



Town of Shelburne Asset Management Committee

Meeting Minutes

April 4, 2019

Present: Chris Sharpe, Matt MacInnis, Karen Mattatall, Nolan Young, Darren Shupe, Andrew Jones, Jay Pilzer, Dylan Heide, Grant Balsdon

Regrets: Jane Crowell, Elizabeth Acker, Danielle St. Louis

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 meeting minutes from February 7, 2019 made by Nolan, seconded by Chris. Motion carried.
4. **Old Business:**
 - a. **Communications** – The CAO and Dylan Heide updated the group on the February 22nd meeting with Christina Benty on public engagement. The group agreed that more data was needed before we could look to effectively communicate with the Town residents and businesses. An update will be provided in the bi-annual newsletter which will be mailed in April.
 - b. **Review of Other AM Process Updates** – Discussion was held on the asset category ‘stormwater’ within the context of the levels of service document. Upon completion of the close circuit tv condition assessment of stormwater lines and more accurate location mapping, a much deeper discussion was possible on regulations regarding controlling stormwater flow from town properties and crossflow from stormwater into the sewer lines. The Fire Protection Service was suggested as our next asset class for review.
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 April 17th and May 24th.
6. **Next Meeting:** May 2, 2019, 7:00pm in Council Chambers
7. **Adjournment:** Nolan moved for adjournment at 8:41pm.