Town of East Hampton

**Town Facilities Building Committee**

**Regular Meeting**

Wednesday, April 19, 2017 – 6:30 P.M.

East Hampton Town Hall Conference Room

**DRAFT MINUTES**

**Present:**  Chairman Glenn Gollenberg, Vice Chairman Kurt Comisky, Stephen Karney, Cliff Libby, Jeff Foran, George Pfaffenbach, Ray Moore and Rebecca Tinelle-Sawyer, Town Manager Michael Maniscalco, Ex Officio Member Pete Brown, and Steve and Lisa Motto

**Absent:** Fred Galvin

**Call to Order:** The meeting was called to order at 6:32 P.M. by Chairman Gollenberg

**Approval of Minutes – April 12, 2017:**

*Mr. Foran moved and Ms. Tinelle-Sawyer seconded to approve the minutes of the April 12, 2017 regular meeting with the following changes: remove the “second” from the call to order and replace the list of questions on page 2 with a line about the discussion in general. There was also discussion that the Chairperson typically does not make or second motions. Voted 8-0 in favor.*

**Architect Update**

Amenta Emma has been selected as the architectural firm. They will be meeting with department heads next week to discuss programming. A draft letter of intent for their services has been sent to Amenta Emma from the Town, and the contract is currently being finalized with legal departments. The schedule has been discussed with them, and the municipal processes/meetings will be added to the written schedule. They will be meeting with the Building Committee as they verify programming. The next step after program verification will be high-level budgeting, which will be brought to the Town Council.

Mr. Maniscalco briefly outlined the sequence to referendum: the project will be brought to a Board of Finance meeting, looking for a recommendation to approve the expenditure and authorization to bond. That recommendation then goes to the Town Council. They have a two reading policy, so this will be on their agenda for two consecutive meetings, and during the second meeting they will hopefully vote to approve that recommendation. Then the recommendation goes to a town meeting that will adjourn into referendum. Concurrently, an 824 will be worked on with planning & zoning, which is approval by that group for municipal use of the land. If P&Z doesn’t pass the 824, the Council can override it with a super majority vote (of 6 ayes).

A possible briefing, or workshop, with P&Z was discussed to dispel misinformation and answer questions they may have. Timeline for the referendum was also discussed, noting that the Council chooses the date, though the Committee can recommend a date. Mr. Motto noted that increases on concrete occur on Nov. 15th, so if the referendum is held in late September there is a small window of time to start work.

**OPM Update**

The contract is almost complete; Mrs. Motto stated that it would be signed next week. Mr. Karney asked if the Mottos will have a clean break in their expenses if the mechanism fails, to which they replied yes.

**Programming Update**

The architects will meet with each department head next week, and Mr. Maniscalco will act as the filter through which changes and requests are run.

**Update on Construction Manager RFP**

It was discussed at length whether to bring the Construction Manager (CM) on prior to referendum, or whether to have a General Contractor (GC) that would be brought on after the project passes referendum.

The differences between having a CM and a GC were outlined. If a GC is used, there are no pre-construction estimating services. Mr. Motto stated that between himself, the true estimator provided by the architects, and the building committee members that they have the experience to provide this for the town. Chairman Gollenberg explained that with a GC form of agreement the project bidding is more closed-book; the GC works as an entity separate from the owners, and the owners are not necessarily aware of where the GC’s bids are from. This is the more traditional form of project construction. More recently, construction management has become popular. A CM will organize bids on all the different parts of the project, and the owner typically sees the information on all the bids. A CM is brought on earlier in the process to work with the owner and architects on phasing and understanding the complexities of the project. A CM acts as an advisor, and is not necessarily holding the contracts of subcontractors.

There are also differences in pricing, with a GC most likely being the less expensive option in the case of this project. A CM will work with an at-risk guarantee with a maximum price. This includes contingency funds. A GC leaves the group more subject to change orders (COs). In and out of scope items were discussed at this time. Chair Gollenberg noted that COs on a new building are typically 1% - 3% of cost.

It was suggested that with a stand-alone, new facility of this size and budget that is not being constructed while occupied, and with clean cut construction documents (CDs), a GC bid would work well. Mr. Karney stated that this then boils down to the quality of the CDs put out with the bid. Vice Chair Comisky noted that it seems like there would be overlap of responsibilities of the CM and the OPM based on the draft of the CM RFP. The Mottos have a high level of responsibility for supervision of construction, which is something that the CM typically provides.

Amenta Emma and the Mottos feel the project can go either way, and are both comfortable with either the GC or CM option. This item will be on the next meeting’s agenda as further discussion is merited, particularly in regard to who provides sets of drawings.

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

**Review and Discussion of Questions:** Feedback on the questions should be directed to Mr. Libby and the PR sub-committee.

**Discussion and Possible Appointment of Design Sub-Committee**

*Mr. Foran moved that the Committee appoint Chairman Gollenberg, Ms. Tinelle-Sawyer, Mr. Moore and Mr. Libby to the Design sub-committee. Second by Mr. Pfaffenbach. Voted 8-0 in favor. Discussion: this sub-committee will meet with the architects every three weeks.*

**Public Remarks:** None

**Adjournment**

*Mr. Foran moved to adjourn at 7:45 P.M. Ms. Tinelle-Sawyer seconded. Voted 8-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk