

Selectman's Maintenance Study Committee

Office of the First Selectman

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

Minutes of Meeting held on November 6, 2013 Rm. 201 Town Hall.

Committee Present: Joseph Fuller Jr. (*Chairman*)
Dewey Loselle (p/t), (*Vice Chairman*)
John Rotondo, Russ Blair, John Broadbin, Jack Klinge, Lois Roberts, Vanessa Valadares,
Elio Longo

Not Present: Steve Rubin, Jay Keenan, Joseph Renzulli

Meeting Minutes Prepared by: Joseph Fuller, Jr

1. It was noted that the Minutes of Meetings from 9/4/13, after review by all members, were accepted. Carol Louise shall forward to P. Scully for posting.
2. The Chairperson shall confirm that the "final" copy of the Longshore report was sent to the First Selectman.
3. It was noted that the EPC process would again be recommended. It was understood that the Engineer of Record also needs to have a separate RFP which was previously put together by the Committee. These shall be presented to the new First Selectman.
4. After further discussions regarding updating of buildings, it was noted Baron's South and the Longshore Tennis building should be reviewed. The Chairperson shall forward a schedule of reviews to all members.
5. All parties were requested to propose new members to the Committee.
6. A DRAFT letter from John Rotondo regarding trees in Westport's easement areas is being reviewed by the Chair and co-Chair, and shall be forwarded to the First Selectman after light editing. It was noted that Bruce Lindsey of Orange, CT, would be the new Westport tree warden, starting shortly, approximately 20 hours per week. It is suggested the tree letter be copied to him via the Selectman.
7. All parties noted that there is a Public meeting in November reviewing the Lothrop Associates Compo Beach Report and allowing members of the public to make statements. All members who can attend should do so.
8. E. Longo was unanimously approved to be appointed to the WMSC. The First Selectman will be notified in writing to officially appointment him as a member.
9. The buildings at Baron's South include the mansion named Golden Shadows, which currently houses library storage, a white stucco building structure and also 72 and 72A South Compo Road where there is DPW storage and a small apartment complex. These buildings should be reviewed shortly.
10. Attached is the Agenda of today's meeting and an updated Directory.
11. Attached is an updated list of the Municipal Buildings with the upcoming reviews highlighted in bold/italics.
12. A discussion took place regarding Staples HS and the history of the AC and heating system was presented by Russ Blair for the benefit of Elio Longo, since currently there are some heating and cooling issues at Staples HS.
13. The meeting was adjourned.

cc: P. Scully
Enc: Revised Directory
Updated List of Municipal Buildings
MOM from 9/4/13 – Please accept for posting by email

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

TOWN OF WESTPORT
WESTPORT MAINTENANCE COMMITTEE

Agenda – 11/6/13 – 8:00 AM

- Acceptance of Minutes
- Acceptance vote of Elio Longo
- Review restarting EPC projects
- Additional Buildings/Buildings Fall Update
- Tree Letter
- Dashboard (Items needing attention)
- Any Other Business

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REVISED LIST OF MAJOR MUNICIPAL BUILDINGS – NOVEMBER 2013

(NEXT SCHEDULED REVIEWS IN BOLD AND ITALICS)

<u>MUNICIPAL BUILDINGS</u>	<u>ADDRESS</u>
Town Hall	110 Myrtle Avenue
Police Headquarters	50 Jesup Road
Fire Headquarters	515 Post Road East
Saugatuck Fire Station	555 Riverside Avenue
Greens Farms Fire Station	66 Center Street
Coleytown Fire Station	61 Easton Road (Route # 136)
Department Public Works Center	300 Sherwood Island Connector
Solid Waste Transfer	300 Sherwood Island Connector
<u>Schools:</u>	
• Hillspoint School	90 Hillspoint Road
• Staples High School	70 North Avenue
• Bedford Middle School	88 North Avenue
• Saugatauk Elementary School	170 Riverside Avenue
• Coleytown Elementary School	58 Easton Road
• Coleytown Middle School	255 North Avenue
• Long Lots Elementary School	13 Hyde Lane
• Greens Farms Elementary School	17 Morningside Drive South
• Greens Farms Nursery School	71 Hillandale Road
• Kings Highway Elementary School	125 Post Road West
• Hillspoint School	90 Hillspoint Road

Revised List of Municipal Buildings – November 2013

Baron's Property South:

- | | |
|----------------------|-------------------------|
| • <i>Old Mansion</i> | <i>Compo Road South</i> |
| • <i>New Mansion</i> | <i>Compo Road South</i> |
| • <i>Storage</i> | <i>Compo Road South</i> |
| • <i>House</i> | <i>Compo Road South</i> |

Compo Beach	Compo Beach Road
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- Bath House
- Life Guard shack
- Basin office
- Club House

Burying Hill	Beachside Avenue
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Gillespie Center	45 Jesup Road
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Linxweller Property	665 Post Road East
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Campbell House	90 Myrtle Avenue
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Dog Shelter	Underhill Parkway
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School Curriculum Center	Riverside Avenue @ Bedford School
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Adams Academy	15 Morningside Drive North
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Bayberry Storage Building	180 Bayberry Lane
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Rolnick Observatory	180 Bayberry Lane
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Westport Pollution Control Facility	Underhill Parkway
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Senior Center	21 Imperial Avenue
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Longshore Community Center	260 South Compo Road
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Longshore:

- Parks & Rec Building
- Pro Shop
- Maintenance Shack
- Maintenance Building
- *Longshore Cottages*

Inn at Longshore Club House (under lease)	260 South Compo Road
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NAME	TEL	E-MAIL
Joseph Fuller, AIA (Chairperson)	914.592.4444	<u>josephfjr@fullerdangelo.com</u>
Dewey Loselle (V. Chairperson)	203.454.4171	<u>dloselle@optonline.net</u>
John Rotondo	203.274.0095	<u>Jr78000@aol.com</u>
Russ Blair	203.227.6047	<u>irblair@sbcglobal.net</u>
Jay Keenan, AIA	203.899.1890/203.858.6630	<u>Cjayk3rd@aol.com</u>
Jack Klinge	203.255.0829	<u>igklinge@aol.com</u>
John Broadbin, LA	203.341.1126	<u>Jbroadbin@westportct.gov</u>
Steve Rubin	203.451.9101	<u>smrubin@optonline.net</u>
Joe Renzulli, PE	203.856.0928	<u>Jrenzulli55@optonline.net</u>
Nancy Harris	203.341.1001	<u>nharris@westport.k12.ct.us</u>
Lois Roberts, PE	203.227.5570	<u>lois@lrobertsengineers.com</u>
Vanessa Valadares		<u>vvaladares@att.blackberry.net</u> <u>leovan@globo.com</u>
<i>Elio Longo</i>	<i>203-341-1001</i>	<i>elongo@westport.k12.ct.us</i>
Copy Minutes to:		
Pat Scully (First Selectman's office)		<u>selectman@westportct.gov</u>
Carol Louise (Asst. to J. Fuller)	914.592.4444	<u>carolst@fullerdangelo.com</u>
R. Millak (Nancy Harris' office)		<u>rmillak@westport.k12.ct.us</u>

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Selectman's Maintenance Study Committee

Office of the First Selectman

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

Minutes of Meeting held on September 4, 2013 Rm. 201 Town Hall.

Committee Present: Joseph Fuller Jr. (*Chairman*)
Dewey Loselle (p/t), (*Vice Chairman*)
John Rotondo, Russ Blair, Jack Klinge, Steve Rubin, Lois Roberts
Jay Keenan (p/t), John Broadbin (p/t), Joseph Renzulli

Note Present: Vanessa Valadares

Meeting Minutes Prepared by: Joseph Fuller, Jr.

MINUTES REVISED 9/6/13 AND RE-ISSUED

1. It was noted that the last Minutes of Meetings need to be accepted – dated June 5, 2013. A copy is attached. Please email your acceptance vote to carolst@fullerdangelo.com. Due to summer vacations, this is past due.
2. The Longshore report status was reviewed. It was noted that the last Longshore Report may only have been issued in draft form. In fact other Longshore Reports have been located and all will be sent to the first Selectman with a cover letter from the Chairman. Jack and Steve will be copied regarding the improvements and maintenance required to the structure.
3. A brief review of restarting the EPC process was undertaken. It was noted that per the request of the Town, the EPC “Engineer of Record” needs to be selected to be placed inside the EPC RFP itself. This process was reviewed with all parties. The new Director of School Business Operations, Mr. Elio Longo, was provided a copy of various EPC’s, and it was noted that he has previously been involved with same.
4. Additional buildings for the fall update were reviewed. It was noted that the Lonshore cabins may be vacant at some time and these should be inspected. Further, reports should be sent to Jack and Steve on the Saugatuck Fire House and buildings Baron’s South.
5. The chairman requested all members look for new members and propose candidates at the next meeting.
6. After discussions about additional maintenance around Town, John Rotundo noted that trees should be cut back greatly from some roadways so as not to interfere so much with electrical lines during storms.
7. It was noted that there is a Compo Beach Report being funded with Lothrop Associates being the “lead”. Lothrop Associates, via the First Selectman, should receive both the WMSC Bathhouse Report and Marina Report.
8. It was noted that the Baron’s South buildings should perhaps be reviewed shortly and a Maintenance Report prepared for each building on the site
9. The Committee jointly requested Mr. Elio Longo to join our prestigious Committee. The Chairman will formally request same in writing.
10. A discussion took place with regard to culverts, one of which is for Silver Brook at the Town Crier Lane, which were recently approved for funding.
10. The next meeting will be held on **October 2, 2013 at 8:00 am at Town Hall, Rm. 201**

cc: P. Scully
Enc: Revised Directory
MOM from 6/5/13 – Please accept by email
Sign-In Sheet