Town of East Hampton

**Town Facilities Building Committee**

**Regular Meeting**

Wednesday, March 22, 2017 – 6:30 P.M.

East Hampton Town Hall Conference Room

**DRAFT MINUTES**

**Present:**  Chairman Glenn Gollenberg, Vice Chairman Kurt Comisky, Fred Galvin, Stephen Karney, Cliff Libby, Jeff Foran, George Pfaffenbach, and Rebecca Tinelle-Sawyer, Town Manager Michael Maniscalco, Ex Officio Members Sean Cox and Pete Brown, and Steve Motto

**Absent:** Ray Moore

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

**Approval of Minutes –March 8, 2017:**

*Mr. Foran moved, and Mr. Libby seconded, to approve the minutes of the March 8, 2017 regular meeting, as amended to reflect the correct time of adjournment. Voted 8-0 in favor.*

**Update on RFP for Architect**

Seven proposals were received; one proposal is from two firms together.

**Process:** The Mottos are currently reviewing the proposals. A short list of 4 or 5 candidates will be forwarded to the committee, and the architects will be alerted, on Friday, March 24. References can be checked by phone, and if Committee members desire to look at previous projects by those firms they may do so. Interviews will take place April 5. A recommendation of one firm will be made to the Town Council for their regular meeting of April 11.

The interviews will take place in executive session. The presentations should be about 20 minutes long, with Q&A for 10-15 minutes, and a 10 minute break in between firms. It is important to stay on schedule during the interviews.

Mr. Motto explained that for his basis of recommendation, he and Mrs. Motto will field out firms with obvious inconsistencies in the RFP, or incomplete RFPs. He will create a spreadsheet that will lay out the details in a side by side comparison that the Committee will receive.

Mr. Karney asked who will shepherd the process through referendum, as the Program Manager (PM) did for the High School project. Mr. Maniscalco replied that it was explained at the architect walkthrough that it was a unified front, with all hands on deck, because of the tight timeframe. Mr. Karney also asked about the Construction Manager (CM) providing the last estimate prior to the referendum to establish a good value, as he did not see it in the documents. It was noted that this will compress the architect’s schedule even further, to be able to provide documents for review. Mr. Motto stated the architects are aware, and he knows of at least one that included that in their proposal. Chairman Gollenberg stated that the Committee needs to understand what the architects were asked to provide in terms of referendum services.

Dates in the contract scope were briefly reviewed. There was discussion about coding the bidders, with the general consensus that the dollar amounts could be held back, but the Committee would like all other available information.

**Questions & Presentation:** Sample questions were given to the Committee. Comments on these to be discussed at the next meeting.

**Scoring:** Sample score cards were given to the Committee. Comments on these to be discussed at the next meeting. The scores will be averaged, with discussion amongst the Committee typically taking place during the scoring. Mr. Maniscalco noted the score cards are available to the public through FOIA, and that one press outlet has already requested them. Personal Committee member’s worksheet notes are not available to the public. Score cards should be signed.

**Update on OPM**

The Attorney was in London for an international conference for a week, and therefore unable to speak with the Attorney for the Mottos, but an agreement has been arrived at on the scope, and now that he is back the contract language is now being crafted. This will be brought forth to the Committee.

Chairman Gollenberg discussed the contract that went to the architects and some details involved. He stressed the importance of coordination between duties of the architect and OPM, as the contract does not necessarily spell out all the details. As examples he brought up the BIM modeling capabilities coordination, CM estimating/pricing duties, and the expectations of errors and omissions. Mr. Motto stated that details are spelled out more clearly in the OPM contract. The OPM contract was suggested to be an addendum to the architect’s contract for clarification purposes. It was also noted that there is room for architect comments and minor negotiation in the architect contract once the firm is chosen.

Vice Chair Comisky asked if the OPM relationship with the town is one of an independent LLC or contractor. Mr. Motto replied that he is an agent of the town, which is more of a consultant role and not an employee of the town. As far as liability, the town would be held responsible for errors and omissions. It was noted that this is typical for any OPM. Mr. Maniscalco stated that this will be a similar relationship to what the town and Colliers have at the High School project.

**Discussion on Chatham, MA Town Hall/Police Department**

Mr. Motto and Chief Cox made a site visit to the Town Hall/PD built in Chatam, MA in 2011. Their total project cost was $15,500,000 for 42,834 square feet, which is estimated to be about $18,000,000 in 2018 dollars, including inflation. This would put a similar building in 2018 at $422 per square foot. Chatham, MA has two separate buildings for the TH/PD, as the townspeople voted down an initial design of one because it was felt to be too imposing. Chief Cox noted that a separate PD building would be more ideal for operations, especially because of the difference in customer service base for the PD and TH. Details of that project were discussed including their radio tower, parking situation, outbuildings, etc.

**Update on Programming**

Chairman Gollenberg noted that at the previous evening’s Town Council meeting, the Council discussed including (in order of priority) the Board of Education (BOE), Probate Court, and Chatham Health District in the programming. The plan is to make an early determination with the order of magnitude budget with the architect, which will allow them to tell the Town Council the cost of those spaces. The Council will then decide if the town will approve, and with what level of inclusion, for the referendum process. This will be based on a cost per square foot with a range of values for construction costs.

Discussion included finding out the current and future projected costs of maintaining the BOE building to present with their information. Also discussed was a possible delay if the BOE is included and the town then wants to pursue state funding for this, along with the possibility that they may not pursue it, but then have to explain why to the townspeople. It was noted that all of this information and more will be presented to the Council when the Committee makes its recommendation, so the Council can make an informed decision.

Mr. Maniscalco reported that the Council approved the transfer of funds, and conversation occurred on the legality of not bidding on the PM. A few Council members want to continue that conversation for the future. Councilor Brown discussed why he pushed for all the departments mentioned above to be included in programming, noting that he is thinking of this as a 50 year building, and that things will change and/or expand within that time.

**Update on Construction Manager RFP**

Mr. Maniscalco reported that the Mottos are working on a first draft of this, and that the CM will be helping with estimating on the project.

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

Mr. Libby distributed a draft of a press release, the Committee made comments and date changes on this. Protocol on emailing was discussed, with Mr. Maniscalco stating that he would look into getting town emails for Committee members.

Mr. Libby stated that the Committee could have an informational booth at Old Home Days, do outreach programs, particularly to the senior center, and conduct tours of the current building so the public realizes the need for a new one. Mr. Maniscalco provided emails from him to the Town Council that outline issues with the building.

Mr. Motto noted that the residents of Laurel Ridge have issued an open invitation for the Committee to give presentations at their facility. Mr. Foran suggested the Committee look at the article in the Hartford Courant regarding Newington’s Town Hall construction.

**Public Comment** - None

**Adjournment**

*Mr. Foran moved to adjourn at 8:04 P.M. Mr. Karney seconded. Voted 8-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk