

Town of Trumbull
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Emergency Management Shelter Building Committee



MINUTES
October 17, 2012

Called to Order: Town Council Chairman, Carl A. Massaro, Jr. called the organizational meeting to order at 6:10 p.m.

Chairman Carl A. Massaro noted a quorum was present and appointed Margaret Mastroni temporary clerk.

The clerk called the roll and recorded it as follows:

Present: Al Zamary, Roger McGovern, Loretta Chory, James Meisner, Lisa Labella

Absent: Jeffry Jenkins and Lt. Ronald Kirby.

Also Present: Chief Tomas Kiely, OEM Deputy Director William Chiarenzelli, Town Council member Tony Scinto, and Chief of Staff Daniel Nelson.

Mr. Massaro explained the scope of the project. It is to find what is needed to be done to turn the Trumbull High School as recently renovated into the Town's emergency management shelter. In general terms the Town needs to have a building where its residents can assemble if in the event of a major issue where power had been lost throughout most of the Town. This building was designated as the shelter and did have the capacity to serve as such, but with the recent renovations and the added equipment the power supply is insufficient to man the building and the areas of the building that need to serve a greater number of people over a longer period of time, rather than just the number of occupants of the high school. This committee is charged with how to figure out what needs to be done to get that status back. The committee will organize, elect a chairman, a vice-chairman and appoint a temporary clerk at this meeting.

Mr. Massaro called for a motion to name a chairman.

Ms. Chory nominated Al Zamary as Chairman of the Emergency Management Shelter Building Committee seconded by Ms. Labella.

Hearing no other nominations.

VOTE: Motion carried unanimously.

Mr. Massaro congratulated Mr. Zamary and extended his gratitude for serving.

Mr. Massaro called for a motion to name a vice-chairman.

Mr. Meisner nominated Lisa Labella as Vice-Chairman of the Emergency Management Shelter Building Committee seconded by Ms. Chory.

Hearing no other nominations.

VOTE: Motion carried 4-0-1 (Abstention: Labella)

Mr. Massaro congratulated Ms. Labella and extended his gratitude for serving.

New Business:

Mr. Massaro distributed and reviewed the Building Committee rules to all those present at this meeting (See Attached). Included in the rules are reporting requirements outlined and steps to follow when it comes to planning, designing and/or construction. A Building Committee generally determines a course of action, the steps that are typically followed are to determine the following:

- What type of professional assistance the committee needs.
- Budget - This Building Committee falls under the charge of the renovation of the high school and under the current bonding authorization the building and expense will come out of the same bonding authorization, unless and until there is a determination that this is not going to work financially or it is not a reimbursable expense. Even if it is not a reimbursable expense it could still come out of those funds.

Mr. Massaro stated that if the Building Committee is going to be looking at professional assistance or need to develop formal building plans a budget would then need to be considered, in conjunction with the use of any professionals the committee would want to develop a RFI (Request for Qualifications) or RFP (Request for Proposal) and have those sources bid for that work. In the interim the committee should research the current state of the building where the power sources are and what areas of the building would be needed for emergency management shelter purposes. Mr. Massaro suggested a tour of the building and an invitation be made to the CM and the current architect to familiarize the committee with the areas that they will need to address.

Chairman Zamary indicated that this committee's work is of the utmost importance. At this point the building can house 200-300 people, not nearly what is needed. The Chair suggested that the committee set a regular meeting schedule and to go out to bid for who will be doing the actual work on the generator. Mr. Meisner indicated that the committee is at the stage where advice is needed; there are a number of options to choose from. Mr. A. Barbarotta had said previously as a town resident and the Owner's Rep on the THSBC that he would be willing to volunteer some of his time as he has been doing some research. The committee should discuss having an Owner's Rep. to help the committee through the research stage.

Ms. Labella stated that she would like to step back a bit, noting that possibly at the first meeting to discuss what the OEM and police department parameters that need to be met are, then perhaps a tour of the school and to hear from the school side as to who would be their partner if they have to come in to use this as a shelter.

Chief Kiely stated that all of their requirements could be brought in. Mr. Barbarotta currently does have a blueprint (of what needs to be powered). This has already been prepared. Ms. Labella stated that the end product is to be a shelter that is viable for the circumstances that the OEM feels may be necessary. Ms. Labella stated that she would like to get a sense of the big picture with regard to the process of the shelter. The Chief suggested a power point presentation.

Mr. Chiarenzelli explained that there are federal requirements since 2004 after Hurricane Katrina they are specific requirements that are federally mandated to the state. We have taken steps in this community to establish a small shelter which has been the town's experience for the past thirty (30) years. It is contained and in place today at the Senior Center. We are on the threshold of going beyond that capacity. We are included in region 1 with 14 towns from Stratford to Greenwich. Mr. Chiarenzelli explained that no more bricks and mortar are needed, what is needed is a plan with the renovation that is already in place to utilize the assets. We are speaking to a shelter but there is another component called a POD. The committee is not being asked to look at the POD (point of dispensing). As a point of dispensing it could be talked about with regard to inoculations and medications to as many as 55,000.

Ms. Labella asked exactly what are the criteria that the committee has to meet, is a POD a "maybe" or a "have to". Mr. Chiarenzelli stated that they are all being melded into this component. This community can not stand up two separate locations; we do have the assets or the people to do that. This will become a command post operation. General government will still be able to go on. This has to be a stand alone agency to handle it self because all other emergencies will still be taking place, i.e. heart attacks and car accidents). They do have a proposal as to where the command post would be a lot of work has already been done. This is the building, the component parts are physically in place, it is up to code we just need to make it work. One of the biggest weaknesses we face is the loss of the infrastructure, the loss of the electric grid. The only component from the BoE necessary would be the custodial staff; a super component would be to have people from the Facility Dept. and the teaching staff as volunteers.

The Chair suggested setting a regular meeting schedule. At this time it would be reasonable for the committee to meet once a month.

After discussion the EMSBC agreed by unanimous consent that the Emergency Management Shelter Building Committee would meet on the first Wednesday of every month, preferably the Town Hall and/or the Helen Plumb building.

The next scheduled meeting is November 7, 2012 at 7:00 p.m. at the Trumbull High School. The EMSBC will conduct a tour at the high school for this meeting. Mr. Massaro indicated that they will get someone to give the tour, possibly John Barbarotta.

The committee discussed security issues. Mr. Massaro indicated that executive session may be necessary with regard to certain components of this committee.

There being no further business to discuss and upon motion made by Ms. Chory, seconded by Ms. Labella the EMSBC adjourned by unanimous consent at 6:43 p.m.

Respectfully submitted,


Margaret D. Mastroni, Clerk

BUILDING COMMITTEE RULES

Sec. 1 These rules and regulations shall apply to all committees formed for the purpose of site selection, project feasibility and building, renovation or repair of public buildings within the Town of Trumbull.

Sec. 2 Said committees shall be appointed by the Town Council unless the Town Council, by a vote of 2/3 of those present and voting designates another appointing authority.

Sec. 3 The Town Council shall determine the number of members of each committee, no more than a bare majority of whom shall be members of the same political party. Members shall sit at the pleasure of the appointing authority.

Sec. 4 The appointing authority shall designate one of the members as Chairman of each committee.

Sec. 5 The Committee shall hold its first meeting within thirty (30) days from the date on which the Council appoints a majority of the committee. At that time, the committee may engage a clerk and may vote to seek a preliminary appropriation for clerical and related expenses.

Sec. 6 Where site selection is required, the committee shall seek and submit to the Town Council written approval of said site from the Planning and Zoning Commission and the Town Sanitarian or Health Director. The Committee shall also seek the advice and a report from the Traffic Authority of the Town. In addition, the committee shall arrange for and obtain seepage and/or drainage tests and shall submit the results to the Town Council. If an appropriation is required for said purpose, the committee is empowered to seek and obtain such appropriation.

Sec. 7 Shall the site under consideration be for school construction, written approval of said site shall be sought and obtained from the local and State Boards of Education, as needed.

Sec. 8 Upon submission of the documents as aforementioned, all of which shall be placed on file with the Town Clerk prior to any request for funds for acquisition of said site, the committee shall be empowered to seek an appropriation for the acquisition of said site, by purchase or condemnation in the manner prescribed by the Town Charter or other applicable law, as required, and shall be empowered to seek an appropriation for preliminary plans and specifications of the proposed building or structure.

Sec. 9 Prior to any request for appropriation fro preliminary plans and specifications, the committee shall present to the Town Council such drawings, cost estimates and other documents as are necessary to fully apprise the Town Council of the expected scope of

the project. The Committee shall be empowered to seek any appropriation necessary for such drawings and cost estimates.

Sec. 10 After approval by the Town Council of the scope of the project, the committee shall recommend to the Town Council its choice of architect for the project. Upon approval of an architect by the Town Council, the committee shall engage said architect.

Sec. 11 The committee shall submit preliminary plans and specifications for the proposed building or structure to the Town Council for approval. At the same time, the Committee shall submit to the Town Council a copy of the IMPACT Statement required by Chapter III, Section 12(e) of the Trumbull Town Charter and the comments of the Fire Marshal. Upon approval of the preliminary plans and specifications, the committee shall obtain final plans and specifications and submit same to the Town Council for approval.

Sec. 12 The committee thereafter shall be empowered to seek appropriations as may be necessary for the construction, furnishing and equipping of said building or structure.

Sec. 13 If the committee believes that it is necessary to engage the services of a Clerk of the Works for the project, it shall report to the Town Council substantiating the need for such appointment and recommending its candidate therefore. Upon approval by the Town Council, the committee shall engage said Clerk of the Works, who shall be the committee's representative on the project site and who shall report to the committee in the progress of the project.

Sec. 14 The committee is directed to make quarterly progress reports to the Town Council. The Clerk of the Town Council shall be responsible to notify the committee three (3) weeks prior to each due date.

Sec. 15 All records of said committee, including but not limited to preliminary and final plans and specifications, minutes of the meetings, invoices, work orders and receipts and reports of the clerk of the Works shall be retained by said committee. All books and records of said committee shall be bound and submitted to the Town Council prior to the discharge of said committee from its responsibilities. Upon approval of all said books and records, the Town Council shall discharge the committee from further responsibility and file the books and records of said committee with the Town Clerk as permanent records of the Town.

Sec. 16 Each committee is directed to complete its assignment of responsibilities, including the submission of books and records in accordance with Section 15 of these rules, not later than one (1) year from the date of occupancy of the building or structure, or in the case of a school building, not later than three (3) months after the filing of necessary forms with the State of Connecticut. The Clerk of the Town Council shall be responsible to notify the committee that such final submission is due not later than one (1) month prior to said due date.

Sec. 17 In addition to notice requirements imposed by the statutes of the State of Connecticut, shall give notice of all meetings to the Town Council and to the director of Public Works.