Town of East Hampton

**Town Facilities Building Committee**

**Regular Meeting**

Wednesday, August 16, 2017 – 6:30 P.M.

East Hampton Town Hall

**DRAFT MINUTES**

**Present:**  Chairman Glenn Gollenberg (arrived 6:55), Vice Chairman Kurt Comisky, Stephen Karney, Cliff Libby, Jeff Foran, Ray Moore, Fred Galvin and Rebecca Tinelle-Sawyer, Lisa Motto, and Town Manager Mike Maniscalco

**Absent:** George Pfaffenbach

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

**Approval of Minutes – August 7, 2017:** *Mr. Foran moved and Mr. Moore seconded to approve the minutes of the August 7, 2017 meeting. Voted 5-0-2 in favor, with Ms. Tinelle-Sawyer and Mr. Karney abstaining.*

**Architect Update**

No update at this time. Mr. Amenta will attend the public forum on Aug. 29th.

**OPM Update**

Mrs. Motto noted that the Town Council will hold a special meeting on Sept. 5th to move the project forward to a town meeting and referendum. At their Sept. 12th meeting they will review the Construction Manager (CM) recommendation for approval.

**Update on Construction Manager RFQ/P**

There was one small change on the contract; this is being finalized with Robinson & Cole. Town Manager Maniscalco noted a document showing revised scoring for the four firms interviewed. The revisions did not change the order the firms were scored and Newfield was still the lowest qualified bidder.

*Ms. Tinelle-Sawyer moved and Mr. Libby seconded to continue to recommend Newfield as the Construction Management firm to the Town Council* . *Voted 6-0-1 with Vice Chair Comisky abstaining.*

**Approval of Invoices**

**Amenta Emma:** It was noted by Mr. Maniscalco that two invoices were previously paid; Vice Chair Comisky requested copies. There was a discussion about errors and omissions in the architect’s contract. Mrs. Motto read from the contract and it appeared there was no percentage for errors and omissions, but further research will be conducted and the Committee will be alerted.

*Mr. Foran moved to pay Amenta Emma invoice number 3-17041, dated 7/31/17 in the amount of $48,500.00. Second by Mr. Galvin. Voted 7-0.*

**C&E Enterprises:** *Mr. Foran moved to pay C&E Enterprises invoice number 2, dated 8/10/17, in the amount of $10,495.50. Second by Mr. Galvin. Voted 7-0.*

As this was the first time invoices were approved by the Committee there was discussion on the format to use when approving. The motion below was made after initial motions to approve the invoices, and the change mentioned in this motion has been reflected in the reporting of such above.

*Mr. Foran moved, and Mr. Galvin seconded, to show the invoice number and amount on both the motions previously made for approval of the Amenta Emma & C&E Enterprises invoices. Voted 7-0.*

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

There was discussion on and revision of informational documents produced for use on the upcoming events of Aug. 19th and 29th. Mr. Maniscalco noted suggested revisions. Mr. Libby stated that Paul Smith, Superintendent of Schools will put the information into one of his weekly emails and Educational Playcare will be distributing to parents.

There was discussion on a format for committee members when speaking to groups about the project. This will be forthcoming.

Mr. Maniscalco provided a document that gives a list of properties in the Village Center and the reason(s) that they are not appropriate to be used for a new Town Hall.

**Discussion on August 29th Presentation:** A public forum will be held at 6:30 PM at the High School T-Bell. Mrs. Motto is looking into taking a quarter-page ad about the forum in the Rivereast. She will also get pricing on distributing the handout within the Rivereast. Information on the forum will be on the Town website, and social media. A draft of the agenda for this forum will be reviewed at the next regular meeting of this Committee.

**Discussion on Fireworks:** The Fireworks will be held at the High School, the Committee will have an informational booth.

**Update from Design Sub-Committee**

No update at this time. Chair Gollenberg noted that the floor plan on the handout is just a conceptual blocking floor plan and does not include all details on the larger plan. For the event on August 29th he suggested that the walls and layout be shown in more detail.

**Public Remarks:** None

**Adjournment**

*At 7:47 P.M., Mr. Foran moved to adjourn; second by Mr. Galvin. Voted 7-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk