

**TOWN OF EAST HAMPTON**  
**TOWN FACILITY BUILDING COMMITTEE**  
**REGULAR MEETING**  
**THURSDAY, MAY 16, 2019**  
**6:30 PM**  
**TOWN HALL MEETING ROOM**

**MINUTES**

**Present:** Chairman Glenn Gollenberg, Vice Chairman Jeff Foran, Rebecca Tinelle-Sawyer, George Pfaffenbach, Ray Moore, Ron Gaudet, Christopher Strange, and Cliff Libby; Project Manager Lisa Motto.

**Not Present:** Fred Galvin

**Call to Order:** The meeting was called to order at 6:32 p.m. by Chairman Gollenberg in the Town Hall Meeting Room.

**Approvals:**

- a) **Minutes of May 2, 2019:** A motion was made by Mr. Foran, seconded by Mr. Pfaffenbach, to approve of the meeting minutes from May 2, 2019 with no changes. Voted 8-0 in favor.

**Public Remarks:** None

**Architect Update:** The budget for the FFE came back, and the project is under budget. The budget will be reviewed again and sent back if need be. The order for the furnishings should be placed prior to June 30<sup>th</sup>. There will be a meeting on Monday about the internet fiber and data to be installed in the new Town Hall. There are still some submittals to review. There will be no charge from Amenta Emma concerning the plan changes requested by the Fire Marshal. It was suggested to have a schedule to make sure the vendors for all the materials are in sync with the progress of the project. This also ensures that the project continues to progress smoothly and to remain on schedule to be completed.

**Construction Manager Update:** The final version of the quarterly budget for the project will be sent to the town hall by next Friday. The water tank for the Fire Department will be delivered next week and will be filled by the Fire Department. The members discussed the issue of water leeching from the hillside and draining down the access drive. There were two options to rectify the problem. The first option would be to install a drain under the road to drain into the catch

basins. And the second option would be to have a curb cut or depression drain in the access road to catch the runoff water.

**OPM Update:** The interest rate on bonds are increasing. It was suggested by Ms. Motto to leave some money from the contingency plan to be able to pay off the bond interest. The financial budget will be updated and included in the quarterly report. The project is 22% complete. The target completion date is slated for March 9<sup>th</sup>, 2020. The date to start moving the departments into the building would be in mid-March. The members discussed how to inform the heads of each department of when the move-in date would happen. However, there was no one option decided on by the members.

**Change Orders:** There are some under review; but there are none to be voted on.

**Approval of Invoices:**

- a) **Amenta Emma Invoice #22-17041:** A motion was made by Mr. Foran, seconded by Ms. Tinelle-Sawyer, to approve of Amenta Emma invoice #22-17041 dated 4/30/19 in the amount of \$15,898.97. Voted 8-0 in favor.

**Update from Public Relations Sub-Committee:** The new Events magazine will have an updated article about the progress of the project.

**Public Remarks:** None

**Adjournment:** A motion was made by Mr. Foran, seconded by Ms. Tinelle-Sawyer, to adjourn the meeting at 7:18 PM. Voted 8-0 in favor.

Respectfully Submitted,

Katrina Aligata

Recording Clerk