

Selectman's Maintenance Study Committee

Office of the First Selectman

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

Minutes of Meeting held on June 6, 2012 Rm. 201 Town Hall.

Committee Present: Joseph Fuller Jr. (*Chairman*),
Lois Roberts, Russ Blair, Dewey Loselle

Not Present: Stephen Rubin, Jay Keenan, Joe Renzulli, Jack Klinge, John Broadbin,
John Rotondo, Nancy Harris

Meeting Minutes Prepared by: Dewey Loselle

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1. Due to a lack of a quorum the meeting minutes of the last two meetings were not adopted. Chairman Joe Fuller asked that more members try and make the next regular meeting so that this matter can be taken care of.
 2. Joe Fuller discussed the meetings that he and Dewey Loselle had with Steve Edwards, Director of Public Works Department and Stuart McCarthy, Director of Dept of Parks and Recreation. The main purpose of the meetings was to review the Committee's Capital Asset Maintenance Condition and Needs Report (CAMCAN) which had previously been sent to the two Dept heads for their review.

Both meeting were positive and both Depts. reported that many of the cited maintenance items had already been attended to and others were planned. Both Depts. stated that the report was useful and a good double check for them on work items. Meeting notes were kept of both meetings and will be forwarded to the Committee.

Joe Fuller asked that a revision be made to item 5 in his meeting notes with Steve Edwards. D. Loselle will make the correction.

In the meetings the concept was discussed of creating some sort of reporting feedback loop to the Committee when maintenance items in the CAMCAN report are completed by the Depts. This way there can be a tracking and updating of repair status on maintenance items that were noted. The Committee has devised a tool for such reporting by incorporating an additional column onto the CAMCAN cost sheets whereby the depts. can note when the needed maintenance item was completed and the cost of completion (if available). D. Loselle will send the sheets to both S. Edwards and S. McCarthy.

3. Possible Inspection of the Inn at Longshore was discussed. This item was discussed in both meetings with S. Edwards and S. McCarthy. The Inn is currently operated under a lease from the Town to a vendor. There is a lease agreement which stipulates that the lessee is responsible for ongoing maintenance and keeping the facility in a state of good repair. It has been a number of years since the Committee performed a complete inspection of the building. A recent cursory inspection of the exterior noted a number of items which required maintenance work.

It was discussed with Stuart McCarthy that the appropriate manner for a new comprehensive inspection to go forward would be for the Public Works Dept. to formally initiate the inspection request with the lessee. The Dept should formally lead the inspection and the Committee members should assist and actively participate. Stuart McCarthy stated that he would contact Public Works to begin the process. Joe Fuller noted that the Selectman should be informed of the inspection initiative in advance.

4. Joe Fuller stated that the recent inspection report of the Westport Library was completed and ready to be transmitted to the First Selectman's Office. It was noted that the Library Director and her Maintenance Director would like a copy and the Committee would so advise the Selectman's Office so it could forward the information.
5. D. Loselle briefly discussed that he has gotten involved with trying to re-invigorate the Town's somewhat dormant application to perform maintenance dredging of the Saugatuck River. This was a project that at one time former Maintenance Chair Gavin Anderson had been involved. The RTM's Long Range Planning Committee has adopted it as one of its projects and D. Loselle under that auspices has picked it up. The Downtown 2020 Committee has also expressed interest in the project.
6. Next meeting will be held on **July 11, 2012 8:00 am at Town Hall, Rm. 201**

cc: R. Millak
P. Scully