

DRAFT

**Town of Sandown, NH
Joint Loss Management Committee**

Meeting Date: Wednesday, December 23, 2015

Type of Meeting: Regularly Scheduled

Method of Notification: Public Posting ~ Town Hall, Post Office and website

Meeting Location: Sandown Town Hall

Present: Chairman Joseph Gordon, Michelle Short, Paula Gulla and Kirsten Rundquist Corbett

Absent: Mike Devine and Selectman Liaison Jim Devine

Chairman Gordon opened the meeting at 10:47 am

Approval of Minutes

MOTION by Michelle Short to approve the minutes of 06/03/15 as written

SECOND by Kirsten Corbett

MOTION PASSED (4-0-0)

As a follow up to the minutes of 6/3/15, the insurance company will not cover cash if it is destroyed.

Old Business

Evacuation Plan

The committee members reviewed the suggested revision to the evacuation plan for the Town Hall and agreed to the revision. The next time the Board of Selectmen reviews any other evacuation plans, this will be included for their approval. Several suggestions were made to the internal evacuation plan for the Town Clerk's Office and the Selectmen's Office and those will be incorporated into the plan as well.

All government buildings should have a posted evacuation plan and this will be reviewed again at the next meeting in 2016. A copy of the posted evacuation plan will be included with any town hall rental paperwork. Those posted in the government buildings will be posted on brightly colored paper and placed in a prominent place.

Status of Self-Inspection Checklists

All the self-inspection checklists have been received and any that need to be reviewed will be included in the next meeting in January 2016.

New Business

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Committee opening – Employee Representative

The committee members discussed who should be contacted to replace the former custodian and it was suggested that the new building and maintenance grounds person would be the logical choice. An invitation letter will be sent to Greg Surels to see if he is interested in filling the open position.

Side Entrance to Town Hall

The committee members discussed the concern regarding the outside side entrance doors to Town Hall. Michelle commented that some disabled and elderly have fallen and certainly struggle with that entrance way. The landing is small and the door swings outward, forcing you to sometimes step back to open the door, creating an unsafe situation. The steps themselves cause problems for some residents. Even though the handicap entrance is clearly marked at the other entrance as well as the handicap parking, some residents continue to use the entrance with the stairs. The committee discussed some options that included a handicap push button for the door, a ramp, redesigning the entry way etc. The reason this is a timely situation is that the Board of Selectmen will be discussing warrant articles in the near future and 2 of those articles may affect this area: the paving of the parking lot and the repair/replacement of the roof.

It may be too late to obtain adequate design, quotes etc. but the situation should be brought to the Board of Selectmen’s attention so that they can discuss and hopefully consider this situation when they are approving warrant articles. Maybe the paving of the parking lot should be delayed one more year and should include the redesign of the entry way in a single warrant article. This may be more attractive to the voters. The Selectmen will meet on Monday evening to discuss warrant articles and Paula will talk to Lynne and the Selectmen about the above situation.

Next meeting

No definite meeting date has been scheduled since the committee will wait to hear if the Selectmen would like any further information immediately on the entry way. That would cause the committee to meet again in the near future rather than schedule a quarterly meeting in 2016.

MOTION by Michelle Short to adjourn the meeting

SECOND by Kirsten Corbett

MOTION PASSED UNANIMOUSLY

The meeting adjourned at 11:32am

Respectfully submitted,

Paula M. Gulla
Recording Secretary