Town of East Hampton

**Town Facilities Building Committee**

**Regular Meeting**

Wednesday, March 8, 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 Member Mark Lambert, and 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 – February 23, 2017, March 1, 2017 and March 4, 2017:**

*Mr. Comisky moved and Mr. Karney seconded to approve the minutes of the February 23, 2017 regular meeting. Voted 8-0 in favor.*

*Mr. Pfaffenbach moved and Mr. Karney seconded to approve the minutes of March 1, 2017 regular meeting as amended. Voted 8-0 in favor. Discussion: it will be added that during this meeting the committee asked for written direction from the Town Council regarding whether the Board of Education would be included in the new building, as it could impact the cost of the project significantly along with the timing of the outstanding RFP for architectural services. This information is in the meeting minutes of the Town Council meeting of February 28, 2017 and written direction will be forthcoming from Town Council Chair Anderson per Town Manager Maniscalco.*

*Mr. Pfaffenbach moved and Mr. Galvin seconded to approve the minutes of the March 4, 2017 special meeting. Voted 8-0 in favor.*

**Update on RFP for Architect**

The RFP is out with two addenda. The first addresses questions received at the walk through, questions previously brought up from the Building Committee, and the addition of Chatham health and probate court to the facility. The second is the contract. Based on site walk attendance there could be up to 13 bids submitted.

**Process:** Proposals will be received by March 21, 2017. Mr. Maniscalco and the Mottos will short-list around five firms based on qualified experience that will give the committee presentations and be scored. Per the tentative schedule the interviews should occur March 28th, with a decision by March 31st, but it was noted that the process will not be rushed. References will be checked and due diligence research done on the short-listed firms. The Committee prefers not to see the dollar figures associated with the proposals until after the presentations.

**Questions & Presentation:** Chairman Gollenberg noted that there will probably be minimal or no specific design from the architects at the initial presentation due to the time frame. He noted that it would be good to give the firms 30 minutes for presentations.

Mr. Maniscalco took suggestions for questions to ask the architects and asked that committee members email him with further ideas. Questions mentioned during the meeting:

* How the firm will effectively handle the tight timeframe
* A list of primary sub-consultants (it was noted that this may be asked for in the RFP)
* What makes you the most qualified firm for this project?
* How problems are handled, problem-solving process
* Their best and worst clients & why/how they handled

**Scoring:** Numerical scoring will occur, a scorecard template will be produced before the presentations.

Discussion occurred on a possible BOE addition. This was a suggested possibility in the first addendum to the RFP, noting that it would add 5,000 square feet to the project for a total addition of about 9,300 square feet of added space. It is important that this is either dropped out or definitely added in to the RFP because of the impact to total costs. It also dealt with possible review by the state in relation to BOE reimbursement. If the BOE is built, but is not going through the state review process, we’ll want to make sure those services are not included.

The second addendum also mentioned that the environmental service fees for phase 1 exploration of the site are not applicable at this time, as phase 1 was done prior to purchase of the land in 2007. Mr. Maniscalco noted that not having to do that is one of the benefits of this property to the town.

Square footage in total and in relation to the PD was discussed. It was noted that the RFP went out with specific numbers of square footage, but it is to be verified by the architects. Mr. Karney asked if any special consultants were identified, specifically for PD communications and/or BOE for state oversights. This was mentioned in the addenda.

**Update on Walk Through with Architect Firms**

The walk through took place Friday 3/3/17 at 10:00 A.M. There was a good turnout and it seemed there were no concerns from the architects. They were shown utility hookups and land and driveway layouts. Mr. Maniscalco noted that the architects commented that the property was flat and useable. Mrs. Motto stressed to the architects to keep in mind to build for future expansion. Mr. Motto laid out the two options of building layout but left the door open for their designs.

Discussion occurred on a driveway connection to Route 66. Chairman Gollenberg asked if there is any doubt about the ability to make that connection. Mr. Motto noted that he will propose it as a driveway for town hall use only to the state, and though you never know what the state will do, he believes it shouldn’t be an issue especially since the sight lines are perfect.

**Update on OPM**

Attorney Faulkner has reviewed the scope and sent it back to the Mottos late this afternoon. They have not had a chance to look at it but Mrs. Motto noted that it is just about done.

**Discussion of 4% Memo for OPM Services**

A memo was presented that was given to the Town Council from the Town Manager regarding an evaluation of value for the project manager services. A copy of that memo is attached to these minutes. Mr. Comisky noted that the Mottos do offer more than what is included in this memo such as previously completed site work and their experience, and he believes it is important that this is captured in the memo as well.

Construction duration was discussed at this time: 24-36 months post-referendum.

Mr. Maniscalco provided the committee with a copy of the International Association of Chiefs of Police guidelines as a resource to help understand some of the processes and guidelines for the PD (such as officers responding from the field, not from their building).

**Update on Construction Manager RFP**

Mr. Maniscalco and Mr. Motto have begun to work on the Construction Manager RFP. The goal is to have a construction manager on board prior to referendum to help with cost estimates, with the intent that if it passes they will be brought on full time.

**Update on State Reimbursement for Board of Education Administrative Offices**

Mr. Maniscalco has spoken with DAS and found that the BOE administrative offices are reimbursable to some degree, probably less than about a quarter of the cost. It was noted that with the state budget situation it is unknown if this reimbursement will continue in the future. Also, the application would have be in by June 30, 2017. An answer would be received by June 2018, and construction could not begin until after that time. Secondarily, in order for the reimbursement, the BOE would have to be separate and isolated from the rest of the facility with separate entrances, no shared conference rooms, etc., which defeats the purpose of sharing the space. It was noted that if the BOE is to be included, it sounds as if the Town Council’s decision will be one of whether to move forward with pursuing state reimbursement or not. The state’s timeframe could offset the reimbursement by adding costs by waiting an additional year to begin. Current reimbursement rate for East Hampton for new construction is roughly 39% and BOE space is half that rate. The escalation costs on the project could eat heavily into that number.

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

Mr. Maniscalco noted that a local realtor will be providing a 3D image of the current town hall at no cost. He has also been approached by a high school student that will create a few PSAs of about a minute each on what it would be like to park and enter into the current building if you are handicapped.

Mr. Libby asked for protocol on approval for anything the PR sub-committee sends out. It was decided that content will be reviewed by the committee, and generally agreed upon in meetings when they could or should be released. Mr. Libby will be the speaker of the PR sub-committee. Press release frequency for the Rivereast was discussed. They will likely happen two times or less per month, with more regular (possibly weekly) updates occurring on the town website.

Town Councilor Engel suggested utilizing the “rumor busters” option on the website and putting architectural renderings on foam core and spreading them in highly frequented places in town. It was suggested that social media be utilized to promote this project, and Councilor Engel noted that the Council could be helpful in that respect, as sub-committee members do not use social media. Mr. Pfaffenbach has made inquiries into a display/booth at Old Home Days.

Mr. Libby passed around a draft press release update for the Rivereast; this was discussed. Mr. Karney noted that once construction begins, the committee will most likely be meeting with less frequency so putting out a weekly press release expectation may not be prudent.

At this time it was clarified that project costs include soft costs such as FF&E, architect fees, attorney fees, owner, consultant fees, pre-referendum fees, OPM costs, etc. (anything on owner’s side). The construction costs are the hard costs, or what the construction managers are hired to do. The range of 12-18 million in the RFP is overall project cost of the Town Hall and PD only; probate and Chatham Health were not initially included. It was noted this will be clarified to the firms looking at the project, and the committee will need to know what they are basing their fee proposal on so everyone is on the same page. This will also hold true for the Construction Manager RFP.

**Public Comment**

Pat Petrone, Chairman of the Clean Energy Task Force, offered assistance to the committee and expressed their hope that when it comes time to design specs for the building that energy efficiency takes a front seat in that process. At their meeting the previous night, an Eversource representative attended and stated that they have engineering staff that is happy to assist with designing the building to be energy efficient and LEED certified at no cost. They have incentives, rebates and financing programs available for new construction and he will pass along contact information. This information will be sent to the engineering firm, and Chairperson Gollenberg stated that Eversource should be pulled into the conversation. Discussion occurred on energy, and it was noted that CT has high performance requirements, which have been superseded by the latest energy codes, which have very impactful requirements.

Melissa Engel, Town Councilor, commended the committee on the efficiency of the meeting which was informative and to the point. She offered her help with any PR and help in working with the Council.

**Adjournment**

*Mr. Libby moved to adjourn at 7: P.M. Ms. Tinelle-Sawyer seconded. Voted 8-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk