

**Town of Auburn
Joint Loss Management Committee
October 21, 2014**

Committee Members Present: Bruce Phillips, Chair; Carrie Rouleau- Côté and Kate Skoglund

Committee Members Absent: Calvin Kapos

Others Present: Bill Herman, Town Administrator

Bruce Phillips convened the meeting at 9:15 AM.

August 25, 2014 Meeting Minutes

Carrie Rouleau- Côté moved to approve the minutes of the August 25, 2014 meeting as written. Seconded by Kate Skoglund. A vote was taken; all were in favor, the motion carried unanimously.

Town Hall Safety Items

The Committee reviewed the items of concern from the August 25th inspection of the Town Hall. Several bigger items were noted to be in the budget process for improvement including the planning/zoning and building inspection file storage room and the replacement of the rear door of the Town Hall.

Safety Training Program

Bruce Phillips reported he has arranged for a Blood Pathogen training program for Town Hall employees as discussed previously. Jim Thompson of the Auburn Fire Department would be the instructor. The Committee felt the civilian employees of the Police Department and the employees of the Griffin Free Public Library should also be invited to participate. The Committee agreed to schedule the training for Wednesday, November 19th at 2:30 pm at the Town Hall. Bill Herman indicated we would close the Town Hall for the time frame in the afternoon to enable all employees to attend.

Next Meeting

The next meeting was scheduled to be held at the Town Hall on Tuesday, December 9th at 9:00 AM. It was planned to conduct inspections of the Pingree Hill Fire Station and the Griffin Free Public Library on that date.

Adjourn

The meeting adjourned at 9:30 AM, in order to commence inspections of the Public Safety Complex and the Highway Garage.

**Town of Auburn
Joint Loss Management Committee
Building Review – Auburn Safety Complex
October 21, 2014**

Present: Kate Skoglund, Town Administrator William Herman, and Firefighter Pat Glennon

Community Room -

- o Ongoing presence of hornets inside the room was noted, with concern for possible allergic reactions individuals might have if stung.
- o Ceiling tiles throughout the room are stained and should be replaced.
- o Side door exits into bushes with no platform and path away from the building. Also concern for winter icicles and ponding at this location.

Main Hallway / Foyer -

- o Soap dispenser in Men's bathroom is broken.

Police Department -

- o Torn carpet in the front office of the Police Department that could lead to slips, trips and falls.
- o Paint stored in closet in Booking Room area.
- o Water was off rendering toilets in holding cells as not working.
- o "Step up" in Sally Port could be highlighted better to prevent potential slips, trips and falls.
- o There is no operating safety on the garage door.
- o Storage of gasoline and oil.
- o There is no light in the PD Storage Room off the main hallway / foyer.

Fire Department / First Floor –

- o Fire Department offices and storage room off the garage bays need general cleaning, remove clutter
- o Door to Side Yard – there is no platform for the door from the melting room. Also concern for winter icicles and ponding at this location.

Fire Department / Second Floor –

- o Stairwell from the main lobby leading up to the second floor does not have a light.
- o There are no Exit signs or emergency lights in the second floor rooms.

Safety Complex / General –

- o The HVAC system is not appropriately functioning with both fire and police departments experiencing areas with varying degrees of cool and hot air, depending on the season. Problems have existed for years and an overall inspection of the HVAC system is warranted.

Building review inspection concluded at 11:05 a.m.

**Town of Auburn
Joint Loss Management Committee
Building Review – Highway Garage
October 21, 2014**

Present: Chief Bruce Phillips, Carrie Rouleau-Côté

Notation: This building is used for vehicle maintenance, not intended for extended occupancy.

Exterior -

- o Maintain vegetation around building and above ground propane tank.
- o Broken Window near electrical service
- o Office egress door should have lighting.

Interior -

- o General housekeeping
- o Maintain clearance in front of electrical panels
- o Label main electrical panel
- o Emergency lighting from garage to office not working
- o Lighting over garage workbench, exposed wires, debris
- o Bathroom (water quality has stained all fixtures)