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**BOARD OF SELECTMEN SPECIAL MEETING
October 28, 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.

Philip Miller called the meeting to order at 9:00 a.m.

EMERGENCY OPERATIONS CENTER REFIT

Mr. Miller called the meeting today so that we could come to a consensus of what to do with the EOC and to come up with a plan and time frame. Mr. Miller stated that at the October 19th Board of Selectmen meeting the Selectmen agreed to move the EOC room and equipment up into the former probate office.

Mr. William Buckridge reported that he had already met with Keith Nolin and Gary Riggio and they would like to use the small room in the probate office as the radio room and the larger room as the operation center. There is also a need to bring the antennas up.

Mr. Needleman stated that the equipment needs to be moved out so that the repairs can be done in the basement to remediate the mold and mildew. The insurance company will cover the cost of the equipment move and the removal and replacement of the mold and mildew in the basement rooms. The asbestos abatement is not covered by insurance and the town will need to pay for removal.

Mr. Hamm stated that they did not find mold in the vault. The musty odors were from the books. The EOC storage room items can be taken out and cleaned and then put back.

There was discussion on whether the office should be closed during the removal of the mold and asbestos. Mr. Hamm stated that with proper barriers around the work site there would probably not be a reason to close the office.

Mr. Hamm stated that J.P. Maguire can do all the inside work and Mr. Hamm recommended that the Town of Essex use them for the mold and asbestos removal and

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the Town should handle moving the communication and computer equipment upstairs. Mr. Hamm stated that CIRMA does not require three bids.

Mr. Needleman inquired whether the town could be their own general contractor and whether we could be paid directly. Mr. Hamm said that we could.

Mr. Hamm stated there are different stages for this project. The first step is moving the equipment from the basement up to the first floor. The town would be responsible for the \$1,000 deductible which would be deducted from the moving of the equipment invoice.

Mr. Needleman inquired when the moldy wall is removed whether the town would leave the basement ECO room an open room or would we reinstall the wall back. There was discussion as to what type of flooring would be installed and whether it would be something more durable. Mr. Hamm stated that CIRMA would restore everything to the way it was. They would pay to replace the tile.

Mr. Gary Riggio stated there is an 8 inch step down into the present EOC room, and he suggested making the floor level to the existing hallway and encapsulate the asbestos, install a sump pump system, and drill holes to release the hydraulic pressure. Mr. Needleman thinks it is a good idea, but he would prefer to remove the asbestos. Mr. Riggio stated that he cannot do the asbestos piece. Mr. Needleman inquired if we would put the walls back in. Mr. Riggio stated that the sliding doors would be moved to the upstairs room.

Mr. Riggio also discussed cutting through a 16 inch wall in the EOC room into the vault and placing a lintel in there. Then the whole ground floor would be up one level to remediate the problem. Mr. Riggio stated that if we fix the EOC room, then it may cause the water to come up into another room in the town hall. There was discussion about whether the town records could be purged. Mr. Hamm stated that the vault is not covered and that insurance handles the results of damage. Mr. Hamm stated that CIRMA pays to put it back the way it was, but does not pay for any preventative work.

There was discussion about the water source. There is a sump pump in the elevator shaft that keeps going on. Water comes off of West Avenue over the ledge. There was discussion about possibly building up the front of the building.

Mr. Needleman stated that he would like both Keith Nolin and Dave Caroline as the project coordinators on this town hall project.

Mr. Marzi requested a couple scenarios and pricing from Mr. Riggio. He would like one price to include the vault; and a price without the vault.

We need to move the electrical panels, data links, and phone lines from the basement EOC room up to the new ECO room space.

There was discussion on the outside piece of work. Mr. Dave Caroline stated that there is a lot of physical work involved with this piece of the project. There was discussion on

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removing the sidewalk and looking at ways to join the drain spouts into some type of piping to make the water flow away from the building.

There may be an opportunity with a Hazard Mitigation Grant to recover some of these costs for the outside part of the project. There is a FEMA representative coming next week to look to see if there is any FEMA money available that we could apply for with the current Public Assistance Grant Application which is in progress. The Hazard Mitigation Grant is a competitive grant and is primarily targeting homeowners. We may have a better chance with the Public Assistance Grant.

Mr. Caroline stated that he believes gravity is best solution to use for this water problem. He suggested possibly getting an engineer to come in and design the drainage system. Mr. Marzi inquired about the roof water. Mr. Caroline stated that would be done as well.

Mr. Needleman stated that we need to have a plan for the exterior work and to have our tree warden Augie Pampel look at the tree outside of the town hall whose roots are against the building which are causing some of the water problems.

Mr. Nolin inquired about the asbestos and the mold and whether they would also remove the walls. Mr. Hamm stated that the room needs to be gutted and abated in order to remove the mold and mildew. They can either put the petition wall back up or it can be taken down permanently, the town should decide. Mr. Hamm stated that there isn't a lot of asbestos flooring and it would be better to remove the asbestos than bury it. The ceiling also needs to be pulled down and Mr. Hamm stated that would most likely be covered by insurance.

There was discussion regarding the EOC storage room where the cots and blankets and miscellaneous emergency equipment were damaged by water as well. There was discussion regarding what type of flooring is in that room?

Mr. Keith Nolin wanted to know, since the ceilings were being removed, if the bathroom pipes that were formerly in the Treasurer's office should be reinstalled or updated. Mr. Nolin stated that no matter what the decision, we may want to repair the pipes for a possible bathroom in the future, because you don't lose the option.

Mr. Nolin suggested coming in with the wires at about 10 feet above the room, and he suggested installing a steel beam from the pole to the building to stabilize the pole. The pole has been damaged due to wind. We must have two pipes coming in and they must be able to withstand 120 mph winds. Mr. Needleman wanted to know what the cost would be. Mr. Nolin suggested not having wires coming in from the ground.

Mr. Needleman stated that there will be a public hearing and we all need to learn as much as we can and we need to know all the details regarding this project. Mr. Caroline suggested doing some test holes to see what the water table is. Mr. Buckridge stated that when they put the pole in, they did not hit water at 8 feet.

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Mr. Buckridge stated that there are baseboard heaters in the EOC room that are higher off the floor in that room than average.

Mr. Buckridge inquired about the time frame on this move and remediation. Mr. Nolin stated the first piece of the project would be to move the EOC upstairs and this would all be covered by insurance. The next two pieces would be needed to be paid for by the town and would need to go through the budget process.

Mr. Needleman stated that he would like to get Mr. Buckridge out of the EOC room as soon as possible. Mr. Needleman stated that moving the conduit right now complicates and slows down the process. Mr. Needleman said to get a price to engineer the structure. Mr. Buckridge stated there are going to be two holes.

Mr. Needleman would like to set up another meeting next week to get all interested parties on board. Mr. Riggio would try to get a price to present to the Selectmen by the November 2nd meeting. He will try to get a price of designing the steel and attaching it to the building.

The Selectmen would like the EOC to have minimal down time. Mr. Needleman suggested having another special meeting next Friday, November 4th at 9 a.m. and there was an agreement by everyone to go ahead and set one up.

Mr. Needleman would like Mr. Caroline to guesstimate the man hours for all the exterior work. Mr. Buckridge stated there would also be a cost for the antennae work and that he would like the signs up. There was discussion that years ago there was a problem with the signage in the corner of the Ivoryton Park and we need to make sure we get proper approval before installing the new signs. The installation of the sign poles can be done using the public works employees. One sign would be installed in the apex in that triangle in Ivoryton. Mr. Needleman said to make sure to get permission and to not block anyone's view and to look into whether we need a zoning permit.

Mr. Riggio stated that he would try to get a price from the engineer by November 2nd and he would also try to get some numbers together for the vault and the EOC room projects by November 16th.

Mr. Nolin recommended the heating be fan only to move air around in the vault and that the outlets in the vault are not up to code because the switch outside the vault does not terminate the power in the vault when the vault is closed and you cannot have an extension cord in there as well.

Mr. Marzi would like to know what the immediate needs and the future needs are.

Mr. Brian Malloy stated that the regulations state that when we do the asbestos remediation anyone under the age of 18 is not allowed in the building. Also the State of Connecticut needs to be notified at least 10 days prior to remediation. You can also ask if an emergency variance is needed.

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Mr. Miller stated that the target time line is to move the EOC upstairs during the month of November. Mr. Riggio needs to put in the work stations and a door. All work should be done as soon as possible. The cost of moving the EOC and the mold abatement will be covered by insurance. The current work stations cannot be moved, so new ones will need to be installed.

Mr. Miller's last day is Tuesday, November 15th. The first day for the new Selectman will be Wednesday, November 16th.

Motion was made by Norman Needleman to adjourn the regular meeting at 10:30 a.m. Philip Miller seconded the motion. All in favor.

Respectfully submitted,
Maria Lucarelli