



Town of Shelburne Asset Management Committee
Meeting Minutes
February 7, 2019

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

Regrets: Jane Crowell, Matt MacInnis

1. **Meeting called to order:** 7:02 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 meeting minutes from December 6, 2018 made by Elizabeth, seconded by Nolan. Motion carried.
4. **Old Business:**
 - a. **Communications** – A review was conducted of the results from the Town’s annual resident survey. Further discussion was held on how best to communicate the Town’s annual budget. A similar 1-page document will be created to support this year’s budget.
 - b. **Review of Other AM Process Updates** – Discussion was held on the AM Cohort meeting on Levels of Service. The CAO reviewed the format of the report using wastewater as an example. Further discussion was held on water and fire services and it was decided to provide a similar review focusing on stormwater services for the March meeting.
5. **New Business:**
 - a. **Review of Upcoming AM Meetings** - Discussion was held over the upcoming asset management meetings being coordinated by the AIM Network on February 22nd in Fall River on the topic of community engagement. Those attending the meeting will update the group at the March meeting.
6. **Next Meeting:** March 7, 2019, 7:00pm in Council Chambers
7. **Adjournment:** Elizabeth moved for adjournment at 8:36pm.