

**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 5, 2013 Rm. 201 Town Hall.**

**Committee Present:** Joseph Fuller Jr. (*Chairman*),  
John Broadbin, Dewey Loselle, V. Valadares, Russ Blair, Jay Keenan, John Rotondo

**Not Present:** Stephen Rubin, Jack Klinge, Lois Roberts, Joe Renzulli, Nancy Harris

**Meeting Minutes Prepared by:** Dewey Loselle

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1. Status of Energy Performance Contracting (EPC) initiative was discussed and next steps considered.  
J. Fuller/D. Loselle to consider conference call with First Selectman to provide update and seek input on process going forward
  2. It was discussed that Nancy Harris will be leaving BOE at end of the month and Committee would like to get her replacement involved with Maintenance Committee as soon as possible. Also his/her involvement will be critical to getting the BOE on-board with EPC initiative as the majority of the work will involve BOE assets. The Committee thought that Russ Blair might offer his services to the new BOE Business Administrator in helping to familiarize him with the heating systems in the various schools as Russ has great experience and knowledge of the systems over the years.
  2. The need to develop a separate RFP related to engineering services to represent the Town during the life of an EPC engagement was discussed. A draft RFP for such support has been drafted by J. Fuller. It was agreed that the Committee should review and then send the RFP to Town Purchasing Agent/Town Attorney for their respective reviews.
  3. Other than the EPC effort, discussion ensued with respect to what should be the next activities of the Committee. It was discussed that perhaps the Committee should take a look at old facilities that are past their useful life and have high maintenance costs and evaluate whether they should continue to be maintained or recommend that they be replaced. Examples given were the pro shop at Longshore and the bath-house at Compo.
  4. Due to summer vacations, **the July 10, 2013 and August 7, 2013 meetings have been cancelled.** The next meeting will be held on **September 4, 2013 at 8:00 am at Town Hall, Rm. 201**

cc: R. Millak  
P. Scully