Town of East Hampton

**Town Facilities Building Committee**

**Regular Meeting**

Wednesday, November 9, 2017 – 6:30 P.M.

East Hampton High School T-Bell

**MINUTES**

**Present:**  Chairman Glenn Gollenberg, Vice Chairman Kurt Comisky (6:50 P.M.), Ray Moore, Rebecca Tinelle-Sawyer (6:35 P.M.), Jeff Foran, Fred Galvin and Cliff Libby, Project Managers Steve and Lisa Motto, Chris Legiadre (Amenta Emma), Planning & Zoning Official Jeremy DeCarli, Building Official Glen LeConche, and Town Manager Mike Maniscalco

**Absent:** George Pfaffenbach

**Call to Order:** The meeting was called to order at 6:31 P.M. by Chairman Gollenberg

**Approval of Minutes**

**October 26, 2017:** *Mr. Foran moved and Mr. Galvin seconded to approve the minutes of the October 26, 2017 meeting with the following changes: Mr. Karney was absent for that meeting, and the number of votes to approve the minutes and adjournment should each be reduced by one. Voted 5-0 in favor. (Vice Chair Comisky and Ms. Tinelle-Sawyer were not yet present for this vote).*

**Architect Update/Timeline Discussion**

Mr. Legiadre was present; he discussed the upcoming meetings/approvals from Planning & Zoning and Inlands & Wetlands. He will meet with department heads again soon to look at floor plans. There was discussion on how far the architectural drawings should be pushed, as there are still approvals to obtain. This led to a discussion on scheduling. Mr. Motto will put together a detailed schedule with all critical dates outlined, in conjunction with the architects, Boundaries, the Building Dept., etc. This will be available for the next meeting. Mr. DeCarli presented a list of approvals and meeting dates for the Town, with explanations of each. It was noted that the plan will additionally need to go to the Design Review Board, most likely in March.

Mr. Legiadre stated that the schematic design will be ready for the end of January for town meetings; design docs will be completed mid-March, construction design will be ready in June, and the site/foundation work could possibly begin in May.

At this time, Chairman Gollenberg gave his congratulations and thanks to the Committee members and all others involved in getting the Town Facilities Building to pass referendum.

**OPM Update**

The land transfer is supposed to be happening tomorrow.

**Update on Construction Management Contract:** The Newfield contract is signed and on its way to Mrs. Motto.

**Review of Boundaries Contract:** Mr. Maniscalco noted that Boundaries (Civil Engineers) will be hired by the Committee as they have performed previous pre- referendum work, it makes sense to continue with the same firm. This can be done without bidding.

It was noted there are no dates in the contract. The Mottos will have them attach a schedule. They would start immediately and go through to the as-builts.

Limitations were included on the hours spent in town meetings; those present feel the amount of hours proposed will be sufficient. Mr. Motto would like to double check with Boundaries that they did not include surveying, as Newfield will be responsible for such.

It was decided to table approval of the Boundaries contract until some questions were answered and the schedule is attached.

Mr. Motto noted at this time that Fuss & O’Neill will be conducting the traffic study; they will be hired by the Committee. At the next meeting, the Committee would like to discuss what the Committee is contracting directly versus what is under the architect’s control.

At this time, it was asked if the Town’s Attorney could be present for the P&Z meeting, and be used for preparation of the abutter’s letters. There was discussion on this, with Mr. Maniscalco explaining that it may be a conflict of interest (as related to the P&Z meeting.) He will look into this and handle the matter. Vice Chairman Comisky also asked the Mottos to make sure they were keeping everything separate, and wearing distinct hats as far as this project and LLC versus others they have. Mrs. Motto stated that this has already been set up as a distinct entity.

There was discussion at this time of the quarterly reports that will be prepared for the Town Council.

**Approval of Invoices**

None

**Update from Public Relations Sub-Committee**

Mr. Libby thanked Patience Anderson, outgoing Town Council Chairperson who was present in the public, for all her hard work. He also noted that the Laurel Ridge residents put in a lot of work on passing the project.

Mr. Karney resigned his seat on the Committee because he has moved out of state. He was thanked for his many hours of work on this Committee as well as the High School Building Committee. It was requested that someone from the HSBC come talk to this Committee. Chair Gollenberg will invite the Chair or Vice Chair of that Committee to a future meeting. It was noted that a new person needs to be appointed to the TFBC once the Town Council recount is settled.

The PAC’s Facebook page will be updated as the project moves forward to help keep the public informed. Information will be published at various phases of the project. Mr. Maniscalco spoke at this time about this project hopefully being a catalyst to bring a divided community together.

**Update from Design Sub-Committee:** The sub-committee discussed possible times to meet with the Architects.

**Public Remarks:** None

**Adjournment**

*At 7:45 P.M., Mr. Galvin moved to adjourn; second by Mr. Foran. Voted 7-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk