

**TOWN OF EAST HAMPTON
TOWN FACILITY BUILDING COMMITTEE
REGULAR MEETING
THURSDAY, FEBRUARY 6, 2020
6:30 PM
TOWN HALL MEETING ROOM**

MINUTES

Present: Chairman Glenn Gollenberg, Vice Chairman Jeff Foran, Rebecca Tinelle, Cliff Libby, Christopher Strange, George Pfaffenbach and Ray Moore; with Town Manager David Cox and Project Manager Lisa Motto and Steve Motto.

Not Present: Ron Gaudet and Fred Galvin.

Call to Order: The meeting was called to order at 6:30 p.m. by Chairman Gollenberg in the Town Hall Meeting Room.

Approvals:

- A) **Minutes of January 23, 2020:** A motion was made by Mr. Foran, seconded by Mr. Pfaffenbach, to approve the meeting minutes of January 9, 2020 with the change of 'per Amenta Emma request' to the approvals of invoices. Voted 7-0 in favor.

Public Remarks: None

Architect Update: There are still some details to finish for the building. Site walks are still being performed for the smaller items of the project. There are less submittals coming through for the end of the project. The close out documents should be submitted. The project manager needs to figure out what is owed to Amenta Emma.

Construction Manager Update: The siding at the sally port is almost finished. Air barriers have been installed on the gables. The siding for everything will be finished in two weeks. The vinyl baseboard on the second floor has been installed and the carpeting on the second floor. The final coat of paint will be applied after the carpets have been laid down. The ADA framing issues in the basement of the PD have been addressed and fixed. The wall had to be cut by 2 inches to meet the zoning regulations. A meeting with the architect will be held to discuss the rear curtain wall. The refabricated sheet metal will be installed by next week. The striping for the handicap spaces needs to be completed. The landscaping will happen during the Spring. March is end of contract for construction. The project needs a Temporary Certificate of Occupancy for when the building is nearing completion and a Certificate of Occupancy for when everything and every department move into the building. Comcast and Crown Castle will splice their fiber to install in the building when the time comes.

OPM Update:

- a) **Financial Update:** The members received a financial update handout from the project manager to review.

- b) **Town Council Quarterly Report:** The members received a Town Council Quarterly Report to review. Ms. Motto suggested the members read the handout over and send suggestions back by noon the next day. It was suggested to have the third bullet under Current Financials be moved to Schedule Updates. *A motion was made by Mr. Foran, seconded by Mr. Pfaffenbach, to direct the architect to issue a construction change directive for the control panel and the relay control panel equipment for the operation of detention cell doors and hardware in the amount of \$8,172.00. Voted 7-0 in favor.*

Change Orders: *A motion was made by Mr. Foran, seconded by Ms. Tinelle, to add change order #119 to the agenda. Voted 7-0 in favor.*

- a) **Newfield Prime Contract Potential Change Order #110:** *A motion was made by Mr. Foran, seconded by Ms. Tinelle, to approve of Newfield Prime Contract Potential Change Order #110 dated 12/23/19 in the amount of \$524.48. Voted 7-0 in favor.*
- b) **Newfield Prime Contract Potential Change Order #117:** *A motion was made by Mr. Pfaffenbach, seconded by Mr. Libby, to approve of Newfield Prime Contract Potential Change Order #117 dated 1/27/20 in the amount of \$847.93. Voted 6-1 with Mr. Foran objecting.*
- c) **Newfield Prime Contract Potential Change Order #118:** *A motion was made by Mr. Foran, seconded by Ms. Tinelle, to approve of Newfield Prime Contract Potential Change Order #118 dated 1/31/20 in the amount of \$438.26. Voted 7-0 in favor.*
- d) **Newfield Prime Contract Potential Change Order #120:** *A motion was made by Mr. Foran, seconded by Mr. Libby, to approve of Newfield Prime Contract Potential Change Order #120 dated 1/31/20 in the amount of \$125.55. Voted 7-0 in favor.*
- e) **Newfield Prime Contract Potential Change Order #119:** *A motion was made by Mr. Foran, seconded by Ms. Tinelle, to approve of Newfield Prime Contract Potential Change Order #119 dated 1/31/20 in the credit amount of \$401.09. Voted 7-0 in favor.*

Approval of Invoices:

- a) **Balance of Coastal Materials Testing Lab Invoice:** *A motion was made by Mr. Foran, seconded by Ms. Tinelle, to approve of the balance for Coastal Materials testing lab dated 2/6/20 in the amount of \$2,937.50. Voted 7-0 in favor.*
- b) **Invoices for Fuel for Generators- Taylor Oil Northeast Invoices C378014 & C377951 and Richards Corporation Proposed Change Order #124:** *A motion was made by Mr. Foran, seconded by Ms. Tinelle, to table the invoice dated 7/24/19 in the amount of \$445.89. Voted 7-0 in favor.*
- c) **Amenta Emma Invoice 29-17041:** *A motion was made by Mr. Foran, seconded by Ms. Tinelle, to table invoice 29-17041 dated 10/31/19 in the amount of \$26,100.00. Voted 7-0 in favor.*
- d) **Amenta Emma Invoice 30-17041:** *A motion was made by Mr. Foran, seconded by Mr. Pfaffenbach, to table invoice 30-17041 dated 11/30/19 in the amount of \$2,675.00. Voted 7-0 in favor.*

Update from Public Relations Sub-Committee: There has been an article submitted to the Events Magazine. There was an update on the progress and timeline of the project in the article. Pictures have been included in the article as well. The members discussed the grand opening for the Town Hall. They were trying to figure out how to deal with it, when to do it, and who will

plan it. There was a suggestion to form a sub-committee from different departments to plan the grand opening.

Public Remarks: None

Adjournment: *A motion was made by Mr. Foran, seconded by Ms. Tinelle, to adjourn the meeting at 7:42 PM. Voted 7-0 in favor.*

Respectfully Submitted,

Katrina Aligata

Recording Clerk