Town of East Hampton

**Town Facilities Building Committee**

 **Regular Meeting**

August 23, 2017- 6:30 P.M.

East Hampton Town Hall Conference Room

**DRAFT MINUTES**

**Present:** Chairman Glenn Gollenberg, Vice Chairman Kurt Comisky, Fred Galvin, Jeff Foran, Rebecca Tinelle-Sawyer, Cliff Libby, and Ray Moore, with Lisa and Steve Motto, and Town Manager Mike Maniscalco.

**Absent:** Stephen Karney, George Pfaffenbach

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

**Approval of Minutes- August 16, 2017:** *Mr. Foran moved and Mr. Galvin seconded to approve the minutes of August 16, 2017 meeting with only one item needing amending. The votes for the invoices and adjournment should read 8-0 instead of 7-0. Voted 7-0 in favor.*

**Architect Update**

No update for the committee at this time. Steve Motto talked with Rob Dadona with Newfield Construction. Right now, they’re not needed for any pre-referendum services for the project. But they’re looking at the plan to date and might make some suggestions over the following weeks.

**OPM Update**

No updates for the committee.

**Approval of Invoices**

No invoices needing approval.

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

**Discussion on August 29th Presentation**

The ad for The Rivereast was designed with a black background and white lettering. It will be able to stand out to catch the eye and draw attention to the ad easily. The forum should have a sequence with Mike Maniscalco will start the presentations with Sean Cox talking about the police station. Then Paul Smith will speak about the Board of Education with Tony Amenta discussing the building design and program, while after Jeff Jolka discusses the financial aspects of the project. Last to present would be Chairman Gollenberg talking about the building committee process and opening the Q & A section of the forum. These presentations will take 5 minutes each which will give half an hour to resent the project to the public. There was a suggestion about having a slideshow of the town hall and the police station while the public is arriving and waiting for the forum to start. The T-Bell room has been booked for the forum along with the auditorium if more space is needed. The proposed agenda is acceptable and needs to be prepared for the forum. The committee needs to anticipate questions from the audience and how to answer them properly.

A discussion of having flyers for the project be handed out at optimum places and businesses such as banks, post office, popular restaurants, library, Dunkin Donuts, McDonald’s, etc. The banner for the presentation forum should be moved for best exposure for the public to see. A suggestion was made that the committee members should write editorials to The Rivereast about the project. This would keep the project fresh and active in the public’s mind while the referendum date comes up.

The booth at the fireworks and passing the flyers out was extremely successful. Chairman Gollenberg, Vice Chairman Comisky, and Mr. Moore were interacting with the public at the event and passing out the fact sheet. There was no ambivalence from the public, most of them were curious and asked questions about the project.

**Update from Design Sub-Committee**

No update

**Public Comment**

None

**Adjournment**

*At 7:05 P.M., Mr. Foran moved to adjourn; seconded by Mr. Galvin. Voted 7-0 in favor.*

Respectfully Submitted

Katrina Aligata

Recording Clerk