

## **Town Office Building Committee**

### **Special Meeting of Thursday, November 29, 2012**

Chairman Jim Lally called the meeting to order at 7:02 p.m.

In attendance: Jim Lally, George Keithan, David Gross, Lou Annino, Scott Perry, Kate Novick, Gina Regolo; Cathy Iino (ex officio).

Also present: Brian Humes, Jacunski Humes; Don McDougall, Director of Emergency Management; Carol Reimers, resident.

Don McDougall addressed questions from the committee regarding the current Emergency Management Operations office accommodations, the challenges of current space limitations, and the functional requirements.

The committee asked questions regarding the shelter services provided during the past events, the number of residents whose needs were met, the limitations and shortcomings, etc.

Don outlined core staffing level requirements at the EOC, the space needs including workstations, meeting area, phone and computer jacks, internet access, food prep, sleeping area and shower for the EOC staff. He also discussed the need for office space during nonemergency periods.

Kate and others stressed the need to be prepared for even more severe emergencies than those we have already experienced.

Brian Humes distributed a revised "Space Needs Assessment." After discussion and the recommendation to include space for the EOC, Lou Annino made a motion to adopt the revised Space Needs Assessment with the addition of 125 sf for the OEM and 100 sf for the radio room. Seconded by George Keithan. The motion carried unanimously.

The next meeting will be held on Thursday, December 20<sup>th</sup> at 7 p.m.

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Regina Regolo  
Acting Recording Secretary