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TOWN HALL
Trumbull

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Emergency Management Shelter Building Committee
September 3, 2014
7:00pm
Long Hill Conference Room – Town Hall

Committee Members Present: Chairman, Al Zamary; Roger McGovern, Daniel Marconi, Loretta Chory, Rosemary Seaman, Lt. Ron Kirby and Tony Scinto (7:03pm)

Also Present: Allan White, Paul Lisi and Carl Massaro (7:05pm)

The meeting was called to order by the Chairman at 7:00pm followed by the Pledge of Allegiance.

Past Minutes

Motion was made by Mr. McGovern, seconded by Mrs. Chory, to approve the minutes of May 7, 2014 as written. Approved unanimously. Motion was made by Mr. Marconi, seconded by Mrs. Chory, to approve the minutes of the Special Meeting held on May 21, 2014 as written. Approved unanimously.

Final Project Overview

Mr. Lisi noted the generator is on line and all work is essentially completed except for a couple of punch list items that need to be completed which will not affect the generator's function. The Commissioning Report was reviewed by the committee. The commissioning was very successful; everything is operating the way it was designed to operate. A summary of the costs was reviewed and between the cost of the generator, installation costs, design fees and change orders, the net cost is \$924,000.

Mr. Scinto entered the meeting at 7:03pm.

This cost may be less because one of the change orders will be reduced. Mr. Lisi noted two items which should be looked at 1) the UPS system (uninterrupted power supply) and 2) two or three data closets in the classroom wing, not part of the shelter project, that may not be tied into the existing generator. The original drawings show they are hooked up but they are not. Mr. White will be investigating the data closets.

Mr. Massaro entered the meeting at 7:05pm.

Mr. Lisi explained to the committee the UPS system which affects the computer system, including servers. The generator has a delay in starting of about 8-10 seconds. The UPS gives battery back-up for the systems until the generator kicks in. Mr. White noted that after the generator was tested, they discovered the computer systems went down in three areas, Trumbull High School, Hillcrest Middle School and the Agriscience School. They do not have accurate information as far as what was done and what actually is. Mr. White noted the chillers are not hooked up to anything. This will be taken care of and another test conducted.

Security was discussed briefly. Mr. White noted that all security systems have been tied in to the emergency generator for the shelter. This has been verified by the fire marshal and security personnel.

It was noted that the UPS system was not in the scope of the committee's project but was discovered with the testing of the new generator and is a recommendation that this be addressed. Mrs. Chory asked what the original generator was designed to do. It was noted it took care of the boilers, some of the server rooms, emergency lighting and other life safety systems. Lt. Kirby noted that it kept the building from freezing which is why, with only the basic systems covered, it could not be used as a shelter. Lt. Kirby questioned whether the data hubs not connected to the system would be a problem in running the shelter. It was noted there would not be a problem.

Mr. White noted both generators work as designed and the testing will be done every Friday at 6am. It will run 20 minutes with a 10 minute cool down period. The generator is extremely quiet when running unless you open the enclosure and then it becomes very loud. Mr. Lisi noted there is currently 5000 gallons of fuel in the generator tank.

Mrs. Seaman noted there were six items in the report that needed follow-up. Mr. Lisi noted these are the responsibility of the contractor and none require additional funding.

Chairman Zamary requested an update on the security in the building with regard to police presence. Lt. Kirby stated that one of the concerns was the radio system working in the building. Testing will be conducted with the repeater that is built into the building. They had one area fail and a retest will be done to determine what action will need to be taken to correct the failure, if any is required. The police department is looking to place their command trailer on site when the shelter is open and this will be serviced by a 50-60 foot cable that will connect the school to the trailer. This cable will be kept in the trailer. Camera systems are being worked on in the building and the possibility of tapping into the system by PD is being explored. This trailer will be staffed by police personnel and activities will be coordinated with the school security personnel.

Emergencies supplies were discussed. Lt. Kirby noted supplies are already. Trumbull has 150 cots with more available from other sources, if needed. Additional cots will be purchased this year to bring the amount up to the 200 range with a goal of 400 total for the town. He noted if it

is a local event, we can get regional supplies. If it is a regional event, we would have to rely on our own resources.

Refueling and consumption was discussed. It has not been determined whether this will be monitored by the BOE or the town. Service contract was also discussed. Mr. Lisi will investigate the warranties that are included in the contract for the generator. Lt. Kirby noted that in an emergency when the shelter is open, the town would be working to keep the generator refueled. The responsibility for the generator in non-emergency times will need to be addressed. All other generators in town are covered under a service contract. Self-testing each week will be conducted and if there is a failure, there is an indicator to alert personnel.

Mr. Massaro discussed funding for the project. He noted that with a firm figure of \$924,000, the bonding authorization is \$200,000 after the project is completed. This authorization can be used for additional projects and the Building Committee is looking to use this funding to complete some additional projects. Some of the projects discussed tonight may need to be addressed by the BOE in the upcoming budget preparation. There will need to be coordination with DPW and the Police Department for emergency purposes but the two generators will kick on when the power goes off whether there is an emergency or not. Statute says it is the BOE property and it is their responsibility to maintain the items that are there. Lt. Kirby noted expenditures during an emergency need to be tracked as they could possibly be reimbursed. An agreement will need to be made between the BOE and the town regarding the responsibility of the new generator.

Mr. Massaro left the meeting at 7:40pm.

It was agreed that one additional meeting would be held on October 1, 2014 at 7pm to finalize the project costs and punch list items discussed.

Mr. Zamary thanked Barbara Crandall for her work with the committee and the entire committee for their dedication to complete this project. Lt. Kirby stated that from an emergency management aspect, this was a great project and will serve the town well should an event occur.

Adjournment

There being no further business, motion was made by Lt. Kirby, seconded by Mr. Marconi, to adjourn the meeting at 7:43pm. Approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk

These minutes are considered a draft until approved at the next meeting of the Emergency Management Shelter Building Committee.