Town of East Hampton

**Town Facilities Building Committee**

**Regular Meeting**

Wednesday June 21, 2017- 6:30 P.M.

East Hampton Town Hall Conference Room

**DRAFT MINUTES**

**Present:** Chairman Glenn Gollenberg, Vice Chairman Kurt Comisky, Stephen Karney, Jeff Foran, George Pfaffenbach, Rebecca Tinelle-Sawyer, Cliff Libby, and Ray Moore, with Lisa Motto, Steve Motto, and Mike Maniscalco.

**Absent:** Fred Galvin

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

**Approval of Minutes- June 7, 2017:** *Mr. Foran moved and Ms. Tinelle-Sawyer seconded to approve the minutes of the June 7, 2017 regular meeting. Voted 8-0.*

**Architect Update**

 **Design Progress Report:** Mr. Maniscalco and Mrs. Motto met with Amenta Emma to discuss site layout, building placement, and possible programming of the building. There will be 3 possible rendering options, and the committee will have everything from the architect to review in 2 weeks. There will be a firm date for the OPM on Friday the 23rd. There was discussion of the compartmentalize of each office and department going into the new town hall building.

 Discussion on the update of the project schedule was brought up with the committee. There was supposed to be renderings of the new building for Old Home Day, but there won’t be renderings ready for that date.

**OPM Update:** Letters of intent have been sent out between Amenta Emma and MMR. A cost analysis for the project will be presented to the Finance board on July 25th. Amenta Emma is going to create a building description of what is going to be made and how it is going to be built for pricing purposes.

 **Update on Architect Contract:** Mrs. Motto reviewed the contract with Amenta Emma, and she found a part that needed a bit of fine tuning before a final draft could be sent out. There will be a few minor modifications for Robinson & Cole.

**Discussion & Update on Construction Manager RFQ/P:** Questions with the timing of the project schedule was brought up and discussed. The proposals of the renderings will be due by July 19th. Have a short list based on the reviews of the proposals presented at the meeting after the interviews on the 27th. The referendum date would have to be set for October 24th by the council to meet the November 7th town referendum date. This should give the project time to be presented to all committees and councils to be passed. This will be submitted to Planning & Zoning as a concept for a building project.

**Report & Discussion from Public Relations Sub-Committee:** There was a discussion of how to present the facts and reasons for the new town hall and police station building. There was a suggestion of having a power point to show the community what is wrong with the existing town hall/ police station building. Another option was to have a bulletin board with the facts and reasons for anyone passing the booth can read. Pictures of the existing town hall should also be posted along with the facts for the citizens to see. A final draft of a flyer that showcases the facts and reasons for this project should also be handed out at Old Home Day. It should be more visual to catch the reader’s eye and have important facts and explanations easily accessible on the flyer.

A suggestion was brought up to identify and talk to stakeholders in the community to help support the project within the town. Another suggestion was to post the flyers in public places for everyone to see during their daily lives.

**Update from Design Sub-Committee:** The site plan concepts will be ready for the committee to review and discuss by June 28th.

**Public Remarks:** Mr. Maniscalco had a conversation with Ben Hall where he kept saying the project will go over $20 Million. Mr. Maniscalco made a bet with Mr. Hall for a cup of coffee that the project will be under $20 Million. Mr. Maniscalco will be waiting for his coffee in the entrance of the new town hall building. Mr. Maniscalco wanted this comment to be added into the minutes.

**Adjournment:** *Mr. Foran moved to adjourn at 7:33 P.M.; Mr. Karney seconded. Voted 8-0 in favor.*

Respectfully submitted,

Katrina Aligata

Recording Clerk