Town of East Hampton

**Town Facilities Building Committee**

**Regular Meeting**

Wednesday, June 7, 2017 – 6:30 P.M.

East Hampton Middle School Library

**DRAFT MINUTES**

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

**Absent:** George Pfaffenbach

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

**Approval of Minutes – May 24, 2017:** *Mr. Foran moved and Ms. Tinelle-Sawyer seconded to approve the minutes of the May 24, 2017 regular meeting. Voted 7-0-1 in favor with Chairman Gollenberg abstaining.*

**Architect Update**

**Update on Programming Recommendation from Town Council:** Upon recommendation from a re-vote of the Town Council programming is now set to include the Board of Ed space but not the Probate Court or Chatham Health Dept. This includes the base BOE program, with offices for Director-level and above and a shared conference room with other Town departments. It was noted that the architect and/or Mrs. Motto will reach out to Superintendent Smith as he was not in attendance at the Town Council meeting.

**Design Progress Report:** The architects are working on placement of the building within the parcel, within two weeks there could be a few different renderings.

**OPM Update:** The OPM contract is signed; a copy was provided to Committee members. The Civil Engineer’s contract is signed with one change order for the traffic study, as was expected. It was discussed that one entrance for the public and the PD is being proposed.

**Update on Architect Contract:**  Mrs. Motto reviewed a few items with Amenta Emma; these have been resolved and they are expected to sign the contract any day.

**Discussion on Construction Manager RFP/Q**

Past suggested changes had been made to the document, a draft of which was provided to the Committee members. Mrs. Motto noted that the timeline may change. A suggestion was made to include a submittal for the CM’s quality control program. The document will also be reviewed by the Town’s attorney.

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

Mr. Libby and Mrs. Motto met with Chuck Coursey of Coursey and Company, the community outreach firm. Mr. Coursey is helping to create a one page, bulleted hand out that can be used during Old Home Days. He is also gathering a list of organizations in town that can be approached with information and a PowerPoint presentation which is currently being created. Discussion occurred on what information to get out to the public at Old Home Days and it was agreed that the talking points will be satisfactory at that time and a rendering will not be necessary this early in the process.

The date of the referendum was discussed; the November municipal election date is still favored as that will get the most citizens to vote.

**Review & Discussion of Questions:** No discussion

Mr. Maniscalco stated that the Planning & Zoning Official will be gathering information regarding questions and processes that the P&Z Committee will hold the project to. This will be distributed to the Committee, the Architects, the Mottos, and Civil Engineers. There is a possibility of a future workshop with the Building Committee and P&Z.

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

**Public Remarks**

Pete Brown stated that Chairman Gollenberg’s presentation to the Town Council was well-received and informative.

**Adjournment**

*Mr. Galvin moved to adjourn at 7:15 P.M.; Mr. Foran seconded. Voted 8-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk