

Capital Advisory Committee
Regular Meeting Minutes
January 16, 2014

The meeting of the Capital Advisory Committee was called to order at 7:35 pm by Vice Chair Rick Granger. Present were Committee members Mary Ellen Brown, Tim Butler, and Dave Lawton. Also present were First Selectman Jim Hayden, School Business Manager Susan Greco and Board of Finance Chair Dave Kilbon.

Acceptance of Minutes

Dave Lawton moved the minutes of the December 19, 2013 meeting be approved as recorded. Seconded by Mary Ellen Brown and approved unanimously.

Subcommittee Status Update

- **Equipment and Vehicles:** Tim Butler has gathered information from all operations; his next step is to meet with the Fire Chief to finalize input on the Department's fleet.
- **Infrastructure:** Tim Butler reported he and Jim Velleman have completed data gathering and the spreadsheet to record road and infrastructure status. Their next step is to populate the spreadsheet.
- **Parks:** Dave Lawton is coordinating efforts with the Building subcommittee to use a common format to record information about the Park buildings. He has gathered data on all elements except the solar panels and will work with the subcommittee in reporting.
- **Buildings:** Rick Granger has developed a draft template for recording the status of the various building systems (e.g. HVAC, building envelope, etc.). He voiced the subcommittee's concern that, if routine maintenance is not done on a timely basis, the life span of building systems may be shorter than it would otherwise be. Mary Ellen Brown suggested the Committee recommend to the boards of Education and Selectman that they adopt and implement the Facility Dude software that has been demonstrated for the Committee to track and coordinate maintenance; there was consensus agreement among members. Rick Granger noted that a paper system of work orders creates the risk of losing track of maintenance requests, while an automated system with management reinforcement and oversight will help ensure timely maintenance. Use of a system will also continuously update the status of assets. Tim Butler noted that it is important to identify any items that are overdue to stem accelerated depreciation of assets.
First Selectman Jim Hayden indicated the Town anticipates implementing the system July 1. He and Board of Finance Chair have had a preliminary conversation with the School Superintendent on the subject.

Discussion of Report Format

Rick Granger outlined a proposed format that includes the following:

- an introductory cover memorandum outlining general concepts and recommendations
- three detailed sections with separate templates for buildings, roads and infrastructure, and vehicles, each with a brief narrative overview.

Other Business

None

Adjourn

Tim Butler moved the meeting be adjourned. Seconded by Mary Ellen Brown and approved unanimously. The meeting was adjourned at 8:08 pm.

Respectfully Submitted,
David K. Kilbon, Acting Committee Clerk