

**Town of Auburn
Joint Loss Management Committee
July 30, 2014**

Present: Kathy Sylvia, Chair; Bruce Phillips & Carrie Rouleau-Cote, Members; Kathryn Skoglund, Recording Secretary

Absent: Calvin Kapos, Member

Mrs. Sylvia called the meeting to order at 2:30 p.m.

Election of Committee Chair

Bruce Phillips was recommended a Chairperson of the Joint Loss Management Committee.

Mr. Rouleau-Cote moved to appoint Mr. Bruce Phillips as Chairperson of the Joint Loss Management Committee; Mrs. Sylvia seconded the motion; all were in favor, the motion passed unanimously.

Schedule Committee Inspection of Town Properties

The Committee members agreed to meet on Tuesday, August 26th at 9:00 a.m. Inspection would commence at the Town Hall. The Committee members agreed to inspect the Town Hall, Safety Complex and possibly the Library. It was noted that the Town Garage may take longer than the other buildings so the Committee may want to dedicate a separate day/time specifically for that.

Mrs. Rouleau-Cote indicated that she has a note jotted down from the last meeting of the Joint Loss Management Committee regarding general building security for the Town Clerk/Tax Collector office. Mrs. Sylvia indicated that office has made efforts to enforce the difference safety and security measures that they have learned at various conferences, etc.

Approval of Meeting Minutes

November 18, 2013

The Committee members reviewed the minutes of November 18th, 2013.

Mrs. Sylvia moved to approve the minutes of the November 18, 2013 public meeting as written; Mr. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mrs. Rouleau-Cote asked regarding any employee injuries. The Committee members were unaware of any and would check with Finance Director, Adele Frisella who handles workers compensation reports and claims.

Mrs. Sylvia moved to adjourn; Mr. Phillips seconded the motion; all were in favor, the public meeting ended at 2:50 p.m.