Town of East Hampton

**Town Facilities Building Committee**

**Regular Meeting**

Wednesday, May 3, 2017 – 6:30 P.M.

East Hampton Middle School Library

**DRAFT MINUTES**

**Present:**  Chairman Glenn Gollenberg, Vice Chairman Kurt Comisky (6:45), Stephen Karney, Cliff Libby, Jeff Foran, George Pfaffenbach, Ray Moore, Fred Galvin and Rebecca Tinelle-Sawyer, Town Manager Michael Maniscalco, and Steve and Lisa Motto

**Call to Order:** The meeting was called to order at 6:30 P.M. by Chairman Gollenberg.

**Approval of Minutes – April 19, 2017:**

*Mr. Foran moved and Ms. Tinelle-Sawyer seconded to approve the minutes of the April 19, 2017 regular meeting. Voted 8-0 in favor.*

**Architect Update**

A letter of intent to the architects was sent this week, they will be under contract shortly.

**Programming Update:** The architects have met with department heads and are compiling notes. They have begun benchmarking efforts with their estimator of other recently constructed Town Hall facilities. Town Manager Maniscalco stated that in his discussions with Amenta Emma he learned that they can probably reduce the estimated square footage (from the Friar plans). There have been a couple of “hot” issues still being debated such as placement of the Emergency Operations Center and whether the facilities will consist of one or two buildings. There was discussion on determination of how much square footage would need to be added, and what cost associated with that, if the Board of Ed were to be included in the space. Ms. Motto will reach out to the architects to see how quickly they can produce this information, for presentation to the Town Council.

**OPM Update**

The OPM contract is almost completed, and the land transfer agreement will be forthcoming.

**Schedule:** The site survey engineers are working on site data for the architects. The process will be to secure programming, then a concept design, then layout, then siting to make sure the building fits correctly. Implications for all options of programming should be given to the Town Council by their meeting on May 23, 2017. It was noted that any State reimbursement implications and amounts will also need to be presented to the Council. Reimbursement pros and cons were discussed.

Chariman Gollenberg stated that he attended the meeting with the civil engineers, who are provided by the Town; not the architects. Their proposed contract will also be in two parts (pre and post referendum work). The Building Committee can review their scope of services and some high level details, and the Town’s Attorney will handle the contract.

There was further discussion on cost of renovating or keeping up the current BOE building vs. adding them to the new facility, and the fact that their current building is not ADA compliant, or efficient.

**Discussion on Construction Manager or General Contractor**

The Town’s Attorney has stated to Mr. Maniscalco that he cannot remember an instance when a project of this size was completed using a General Contractor (GC). He recommends a Construction Manager (CM) because the complexity of the building could become cost prohibitive using a GC, and there is more flexibility using a CM. Even though a CM could cost more up front, money will be saved in the long run.

Mr. Karney stated that it may be difficult to attract a CM with a project as small as $15,000,000. Vice Chair Comisky noted that the rationale for the decision of choosing a CM over a GC needs to be documented in writing. Ms. Motto stated that her concern with using a GC is that because of the Town’s purchasing ordinance of choosing the lowest qualified bidder, someone who is not capable of doing the work could be awarded the job, which the Attorney agreed with. Mr. Motto stated that after looking into it further, he prefers to use a CM because everything is open book as far as bidding on subcontractors, etc., allowing the OPM to better control the minimum number of bids. It was noted that quantifying the difference between a CM and GC will be difficult without knowing the building size; though some of the benefits of using a CM include more transparency, value engineering, and involvement in review of documents.

*Mr. Galvin moved and Mr. Pfaffenbach seconded, to hire a Construction Manager for this project. Voted 9-0 in favor.*

*Discussion: Mr. Foran noted that this vote occurred without idea of a cost. It was stated that this process needs to be identified to deliver to project to get a budget, particularly since a CM will be involved with pricing and manages the bidding throughout. It was noted that involving a CM reduces risk.*

Mr. & Ms. Motto will review the CM draft contract and re-send it to the Committee for further input. Mr. Karney noted that the CM usually only manages construction costs, so the total project cost and construction cost differences should be denoted.

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

Mr. Libby and Mr. Pfaffenbach visited the Senior Center and stated that people there were receptive to the need for new facilities and happy to take a tour of the current Town Hall and PD. 15% of the voters in town are 65 years and older. Ms. Motto noted that the block of parent voters also should be targeted.

Mr. Motto discussed the project in Chatham, MA as a good case study for the Town since they have similar demographics. The PR committee would like to know what their PR campaign was. Unveiling the plans during Old Home Days was discussed.

**Review and Discussion of Questions:** Questions are still being developed. At some point Mr. Libby would like to create a hand-out.

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

**Public Remarks**

Brian Gay, member of the Clean Energy Task Force, asked if there were any requirements for renewable energy built into project documentation. Mr. Maniscalco stated that the building should be energy efficient but that they were not seeking LEED certification, and no certain percentage had to be sourced as renewable. Geothermal was discounted because of the initial cost of the wells. Mr. Gay mentioned a presentation given to the Task Force by Eversource, and that they have many resources to help with planning the building. Chairperson Gollenberg stated that the Task Force could help obtain someone from Eversource to present to the Building Committee in one month.

Patience Anderson, Town Council Chairperson, thanked the Committee members for all their hard work, dedication and commitment so far.

**Adjournment**

*Mr. Foran moved to adjourn at 7:35 P.M. Mr. Libby seconded. Voted 9-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk