Town of East Hampton

**Town Facilities Building Committee**

**Regular Meeting**

Wednesday, May 10, 2017 – 6:30 P.M.

East Hampton Town Hall Conference Room

**DRAFT MINUTES**

**Present:**  Chairman Glenn Gollenberg (6:40), Vice Chairman Kurt Comisky (6:35), Stephen Karney, Cliff Libby, Jeff Foran, George Pfaffenbach, Fred Galvin and Rebecca Tinelle-Sawyer, Town Manager Michael Maniscalco, Ex Officio Member Pete Brown, and Steve and Lisa Motto

**Absent:** Ray Moore

**Call to Order:** The meeting was called to order at 6:35 P.M. by Vice Chairman Comisky

**Approval of Minutes – May 3, 2017:** *Mr. Foran moved and Ms. Tinelle-Sawyer seconded to approve the minutes of the May 3, 2017 regular meeting. Voted 7-0 in favor.*

**Architect Update**

**Programming:** The Architects will be meeting with Town Manager Maniscalco tomorrow to review the programming draft. A final draft should be available for next week’s building committee meeting, and the hope is to move the information forward to the Town Council for their meeting of May 23. This will include an order of magnitude cost for the Board of Ed, Chatham Health and Probate and will be sent to the Building Committee members as soon as it is available.

**OPM Update**

**Schedule:** An updated schedule was distributed and discussed. It was suggested that the OPM highlight changes to the schedule in the future.There was discussion on the timing of Planning & Zoning meetings, and since the Committee cannot go before P&Z without something to show them, Mr. Maniscalco suggested inviting P&Z members to one of the Building Committee meetings for comments and to work with them on meeting their expectations.

**Discussion of Civil Engineering Proposal**

Two proposals from the Civil Engineer, Boundaries, were presented to the Committee; one each for pre and post referendum work. These need to be reviewed and action will be taken at the next meeting. It was preliminarily discussed that by using Boundaries, money will be saved because their firm already has information on the boundary lines, storm water management, setbacks, traffic study and more.

**Discussion on Construction Manager RFQ/P**

A copy of the RFQ/P was distributed to Committee Members for review. Comments on this will be included in next week’s discussion. Ms. Motto stated that they can most likely send the RFQ/P out in two weeks. Programming specifics will need to be known prior to sending it out. It was requested that dates pertaining to the RFP be included in the schedule. These dates will be dependent on the Town Council.

There was discussion of the expectations for cost of a BOE renovation, as opposed to including it in the new facility, for presentation to the Council. Also discussed was the question the Council previously asked regarding the CM cost, which is not able to be answered at this time because of many variables. The Committee is aware this will come up again, and Councilor Brown stated that he will get back to the Committee on what other questions may arise from the Council.

**Report & Discussion from Public Relations Sub-Committee**

It was noted that when speaking about the project, Committee members need to be aware that the number of $15,000,000 is only a place holder within documents for now. Until more concrete design information is known it is best not to state budget numbers.

Mr. Libby and Mr. Pfaffenbach met with Finance Directory Jylkka to talk about the project’s potential impact to tax payers. Mr. Jylkka will most likely attend the next meeting to give an impact summary.

Mr. Libby obtained an informational pamphlet that was produced when the High School project went to referendum. Something along the same lines will need to be produced for this project as well, and this was discussed with Mr. Maniscalco.

The date for referendum was discussed, with the suggestion of holding the referendum during the regular November election as there will be a larger public turn out. Ground-breaking on the project will not occur until at least Spring 2018.

**Review & Discussion of Questions:** The full list of questions was not discussed, but Mr. Motto did bring up questions that citizens may have about the deal their company has with the town. He stated that he would be more than happy to answer any questions and clear up misconceptions. Chairman Gollenberg stated that the Committee will be using the Motto’s assistance when it comes to PR.

**Update from Design Sub-Committee:** No update

**Public Remarks:** None

**Adjournment**

*Mr. Galvin moved to adjourn at 7:31 P.M.; Mr. Foran seconded. Voted 8-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk