

Capital Advisory Committee
Regular Meeting Minutes
December 19, 2013

The meeting of the Capital Advisory Committee was called to order at 7:37 pm by Vice Chair Rick Granger. Present were Committee members Mary Ellen Brown, Tim Butler, Dave Holl, Dave Lawton, and Jim Velleman. Also present were First Selectman Jim Hayden and Board of Finance Chair Dave Kilbon.

Acceptance of Minutes

Tim Butler moved the minutes of the November 21, 2013 meeting be approved as recorded. Seconded by Dave Holl and approved unanimously.

Mary Ellen Brown moved the minutes of the December 5, 2013 meeting be approved as recorded. Seconded by Dave Holl and approved three votes yea (Brown, Butler, Holl) and three abstaining (Granger, Lawton, Velleman).

Subcommittee Status Update

- Parks: Dave Lawton is touring the park facilities to inventory assets. He confirmed that individual elements of open space (e.g. trail signs in Cowles Park, signs along the Greenway) are handled through routine maintenance and are not part of the Capital program.
- Infrastructure: Jim Velleman reported that he and Tim Butler are creating a sortable spreadsheet of road and infrastructure status. They anticipate using these data to extrapolate a maintenance cost per road.
- Equipment and Vehicles: Tim Butler reported he has inventoried town vehicles, based on the average age of the vehicles out to 2041. His next step is to meet with the Fire Chief to confirm information he has gathered for that fleet.
- Buildings: Mary Ellen Brown reported that she, Rick Granger and Dave Holl have completed their tours of town and school buildings. Facilities Manager Dave Wing and maintenance staff in each building have been helpful in providing access and information. The subcommittee's next step is to document findings for their report.

Other Business

Tim Butler, Dave Holl and Jim Hayden discussed the advantages of having software to monitor routine maintenance and longer term Capital needs. The December 5 Facility Dude demonstration went well.

Next Steps

Subcommittees will begin drafting their reports between now and the January 16 meeting. That meeting will be an opportunity for further discussion of status and drafts.

Adjourn

Tim Butler moved the meeting be adjourned. Seconded by Mary Ellen Brown and approved unanimously. The meeting was adjourned at 8:27 pm.

Respectfully Submitted,
David K. Kilbon, Acting Committee Clerk