

Selectman's Maintenance Study Committee

Office of the First Selectman

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

Minutes of Meeting held on Sept 12, 2012 Rm. 201 Town Hall.

Committee Present: Joseph Fuller Jr. (*Chairman*),
Lois Roberts, Russ Blair, Dewey Loselle, Joe Renzulli, John Broadbin,
John Rotondo

Not Present: Stephen Rubin, Jay Keenan, Jack Klinge, Nancy Harris

Meeting Minutes Prepared by: Dewey Loselle

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1. Meeting minutes of the April, May, June meetings were adopted
 2. The concept of "energy performance contracting" was discussed in length by the Committee. The topic has come up in discussion with the Board of Education which has been evaluating the concept. Based on a preliminary review of Town and BOE energy bills and usage it has been estimated that there is a potential for large scale annual savings. Members of the committee collectively have a large body of knowledge and experience in this field. It was concluded that the opportunities seem substantial enough that the BOE and the Town collectively should formally look into taking steps to initiate the process. The Committee members would be available to help draft an appropriate RFP if need, which would better protect the Town/BOE's interest and incorporated best practices as learned by other states/municipalities.
 3. In the meetings the concept was again discussed regarding a 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. Joe Fuller 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). Timing of how often to ask the agencies to update was discussed and every six months was considered appropriate. J. Fuller will check with his assistant on sending them out with a memo asking items noted as needing maintenance be checked off when completed and returned to the Committee three times a year.
 4. Timing of an Inspection of the Inn at Longshore was discussed now that the summer season is over and before winter begins. D. Loselle to contact Stuart McCarthy by e-mail to initiate the process as outlined below. This inspection was discussed in previous 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.

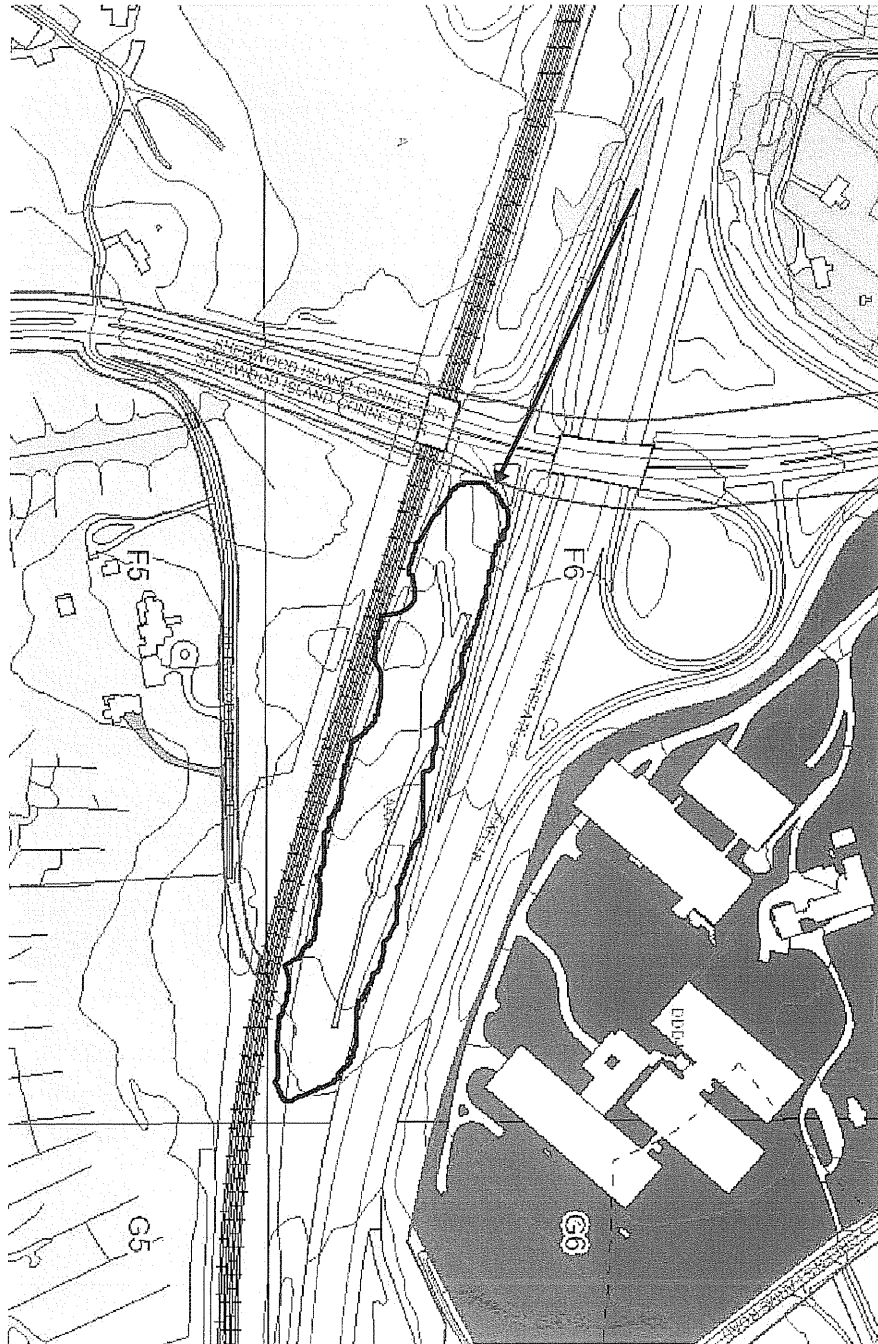
5. Discussion about the possible use of part of Baron's South property to park BOE's school buses. It was discussed that there needs to be space for 70 buses and a facility to do servicing/minor maintenance and re-fueling. J. Rotondo discussed that there is a piece of land off of Sherwood Island Connector near Exit 18 that may potentially be large enough and previously had some industrial uses on it. Ownership of the land was in question as to whether it belongs to State DOT. It was suggested by J. Broadbin that someone try looking it up on the Town's GIS system. It was noted that past discussions with DOT regarding utilizing other State land have not been fruitful. However, attached are land ways of the area.
6. D. Loselle briefly discussed progress in trying to re-invigorate the Town's dormant application with the Army Corps of Engineers 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.

D.Loselle estimated based on conversations with the Corps that with cooperation from the Town that the re-application/approval process could be completed in approximately a year's time and around \$2million would be needed to do the work. Federal funding is very constrained and Westport would not have a high priority call on funding as opposed to other harbors/rivers nationally that have heavy commercial needs and utilization. Westport would most likely have to be willing to raise the funds privately. D. Loselle to discuss with other interested parties regarding forming a River Dredging Committee and building consensus and fund raising in support of moving forward with the project.

Next meeting will be held on **October 10, 2012 at 8:00 am at Town Hall, Rm. 201**

DL/JFF/cls

cc: P. Scully
R. Millak



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COMMITTEE AGENDA

SEPTEMBER 12, 2012 – 8:00 AM ROOM 201

Previous Minutes x 2 ✓

Energy Performance Contracts ✓

Longshore ✓

Master List Updates - DPW/BOE ✓


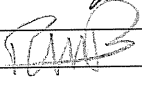
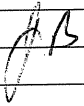
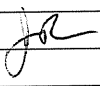
Further Town Maintenance

New Business

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