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**BOARD OF SELECTMEN SPECIAL MEETING  
November 4, 2011  
Meeting Room A**

**Present:** Philip J. Miller, First Selectman  
Joel B. Marzi, Selectman  
Norman M. Needleman, Selectman

**Guests:** Jeffrey Hamm, Municom claims Service LLC  
Keith Nolin, Building Official  
William Buckridge, Emergency Management Director  
Stuart Schenck, Emergency Management  
Kelly Sterner, Director of Finance  
Gary Riggio, Richard Riggio & Sons, Inc.  
David Caroline, Director of Public Works  
Maria Lucarelli, Assistant to the Selectmen  
Brian Molloy, J. P. Maguire Associates, Inc.

Norman Needleman called the meeting to order at 9:00 a.m.

**EMERGENCY OPERATIONS CENTER REFIT**

Mr. Needleman stated that this is the second meeting for the renovation of the town hall that needs to be done for the Emergency Management Operation Center. (EOC)

Mr. Needleman stated the updates to this project are that we are defining the job of moving the EOC upstairs into the former probate office. The items to be discussed are the move itself, the preparation of the probate office room, and the installation and move of the equipment. There are two areas of discussion. First we need an estimate to determine the costs of move. And secondly, we need to know the costs to remediate the mold minus the costs of the asbestos removal. Mr. Hamm stated the insurance policy covers the minimum costs of to move while the rooms are being restored.

Mr. Needleman inquired if there any costs associated with the move that may not be covered by insurance.

Mr. William Buckridge inquired about what items may not be covered in the new EOC room. There was discussion regarding whether anyone knew the condition of the floor or the wood type.

Mr. Nolin reported that there had been a lavatory in the former treasurer's office. Mr. Marzi stated there are several unknowns that we'd need a reasonable contingency and this would all need to go to a town meeting.

Mr. Hamm stated that air conditioners are not covered and the carpeting and painting of the walls may not be covered. He also questioned the need for a glass door. In order for the door to be covered by insurance there would need to be a reason why it needs to be

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installed. Mr. Buckridge stated the reason is to keep the noise from the radio room contained.

Mr. Needleman stated to Mr. Hamm that there is an understanding that this may be a temporary move and if we don't move EOC back downstairs there would be some cost savings to the insurance company.

Mr. Needleman stated that there is a small building maintenance fund but he was hoping that the insurance company would look favorably at painting the upstairs room instead of the downstairs room with the insurance money, plus the town would use internal labor for cleaning out the rooms or moving any office equipment instead of hiring out the work.

Mr. Marzi inquired about how the insurance would handle change orders and if it would be addressed as a supplement. Mr. Marzi stated that the move upstairs and move back is what is agreed to now and that we are going to agree on two numbers. One is removing the wall and flooring as part of the abatement process, then another number is for the move. Mr. Hamm could not think of anything that could change, but one never knows.

Mr. Needleman reported there was no mold found in the vault. The improvements to the vault are not included in the insurance claim. Mr. Needleman stated that he would like to get started on these projects right away.

**Motion** was made by Norman Needleman to proceed with the claim and start with the move of the EOC from the basement office up to the former probate office immediately. Joel Marzi seconded the motion. All in favor.

Mr. Hamm stated that the permanent tables are not going to be included. He is estimating \$18,000 - \$20,000 for the move, which does not include any restoration.

Mr. Riggio inquired about the permanent desks attached to the walls. Mr. Hamm did agree that you would need to replace the desks as you had them. Mr. Nolin also agreed to reinstall permanent desks upstairs. The insurance money does not include carpeting, painting, or the air conditioners. The funds should be used to move the wiring and setting things on tables.

There was discussion regarding the second part of the claim which is the restoration. Mr. Needleman would prefer to use restoration money in the upstairs EOC room. Mr. Riggio stated the original submittal for the EOC move was approximately \$34,000.

Mr. Hamm stated that CIRMA pays the minimum relocation.

Mr. Buckridge stated that they need an air conditioner in the radio room to control the heat and humidity. Mr. Needleman stated that his guess in the remediation of the basement is \$50,000.

There was discussion regarding the mold abatement and the costs. Mr. Molloy from JP Maguire did not have numbers yet and would probably have them by next week.

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There was discussion regarding the antennas downstairs.

Mr. Nolin inquired about the FEMA money and he wanted to make sure the Davis Bacon Act is not going to kick in with this. Ms. Sterner stated the way FEMA looks at it; they will only cover the deductible which is \$1000. The only other piece is the Hazard Mitigation Grant which is only going to look at the outside work.

There was discussion about the air conditioning unit which must be installed and whether it would be a wall unit or a split system or a ceiling unit.

There was discussion regarding the exterior of the building and the remediation plans for the water seepage. Mr. Riggio stated that when working in the vault area he has found that we have to get state approval prior to doing construction. Mr. Nolin stated that we would first get professional design plans for the vault. Mr. Nolin suggested Bob Doane could possibly look into doing a drawing and a narrative on the vault plans.

There was discussion on taking down a wall in the EOC office in the basement in order to get into the vault to do the remediation work. Mr. Nolin then stated that they would use fire code sheet rock on each side to secure the area at night and that he did not know the length of time this will take.

There was discussion on the outside pole. The pole most likely did not settle as a result of the storm and the pole part of the project is being placed on hold at this time.

Mr. Riggio reported that he had Mr. Bob Doane review the outside parameters of the town hall with him. Mr. Doane will be contacting Mr. Caroline. Mr. Needleman asked about the time line on this project because we will need the information to go to a town meeting.

There was discussion on the possibility of setting a town meeting regarding the \$32,528.00 EOC short list of suggested improvements that included signs, a hydraulic thumb, YHF 450 Mhz Control Stations, Repeaters, Emergency Management Flyer Project, Email Spooler, 5 portables, etc. These items will prepare the town for the next ice storm. Mr. Buckridge stated his original request was for \$223,815.17.

Mr. Miller stated that we should schedule a town meeting for the \$32,538.00 now.

There was discussion that of the \$223,815.17, the move of the EOC room is included in this figure. The move was quoted at \$50,342.67, some of which will be covered by insurance.

Mr. Needleman stated that the \$223,815.17 will be broken up into 3 phases. The first phase is the \$32,528 which was approved by the Board of Selectmen and the Board of Finance and must go to town meeting. The second phase is the move, some of which will be covered by insurance. The third phase will be to look at the total list less these two phases. Mr. Marzi stated we should show everything on the list at the public hearing.

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Mr. Needleman stated we should show the total list of \$223,815.17, less the \$50,342.67 which includes the move and the insurance, less the \$32,538 for the short list of items for emergency management and what is left would be the third phase.

There was discussion about the vault project. Mr. Nolin stated there is a need to present the issues to the State Library and to decide who the town normally uses for structural engineering and to describe what is going to happen and then to present this project to the library. Mr. Caroline stated Mr. Doane could possibly have his people present this to the library.

Mr. Caroline reported there is positive draining outside of the building, which is good news.

Mr. Nolin inquired if we needed to appropriate any funding for this plan design review. Mr. Caroline stated that he has \$10,000 in his budget for engineering.

Mr. Needleman would like to know who is going to take the lead on this project. Mr. Caroline stated that he would work on getting in touch with Bob Doane on the engineering piece. Mr. Nolin stated that he can coordinate the electrical and structural work and anything inside the building.

Mr. Needleman would like to place this on the November 16<sup>th</sup> Board of Selectmen meeting agenda and would like a status report given. Mr. Needleman said it would be great if everyone in attendance today could attend the November 16<sup>th</sup> meeting to present their findings and give an update on the move and any issues, etc.

There was discussion on the ordering of Centerbrook and Ivoryton signs and issues that have come up with their locations and who would take the responsibility of the signs and the sign letters. Park & Recreation had concerns about requests to use the board. Mr. Buckridge proposed ordering a huge sandwich board to place in these two locations during an emergency.

Mr. Needleman stated that we could possibly use the Ivoryton Playhouse sign for emergency management if needed.

Mr. Miller believed the apex in Ivoryton is a mixture of town and state property. We'd need to ask the state for permission and would need to obtain a state permit to place the sign there. Mr. Buckridge would also like a sign by Essex Elementary School but has not spoken to anyone about the placement of the Centerbrook sign yet. He was planning on bringing up this request at the next Safety Meeting that is held at the Essex Elementary School in December.

**Motion** was made by Philip Miller to adjourn the regular meeting at 9:56 a.m. Joel Marzi seconded the motion. All in favor.

Respectfully submitted,  
Maria Lucarelli