



Town of Shelburne Asset Management Committee
Meeting Minutes
November 1, 2018

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

Regrets: Jane Crowell

1. **Meeting called to order:** 7:05 pm
2. **Approval of Agenda:** Motion to approve agenda made by Nolan, seconded by Jay. Motion carried.
3. **Minutes of Previous Meeting:** Motion to approve agenda made by Matt, seconded by Elizabeth. Motion carried.
4. **Old Business:**
 - a. **Review FCM's Guide for Developing an AM Management Policy, Strategy, and Governance Framework** – Committee reviewed the FCM guide with discussion on strategy development and the founding of a Staff Asset Management Committee in accordance with the direction provided at the recent Cohort meeting.
 - b. **Review of Transportation Map Book** - Andrew lead a review of the map book data with the Committee, Town staff to assist in the review and revision to develop a refined map book. Discussion held on how we can best use this data.
 - c. **Communications** – Discussion was held on the role of the Committee in communicating with the public and the production of promotional materials (video/FAQ's) to raise awareness on the Committee's role. Discussion held on the potential use of the Annual Resident's Survey to communicate/compile data for asset management.
5. **New Business:**
 - a. **Review of Upcoming Meetings** - Discussion was held over the upcoming asset management meetings being coordinated by the AIM Network.
 - b. **Revised Asset Management Policy** – Motion to amend the Town's Asset Management Policy document was made by Jay, seconded by Matt. Motion carried.

6. Next Meeting: December 6, 2018, 7:00pm in Council Chambers

7. Adjournment: Chris moved for adjournment at 8:41pm.