 3 foot clearance should be maintained at the electrical panel in the Town Hall.
 - o Portable ladders at the Fire Department and Library should be secured when not in use.
 - o An emergency eye wash station should be installed in the Town Hall and Library.
 - o Stair rails should be installed/improved on the stairs to the mezzanine in the Safety complex.

Our next meeting is scheduled for **Tuesday, November 15th, 2016 at 10:00 a.m.** at the Library.

The meeting adjourned at 10:35 am

Respectfully submitted,
Barbara Tosiano, Secretary
Joint Loss Management Committee