

Capital Advisory Committee
Special Meeting Minutes
November 21, 2013

A special meeting of the Capital Advisory Committee was called to order at 7:30 pm by Chair Brad Wolfe. Present were Committee members Mary Ellen Brown, Tim Butler, Dave Holl, Rick Granger, Dave Lawton, and Jim Velleman. Also present were First Selectman Jim Hayden, Board of Finance Chair Dave Kilbon, and Superintendent of Schools Dr. Christine Mahoney.

Acceptance of Minutes

Mary Ellen Brown moved the minutes of the November 7, 2013 meeting be approved as recorded. Seconded by Dave Holl and approved unanimously.

Subcommittee Status Update

- Infrastructure: Tim Butler reported that he and Jim Velleman have met with Town Planner Gary Haynes. Tim Butler has printed out maps of the sanitary and storm sewer systems and will share the link to website with the maps.
- Buildings (town and school): Subcommittee members have toured the Middle/High School. Rick Granger distributed a draft building assessment template he has developed to record status.
- Equipment and Vehicles: Tim Butler will meet with DPW Manager Ed Hubbard to review the town's fleet.
- Parks: Dave Lawton confirmed he will include the buildings at East Granby Farms in the subcommittee report. All other buildings will be handled by the Building Subcommittee.

Committee members discussed the format to be used in reporting information to the group as a whole and ultimately to the boards of Finance, Education and Selectmen. The information presented may differ dependent on the specific element of infrastructure although it will be most helpful to have the data in a format that is conducive to on-going tracking and updating using a spreadsheet or software made for the purpose. Dave Holl and Jim Hayden have spoken separately with a representative of Facility Dude about using the company's software for recording and tracking infrastructure status.

Next Steps

Jim Hayden will arrange for a demonstration of Facility Dude at the December 5 Committee meeting and will gather input from other towns about their use of the software.

Adjourn

Tim Butler moved the meeting be adjourned. Seconded by Mary Ellen Brown and approved unanimously. The meeting was adjourned at 8:37 pm.

Respectfully Submitted,
David K. Kilbon, Acting Committee Clerk