

Selectman's Maintenance Study Committee

Office of the First Selectman

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

Minutes of Meeting held on April 3, 2013 Rm. 201 Town Hall.

Committee Present: Joseph Fuller Jr. (*Chairman*),

John Broadbin, Dewey Loselle, V.Valadares, Russ Blair, Joe Renzulli, Nancy Harris

Not Present: Jay Keenan, Stephen Rubin, John Rotondo, Jack Klinge, Lois Roberts,

Meeting Minutes Prepared by: Dewey Loselle

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1. Minutes for March meeting were approved
 2. Chairman Joe Fuller updated the Committee on the meeting held with Selectman Joseloff and Public Works Director Steve Edwards and Business Manager, Nancy Harris of the BOE to discuss EPC and moving forward. The first cut at a draft RFP was discussed which had been prepared by Joe Fuller incorporating best elements found in similar RFP's from both NYS and CT. Steve Edwards and Nancy Harris both provided input with additional requirements/info that should be included. A preliminary discussion was held on which assets from the Town and BOE (3 each) should be included in the sample asset base upon which bidders will perform initial energy audits as part of their proposals. D. LaSalle noted that a set of process questions which grew out of the meeting were sent to the vendors which had made informational presentations to better understand how they would handle them and to provide guidance with regard to how certain items should be referenced in the RFP.
 3. The RFP will need additional items to be included as exhibits: 1) list of known capital improvements in 5 yr capital forecast that are likely to be eligible to be included in an EPC. A review of these may also help choose which schools make most sense to include in initial survey/audit. At the moment Staples, Coleytown M.S and Long Lots Elementary seem to be likely candidates. Nancy Harris will further review data and get back to Committee with final recommendations. 2) RFP will require bldg plans for each of the sample audit bldgs with ID#s for each of the interior spaces. This would be most useful to be put on a disk for proposers. It was also agreed that language should be added to the RFP with regard to allowable work hours for the firms to review the assets.
 4. It was discussed that we may want to include some different min/max temperature settings for certain bldgs to be included in the RFP that vary from the State norms and which reflect more accurately current Westport practice.. For the schools it was suggested that the max temp in winter might be set for 68 and in summer nothing cooler than 74. For the senior center it was suggested that the max might be 72 for winter and nothing cooler than 72 for summer. These set temps to be discussed and reviewed before final inclusion in RFP.
 5. The draft RFP will be sent to Rich Kotcho, Town purchasing agent and Gail Kelly, Asst. Town Attorney for their reviews.

6. It was discussed that both the BOE and BOF need to be brought into the process regarding the EPC in order to gain their concurrence before the RFP can move forward.

7. In a different matter Joe Fuller passed out a sample master maintenance item checklist by asset to be sent to Public Works/Parks Dept to update maintenance items completed that were previously noted as needing attention in our inspection reports.

. Next meeting will be held on **Wed^{May}1, 8:00 am at Town Hall, Rm. 201**

cc: R. Millak
P. Scully