

Selectmen's Meeting: Minutes  
Thursday, March 5<sup>th</sup>, 2015 at 7:30pm  
Town Hall Meeting Room

**Present:** First Selectman Gayle Weinstein, Selectman David Muller, Selectman Dennis Tracey, Town Administrator Tom Landry, Administrative Assistant Randi Derene, Weston Residents

**Ms. Weinstein called the meeting to order at:** 7:38pm

This meeting was recorded and videotaped. Copies are available in the Selectmen's Office. The meetings are available for viewing online via the Town's website.

**Pledge of Allegiance:** Ms. Weinstein led the meeting with the Pledge of Allegiance.

Mr. Muller and Ms. Weinstein first congratulated Mr. Tracey, along with all the coaches, and of course the Mock Trial students, for winning the State Championship.

**Discussion/decision regarding the appointment of Andrew Cumming to the Veteran's Affairs Committee for a term to end December 31, 2016;** Andrew Cumming

Mr. Cumming has served for 29 years on active duty and is currently working at Norfield Congregational Church. Mr. Cumming is a big military supporter and would be proud to serve on Weston's Veteran's Affairs Committee.

Mr. Muller moved to appoint Mr. Cumming to the Veteran's Affairs Committee for a term to end December 31, 2016. Mr. Tracey seconded. Motion passed unanimously.

**Discussion/decision regarding the re-designation of Weston as a HeartSafe Community:**

Nisan Eventoff

Ms. Weinstein announced to the community that Weston has earned its re-designation as a HeartSafe Community, which means that a certain number of residents that are certified in CPR and how to use the AED Defibrillators.

**Discussion/decision regarding the appointment of Robert Uzenoff as the Moderator and Susan Moch as the (assistant moderator) Parliamentarian for the ATBM on April 22<sup>nd</sup>, 2015.**

Mr. Tracey moved to appoint Robert Uzenoff as the Moderator and Susan Moch as the assistant moderator for the ATBM on April 22, 2015. Mr. Muller seconded. Motion passed unanimously.

**Discussion/decision regarding school and town facility needs**

Ms. Weinstein discusses the plans and solutions for facility needs. Being discussed are the potential of building a new public safety complex, as well as the need to take the Annex off line. The issue of declining enrollment has been brought to the selectman's attention so the plans were reviewed again and more options were discussed. (See attached). Note that Option E is the only option that the Board of Education said that they would approve.

Mr. Muller states that all the options will need to be discussed again once this is presented to the Board of Finance and the Board of Education. The Town needs to be presented with more than one option. Mr. Tracey agreed and feels that more options should be analyzed.

In addition to different scenarios of use for Hurlbutt, Ms. Weinstein has asked Sergeant Ferullo and the Chief of Police to give a risk assessment of relocating staff to the North House. But

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more information needs to be gathered, such as what the concerns are from the BOE. He did feel there may be risks, but he also feels there are ways to mitigate the risk.

Mr. Muller stated that he just wants to be sure that wherever the Senior Center ends up, that the amount of space they currently have is not reduced. Ms. Weinstein agreed and would also like to make sure that they have a longer MOU with whatever the space that the Senior Center ends up in, and would ideally like to give them a permanent home.

Ms. Weinstein said her next step is presenting all of these options to the Board of Finance as she wants to get moving on a decision so she can notify the Police Department and the architect.

Mr. Tracey wanted Ms. Weinstein to ask the Superintendent and the Board of Education the following questions:

- 1- Is there any mitigating steps we can take that would allow us to put school operations into North House.
- 2- Is there any mitigating steps we can take that would allow us to put Land Use into North House.

#### **Open Items:**

**First Selectman Updates:** Ms. Weinstein spoke about the snow removal budget. The town budgets for 8 events, and she believes that the storm this evening would be event #21. She thanks the DPW employees who are out now making sure the roads are safe for us.

**Discussion/decision regarding the approval of minutes from the Board of Selectman's meeting on December 15<sup>th</sup>, 2014 and February 5<sup>th</sup> and 10<sup>th</sup>, 2015.** Mr. Muller moved to approve the minutes of the Board of Selectman's minutes on December 15<sup>th</sup>, 2014 and February 5<sup>th</sup> and 10<sup>th</sup>, 2015. Mr. Tracey seconded. Motion carried unanimously.

Ms. Weinstein made a motion to add a discussion in executive session regarding contract negotiations. Mr. Muller seconded. Motion carried unanimously.

Mr. Weinstein mad a motion to go into executive session to discuss litigation update and contract negotiations. Mr. Tracey seconded. Motion carried unanimously.

**Public Session adjourned: 8:16pm**

Respectfully Submitted,  
Randi Derene  
Administrative Assistant

Approved 5/7/15

Town and BoE Facility Options

Facility	OPTION A	OPTION B	OPTION C	OPTION D	OPTION E	OPTION F
Public Safety	Reno + Addition \$7.384 M	Reno + Addition House \$7.384 M	New \$7.784M	New \$7.784M	New \$7.784M	New \$7.784M
Land Use	Central Office \$50K	LL North House \$400K	Central Office \$50K	LL PD \$1.402	LL PD \$1.402	Lower level PD \$1.402
Human Services	LL North House \$100K	LL North House \$100K	North House \$100K	UL PD \$248K	UL PD \$248K	Upper PD \$248K
Parks and Rec	LL North House \$100K	LL North House \$100K	Upper level PD \$25K	Jarvis 0	Central Office 0	Jarvis 0
School Admin-CO	UL North House \$700K	UL North House \$700K	North House \$700K	Central Office 0	North House \$600K	Central Office 0
School Admin-Annex	UL North House \$400K	UL North House \$400K	North House \$400K	½ UL North House \$400K	Central Office 0	Basement Central Office \$1.5M
Senior Center	LL North House \$300K	Central Office \$100K	LL North House \$300K	South house 0	North House \$300K	South House 0
NH Parking & New Entrance			\$200K		\$200K	0
Total Cost	\$9.2349M		\$9.5594M	\$9.834M	\$10.534M	\$10.934M
Change in Sq. FT	-9399	-9399	-330	+1887	-330	-14,113 (assumes NH offline)

Red: Not approved by BOE  
 Black: Approved by BOE

## Town and BoE Facility Options

### Assumptions:

Public Safety and Town Hall renovations are based on architect's proposals.

New Public Safety Complex (per Jacunski Humes Architects): 15,568 sq. ft. proposed cost of \$500 sq. ft = \$7,784,000 plus new septic and stormwater systems.

Renovation and Addition of existing PD: 6, 499 sq. ft = approximately \$7,384,000

### Town Hall renovations (per KGD Architects):

Lower level: \$1,402,377

Elevator: \$83,000

Upper PD: \$165,420

### North House Renovations (estimates):

Parking lot and traffic study: \$100K (not included in any of the plans above)

New Entrance: \$100K

Senior Center: \$20K for A/C + \$30K per room = \$50K per room

Office space: \$30K for A/C + \$70K per room = \$100K per room

UL, 11 rooms (if all office space) = \$1.1M

Annex = 13,681 sq. ft

Jarvis = 2,217 sq ft

### Need:

Land Use – 4 rooms

School Annex staff – 4 rooms

CO staff- 4 rooms

Human Services- 1 room

P and Rec- 1 room

Senior Center- 6 rooms

### **Facility Options Narrative**

The need to build a new Public Safety Complex is contingent on finding space for Land Use on the school campus. Not included in any of the options are across the board costs of annex demo (approximately \$100,000) and Town Hall renovations (approximately \$140,000 as per KGD Architects)

**Option A:** Land Use moves to Central Office; Reno and addition to existing PD; School offices occupy UL North House; Senior Center, Human Services and P&R occupy LL North House. (Assumes 2<sup>nd</sup> grade moves to WIS)

**Option B:** Land Use, Human Services and P&R move to LL North House, school offices occupy UL North House, reno and addition to existing PD, Senior Center moves to Central Office. (Assumes 2<sup>nd</sup> grade moves to WIS)

**Option C:** No renovation to LL Town Hall, Land Use moves to Central Office; New Public Safety Complex; School staff, Senior Center, and Human Services relocate to North House; P&R moves to UL PD. (Assumes 2<sup>nd</sup> grade moves to WIS)

**Option D:** Renovate existing PD space for Land Use and Human Services; New Public Safety Complex, School Annex staff relocates to school space, P&R and Senior Center do not move. (Assumes no movement of 2<sup>nd</sup> grade)

**Option E:** Renovate existing space for Land Use and Human Services; New Public Safety Complex; Central Office staff moves to North House; School Annex staff and P&R moves to Central Office; Senior center relocates to North House. (Assumes 2<sup>nd</sup> grade moves to WIS)

**Option F:** Takes North House offline: New Public Safety Complex, renovate existing space for Land Use and Human Services, renovate LL Central Office for School staff, Senior Center stays in South House

From: ~~KG&D Architects~~  
 KG&D Architects



Option A	Option B1	Option B2
<b>GROUND FLOOR</b>		
Land Use Department		
\$ 605,044	Ambulance/ EMS	\$ 614,714
Building Department		
\$ 321,447	Information Technology Dept.	\$ 147,808
Information Technology Dept.		
\$ 147,808	Parks & Recreation Dept.	\$ 353,495
Circulation & Staff Spaces		
\$ 328,078	Circulation & Staff Spaces	\$ 288,018
<b>\$ 1,402,377</b>	<b>\$ 641,513</b>	<b>\$ 1,971,480</b>
<b>MAIN FLOOR</b>		
First Selectman Offices		
\$ 119,662	First Selectman Offices	\$ 119,662
Social Services Department		
\$ 165,420	Social Services Department	\$ 165,420
Circulation & Staff Spaces		
\$ 126,742	Land Use Department	\$ 611,710
<b>\$ 411,824</b>	Building Department	\$ 600,659
	Circulation & Staff Spaces	\$ 450,261
	<b>\$ 1,947,711</b>	<b>\$ 2,002,966</b>
<b>GRAND TOTAL \$ 1,814,201</b>	<b>GRAND TOTAL \$ 2,589,224</b>	<b>\$ 3,974,447</b>

These budgets are for comparison purposes and overall "order of magnitude" only. Once a final combination of features is selected a more detailed budget will be developed. Budgets are developed with the intent of representing the full project cost to the Town including design and construction contingencies, cost escalation to 2015 and project costs.

5,000 SF,

ADDITION ~ 2,3  
 DOWNSTAIRS 1.4  
 DOWNSTAIRS w/ EMS 640

PROJECTED SPACE REQUIREMENTS  
SUMMARY REPORT

For Approval

TOWN WESTON  
LOCATION: Weston, CT  
START YEAR: 2013

PERSONNEL / SUPPORT		AREA			ADJACENCIES		DISTRIBUTION	
CODE	DEPARTMENT	CURRENT LOCATION	People by Year			Usable Area By Year		By Department
			2013	2015	2018	2013	2015	
LU	Land Use	Annex	8	8	8	3,854	3,854	
SS	Social Services	Annex	5	5	5	1,560	1,560	
BOE	BOE Finance Facilities IT	Annex	13	13	13	4,127	4,127	
PD	PD Forensics	Annex				1,305	1,305	
P&R	Parks & Recreations	Jarvis House	5	5	5	2,787	2,787	
T FIN	Town Finance	Town Hall	3	3	3	1,612	1,612	
T IT	Town IT	Town Hall	2	1	1	361	325	
SR CTR	Senior Center - Proposed	Hurtbutt ES South	2	3	3	4,153	8,662	
TOTAL PERSONNEL			38	38	38	19,759	24,232	TOTAL USABLE AREA REQUIRED
15% for Common, Mechanical, Network Areas						22,723	27,867	

Note this Projected Space Requirement program matrix is a planning tool to be used in conjunction with design of floor plan layouts.

TOWN of WESTON, CONNECTICUT



Incorporated 1787

Police Department

February 27, 2015

Ms. Gayle Weinstein  
First Selectman  
P.O. Box 1007  
Weston, CT 06883

Dear Ms. Weinstein,

Ma'am, as you know I have been tasked to provide a risk analysis of moving Town Hall employees and Board of Education staff into the Hurlbutt Elementary North House. Approximately two to three years ago, Mr. Dan Clark, the former Facilities Manager for the Board of Education and I conducted a comprehensive analysis of all four schools, including moving personnel into the North House and the results of that study are still valid. Answering the question as to whether or not there is an increased risk by moving Town Hall employees and Board of Education staff into the North House presents a number of challenges.

First and foremost this is an extremely vague question. I have asked a number of times what the actual concerns are so that I can formulate a focused study but no answers have been forthcoming. Without knowing the real or perceived concerns there is no way that I can present any educated answer. Secondly, who is going to be moving into the North House? Will it be the entire Board of Education and the Town Hall employees currently housed in the Annex or will only certain personnel be moved? This too changes the focus of any study as moving certain people may or may not increase any risk. Thirdly, what measures will be taken in order to mitigate any of the real or perceived risks? If one of the risks is that contractors and employees having unlimited access to the rest of the Hurlbutt Elementary School via the North House corridor I would recommend constructing a cement wall much like the one in the Senior Center, thereby eliminating the risk of unescorted people wandering into the school core building. I have heard anecdotally there is a concern about contractors driving through the bus loop during recess times. Contractors currently park in the gravel lot adjacent to the bus loop when the Central Office parking lot is full and we have not had any issues, especially since that risk has already been addressed by locking the bus loop gate during school hours while recess is in session. A way to mitigate that associated risk would be to construct a parking lot with a separate entrance where the current North House playground is situated. As that playground is directly adjacent to School Road and not in compliance with the School Safety Infrastructure Council guidelines are there plans to move this

playground and is there money available to repave this and make it a parking lot? I have also been asked about the possibility of permanently securing the doors that open onto the bus loop but that is a question for the Fire Marshall as I am not familiar with the current State of Connecticut fire codes.

As you see Ma'am these are just a few of the unanswered questions needed in order for me to provide a report that definitively answers any questions as to whether there is an elevated risk to the students at the Hurlbutt Elementary School by moving Town Hall employees and Board of Education staff into the North House. We have certainly increased security and mitigated risks throughout the District over the past two years by hardening the facilities and infrastructure and working collaboratively with the District, the individual school administrators and their security staff but risk can never be completely eliminated.

Sincerely,



Sergeant Michael Ferullo