Town of East Hampton

**Town Facilities Building Committee**

**Regular Meeting**

Thursday, November 30, 2017 – 6:30 P.M.

East Hampton Town Hall Meeting Room

**MINUTES**

**Present:**  Chairman Glenn Gollenberg, Vice Chairman Kurt Comisky, Rebecca Tinelle-Sawyer, George Pfaffenbach, Jeff Foran, Fred Galvin and Cliff Libby, Town Manager Michael Maniscalco and Project Managers Steve and Lisa Motto

**Absent:** Ray Moore

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

**Approval of Minutes**

**November 15, 2017:** *Mr. Foran moved and Mr. Galvin seconded to approve the minutes of the November 15, 2017 meeting. Voted 7-0 in favor.*

**Discussion of Future Meeting Dates**All present were in consensus to change meetings to Thursdays. At the next meeting a list of 2018 meeting dates will be voted upon.

**Architect Update**

Amenta Emma met with all department heads again. There were a few minor changes on layouts. The biggest adjustment is moving an office so that the tax collector and assessor are next to each other. Amenta Emma will modify the floor plans, Mrs. Motto will let the committee know when the revised drawings will be available. Mr. Legiadre clarified with the State what the vault requirements are, and their design is beyond the minimum capacity.

There was discussion at this time on the schedule that was provided by Newfield. It was requested that it be dated so that subsequent possibly revised versions can be kept track of. There were questions and discussion on what some items on the schedule meant, in relation to the CM.

**OPM Update**

Boundaries has been working onsite, staking out where test holes will be bored. Test holes are scheduled for tomorrow – these are for geotech and finding soils for the storm management plan. Mr. Motto stated that he has four geotechnical engineers that he will get prices from. Because this is an engineering expense, there does not need to be a bid process, but the most competitive price will still be maintained.

**Timeline Discussion**

A preliminary timeline created by Newfield was presented. There was discussion on submittal dates for the upcoming Inlands & Wetland (IWWA) and Planning & Zoning (P&Z) meetings. Mrs. Motto stated she will review materials with P&Z Official, Jeremy DeCarli. It was noted that a third meeting for either agency may be necessary should applications not be approved within the two required meetings.

An abbreviated “look ahead” version of a timeline will be available on the bottom of future meeting agendas, highlighting what the Committee needs to be prepared for.

At this time there was discussion on the ownership of the access road (from Rt. 66). It is owned by the Town, and the concern about this seems to have dissipated.

**Approval of Invoices**

None

**Update from Public Relations Sub-Committee**

There was discussion on how to handle subversive comments on social media; Mr. Maniscalco recommended inviting people to attend meetings and/or to submit questions on the rumor busters feature of the Town website.

Quarterly reports to the Town Council were discussed. The Council liaison, Mr. Brown, was not able to attend this meeting but he will discuss in the future. There was a question of inviting a representative from the High School Building Committee to speak to the group. Chairman Gollenberg and Mr. Maniscalco felt it would not be helpful due to the substantial differences in the projects.

In relation to a discussion held at the last meeting regarding space in the building for janitorial supplies, Chair Gollenberg reported that he checked and there are ample spaces for this function. This brought up the possibility of a running list of concerns that are discussed, or need to be addressed or tracked. (For an example: who will be maintaining landscaping once building is complete?) Mrs. Motto stated she would create a spreadsheet for this purpose.

**Update from Design Sub-Committee**

When the revised drawings are ready, the sub-committee will bring them to the whole committee. A sub-committee meeting will most likely occur within the next two weeks.

At this time, Mr. Maniscalco stated that the clock that Councilor Piteo’s was raising money for would be a probable addition on the new building site. Councilor Piteo will speak to the committee about this at some future point.

**Public Remarks**

Brian Corvo, 60 Tarragon Dr., of CT Energy and Technology, a subsidiary of O&G Industries asked that the committee consider integrating an energy microgrid or local generation of energy into the plans. He discussed the details of this and how a microgrid or virtual net metering (which connects other buildings in town) can save money on electic/power bills, and possible grant funding that may be available to accomplish this.

**Adjournment**

*At 7:55 P.M., Mr. Galvin moved to adjourn; second by Mr. Libby. Voted 7-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk