Town of East Hampton

**Town Facilities Building Committee**

**Organizational Meeting**

March 1, 2017 – 6:30 P.M.

East Hampton Middle School Commons

**DRAFT MINUTES**

**Present:** Committee MembersKurt Comisky, Fred Galvin, Glenn Gollenberg, Stephen Karney, Cliff Libby, Ray Moore, George Pfaffenbach, and Rebecca Tinelle-Sawyer, Town Manager Michael Maniscalco, Ex Officio Members Pete Brown and Chief Sean Cox, Town Council Chairperson Patience Anderson, and Steve and Lisa Motto

**Absent:** Jeff Foran

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

**Approval of Minutes – February 23, 2017**

This item was tabled until the next meeting

**Discussion of Building Programming**

Town Manager Maniscalco noted that at the last Town Council meeting, the Council voted to include the probate court and health district in the building. The Board of Education was not included, though Council Chair Anderson stated that remarks made by the public in favor of BOE inclusion were being considered by those Councilors that originally voted against inclusion of the BOE. This will be discussed further at the next Town Council meeting on March 14, and an addendum will be released at the walkthrough for the architect’s RFP with this information. Mr. Maniscalco noted that in addition to those mentioned above, all departments in the annex building are to be included. There was discussion about possible future regionalization, flexibility in the building, and any possible reimbursement available if the BOE is to be included.

**Update on RFP for Architect**

The RFP has been sent out and five interested entities have contacted the Mottos. The changes to the RFP discussed at the Organizational meeting were made.

There was discussion on the fact that the services are divided into two parts, with the second being dependent on the project passing referendum to continue. Selection criteria for the architects, with a scorecard system, was discussed.

The question arose as to whether any communication systems for the PD would need to be included, and if so, the need for special consultants. Other site services such as fire suppression systems and generators were discussed for inclusion.

**Update on Walk Through with Architect Firms**

The walk through will take place Friday 3/3/17 at 10:00 A.M., with all parties meeting at the Berkshire Hathaway conference room. Addenda to the RFP will be given out at that time.

**Update on OPM Scope**

The Town Council exempted the bidding process and awarded the role of OPM to the Motto’s. The Mottos have completed their document review and Attorney Faulkner will have it soon to review. It was noted that if important meetings with the OPM occur outside of the regular committee meetings they will be documented. In discussion of responsibilities and lines of communications, Mr. Maniscalco reiterated that the OPM will act as an extension of the Town, as the eyes and ears onsite. If something cannot be worked out onsite, it will be brought to the Town Manager.

**Discussion of Site Walk with the Building Committee**

This will take place Sat. 3/4/17 at 9:00 A.M..

**Discuss & Create Sub-Committees**

**Public Relations Sub-Committee:** Mr. Galvin, Mr. Libby and Mr. Pfaffenbach

**Design Sub-Committee:** It was discussed that designs should come before the committee as a whole.

**Budget Sub-Committee:** Mr. Karney, Mr. Comisky, Mr. Moore

**Other Sub-Committees:** None at this time

**Public Remarks**

Mr. Moore encouraged all to read the past Friar Report.

Mr. Maniscalco wants all to recognize how the level of importance of this job. He noted that the Director of the Regional Council of Governments, who has been in many town halls, said East Hampton’s is by far in the worst condition.

Mr. Motto and committee members discussed visiting other Town Halls. Chief Cox noted a few PDs that could be visited as well such as Berlin, Montville and Coventry. He also discussed building with an eye to the future, that if the PD has platforms in place such as CAD systems, radio frequencies, etc., if other towns begin to look to alternate providers, that will be attractive to them.

Council Chairperson Anderson stated that if there is anything she can do to help the Committee or Sub-Committees she is available to assist.

**Adjournment**

*Mr. Libby moved to adjourn at 7:58 P.M. Ms. Tinelle-Sawyer seconded. Voted 8-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk