



Town of Shelburne Asset Management Committee
Meeting Minutes
September 13, 2018

Present: Jay Pilzer, Danielle St. Louis, Chris Sharpe, Matt MacInnis, Elizabeth Acker, Dylan Heide, Karen Mattatall, Nolan Young, Jane Crowell, Darren Shupe, Andrew Jones

Regrets: None

1. **Meeting called to order:** 7:04 pm
 - a. **Election of Committee Chair** – Karen Mattatall was nominated by Nolan, seconded by Dylan. Matt MacInnis was nominated by Jay, Matt declined. Motion to elect Karen Mattatall to Committee Chair carried.
2. **Approval of Agenda:** Motion to approve agenda moved by Elizabeth, seconded by Nolan. Motion carried.
3. **Minutes of Previous Meeting:** N/A
4. **Old Business:** N/A
5. **New Business:**
 - a. **Terms of Reference Review** – Terms of Reference were reviewed, it was decided to use Option B wording for the vision statement. Moved by Jay, seconded by Nolan. Motion carried.
 - b. **AssetSmart2.0 Review** – The twenty-one items of the AssetSmart2.0 tool were reviewed by the Committee as a group as a preliminary means of assessing the asset management practices currently in place with the Town. It was determined at this point that the first asset category to be reviewed by the Committee would be the Water Distribution System.
 - c. **Asset Management Policy Review** – Policy document was reviewed and it was determined that three new categories should be added: Natural Assets, Fire Department Assets, and Transportation Assets. Darren to revise all documents with Staff Report to present at October 1st Council meeting for adoption.
6. **Next Meeting:** September 27, 2018 7:00pm in Council Chambers
7. **Adjournment:** Elizabeth moved for adjournment at 8:40pm.