

Selectman's Maintenance Study Committee

Office of the First Selectman

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

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

Committee present:

Joseph Fuller Jr. (*Chairperson*)

John Rotondo

Russ Blair

John Broadbin

Jack Klinge

Stephen Rubin

Lois Roberts

Joe Renzulli

Not Present:

Dewey Loselle (*Vice Chairperson*)

Nancy Harris

Jay Keenan

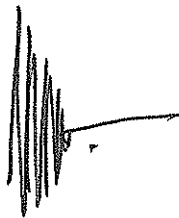
Meeting Minutes Prepared by: Joseph Fuller Jr.

The following was reviewed:

1. The previous Minutes of Meetings dated May 11, 2011 were briefly reviewed. It was noted that not enough committee members were present to adopt those Minutes. This item was tabled until the next meeting on July 13, 2011.
2. The SWOT Analysis, Strategic Plan, and summary notes was also not reviewed and adopted for reasons above.
3. J. Klinge noted that the HVAC system replacement for the Town Hall Building had funding passed for the project on June 7, 2011. All parties note that it should be reviewed whether diffusers and cleaning of the duct work was part of the overall project scope of work. The Maintenance Committee recommended reviewing the final project scope.
4. All parties reviewed an old list of Town owned buildings and started to update same. It was agreed that only major buildings would be included, and not pump stations, guard shacks and other such minor facilities. (See attached edited list for review and comment). Once it has been finalized, a new document will be prepared and distributed. In the meantime, it is still "a draft."

Minutes of Meeting June 8, 2011

5. J. Fuller reviewed various reports from 1995/1998 and others, and noted these require updating. The Chairperson shall review the possibility of acquiring some funding for renewal and updating of previous Town owned building reports. If funding is not available, as discussed, the Maintenance Committee shall undertake updating all of the reports in-house. Some buildings have been completed. Others require further investigations.
6. Files were returned to J. Broadbin's office.
7. A discussion took place with regard to again obtaining an intern for some data entry work and paperwork aspects of the Maintenance Committee. It appears, after contacting Staples HS, that currently no interns are available for this work. Suggestions were made to try the community college or Fairfield University for same.
9. **The next meeting will be held on July 13, 2011 in Room 201.**



Submitted by: _____
Joseph Fuller, Jr., AIA

JFF/clb

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

Enc: Draft Updated list of buildings for Town of Westport

WESTPORT MAINTENANCE STUDY COMMITTEE

6/8/11

MAY 11, 2010 8:00 AM

SIGN-IN SHEET

NAME	TEL	E-MAIL	SIGNATURE
R. Millak		Send Minutes for info only: rmillak@westport.k12.ct.us	
P. Scully		Send Minutes for Posting: Selectman@westport.ct.gov	
Joseph Fuller	914.592.4444	Josephfir@fullerdangelo.com	
John Rotondo	203.274.0095	Jr78000@aol.com	
Russ Blair	203.227.6047	rdair@rcn.com - SBC GLOBAL.NET	
Jay Keenan	203.899.1890	Cjayk3rd@aol.com	
Jack Klinge	203.255.0829	jklinge@aol.com	
John Broadbin	203.341.1126	jbroadbin@westportct.gov	
Steve Rubin	203.256.1834	smrubin@optonline.net	
Joe Renzulli	203.226.5633	jrenzulli@optonline.net	
Nancy Harris	203.341.1000	nharris@westport.k12.ct.us	
Dewey Loselle	203.454.4171	dloselle@mail.optonline.net	
Lois Roberts	203.227.5570	lois@robertsengineers.com	

UPDATED