

Selectman's Maintenance Study Committee

Office of the First Selectman

Westport Town Hall, 110 Myrtle Avenue, Westport, CT 06880

Minutes of Meeting held February 8, 2011, in Room 201 Town Hall Westport.

Committee present:

Joseph Fuller Jr. (*Chairman*)

Russ Blair

Nancy Harris

John Broadbin

Stephen Rubin

Joe Renzulli

Lois Roberts

Not Present:

Dewey Loselle (*New Vice Chair*)

Jack Klinge

John Rotondo

Jay Keenan

Meeting Minutes Prepared by: Joseph Fuller, Jr.,

The following was reviewed:

1. A group discussion and vote for a Vice Chair was conducted. D. Loselle was put forth as the candidate. A vote was taken and it was unanimous in favor of his selection as Vice Chair of the Maintenance Study Committee.
2. J. Fuller noted the dates of the meetings would be posted and attached to these Minutes for the coming year.
3. J. Fuller noted that various Town projects, Town Hall Roof Replacement, Town Hall HVAC Replacement, Police Department Roof Replacement and others, are in the Town's long range capital plan, however, only the Police Department roof is currently in next year's Town maintenance budget for replacement.
4. J. Fuller noted that he wished the Committee to briefly look at a SAP plan (Strategic Action Plan) for the next year and five years, as well as a short SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) in order to best plan the Maintenance Committee's Agenda in a creative, helpful and organized fashion, supporting the Town of Westport.

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5. Discussion took place with regard to the future King's Highway HVAC project. N. Harris stated the BOE has received bids and the BOE is reviewing, bidder submissions, costs, and scheduling. Ability to complete project in a timely manner is important. N. Harris noted that after contract award, the implementation calendar would be finalized.
6. Discussion took place about various road conditions in Town as many roadways have large potholes. The Committee questioned as to whether their maintenance charge included roadways. J. Fuller shall send a brief e-mail to First Selectman Joseloff with regard to this matter and discuss the possibility of residents reporting major roadway deficiencies.
7. J. Fuller suggested for the first meeting of the year, that a roundtable discussion be held with various Committee members airing their targeted goals for the year.
8. S. Rubin noted that he felt it important for the Maintenance Study Committee to support maintenance of Town-owned buildings and address the Board of Finance to not cut maintenance funds. It was noted that less money would be needed now to make repairs than in the future, due to accelerated deficiencies, as roofs and infrastructure, which, as it grows older, deteriorates faster. After discussion, it was agreed that J. Fuller would forward to the First Selectman a letter regarding these matters.
9. It was noted that in the first Wednesday of March, presentations are being made by the various departments to the Board of Finance and after the second or third week of March, various persons may be heard. J. Broadbin to forward J. Fuller the schedule.
10. The process of Town budgeting was reviewed briefly. It was noted that the budget originates from the First Selectman with departmental input, and then it goes to the Board of Finance (BOF). The Board of Finance makes any adjustments and then submits it to the RTM for final approval. The RTM can make restorations to items reduced by the BOF.
11. J. Broadbin noted on the budget for Town Maintenance, DPW has submitted a flat budget. However, with contractual labor increases, in fact the budget for physical work cannot be maintained at current levels... It was noted that the current budget is approximately \$8.2 million. J. Broadbin noted that out of the Town's 124 miles of roadway, 10 miles of which a year has been getting resurfacing treatment, only three miles of resurfacing will be able to be accomplished with this new budget.
12. J. Broadbin noted that the effect of reduced road work would likely be noted first on smaller (tertiary) roads.
13. N. Harris noted that setting aside monies for maintenance is very important and that should a roof need replacement in 2015, it is important for the monies to be there, and that there is a great deal of support needed for maintenance of the educational buildings.
14. R. Blair noted that he felt the Maintenance Committee needs to keep going to help support continued building maintenance in Town and felt the Committee is a valuable asset. He noted that presentations should be made in a simple fashion so it is easy for people to understand the importance of sustaining maintenance to save money in the long run.
15. N. Harris noted that from the perspective of the Board of Education, the Maintenance Committee reports have been important and the Board of Ed has benefitted from the Committee's site reviews. N. Harris felt it important to show the public face and perspective to the funding bodies in supporting the Board of Education and their maintenance requests.
16. It was agreed that building infrastructure must be maintained. It was noted that the BOE Maintenance budget for 2006/2007 is higher than the 2011/2012 budget. All parties felt it important to educate the Town residents on maintenance issues.

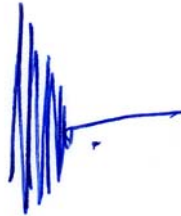
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17. L. Roberts noted that in the past during the design of the current (older) heating, ventilation and air conditioning systems, comfort was of the utmost importance. Hence machinery that was correctly sized in its day is now oversized due to recent improvements in lighting that dramatically reduced heat load to spaces. This has resulted in lower tonnage needed for HVAC equipment to cool the spaces, presenting opportunities for reducing electricity usage and demand charges.
- Further, it was noted that demand and usage charges of Town-wide utilities should be assembled on a simple summary sheet for the Committee to look at possible areas of savings in the future.
18. J. Renzulli noted that potential energy savings on utility bills is an important fiscal consideration. J. Renzulli recommended close monitoring of these demands during various billing cycles and it is important to look at peak demands.
19. J. Fuller thanked each of the members for their thoughts and visions of the target areas moving forward for the next year. J. Fuller noted he would provide Minutes and put together a Strategic Action Plan Committee as a sub-committee to put forth a short SWOT analysis and provide guidelines for the Committee to follow in the spirit of their initial charge from the Town of Westport and the First Selectman.
20. **The next meeting will be held on March 9, 2011 in Room 201.**



Submitted by _____

Joseph Fuller, Jr., AIA

JFF/cls

Enc: Calendar of Meetings 2011

cc: R. Millak (to be cc on all Minutes)
P. Scully, Selectman's Office (to be cc on all Minutes)