

**TOWN OF EAST HAMPTON  
TOWN FACILITY BUILDING COMMITTEE  
REGULAR MEETING  
THURSDAY, APRIL 16, 2020  
6:30 PM  
VIRTUAL MEETING VIA ZOOM**

**MINUTES**

**Present:** Chairman Glenn Gollenberg, Vice Chairman Jeff Foran, Ron Gaudet, Cliff Libby, Ray Moore, Christopher Strange and Rebecca Tinelle, Town Manager David Cox and Project Managers Lisa Motto and Steve Motto

**Not Present:** Fred Galvin

**Call to Order**

The meeting was called to order at 6:30 p.m. by Chairman Gollenberg via Zoom.

**Approvals:**

A motion was made by Mr. Foran, seconded by Ms. Tinelle, to add item 8g – Invoice for Commercial Storefront Service. Voted 8-0 in favor.

**Minutes of March 26, 2020**

A motion was made by Mr. Foran, seconded by Ms. Tinelle, to approve the March 26, 2020 special meeting minutes as presented. Voted 8-0 in favor.

**Public Remarks**

None

**Architect Update**

**Amenta Emma Contract Review**

Invoices were received from Amenta Emma for FF&E design services. The contract was reviewed and determined what constituted their fee. The original contract amount was \$1,101,300. There are invoices for A/V services and security design. Meetings were held regarding the contract with all of the parties involved. Through the discussions it was agreed that Amenta Emma would receive compensation for the FF&E services with the agreement to hold to the original contract amount of \$1,101,300. There are no adjustments to the base contract. By doing this, the town agrees to remove the ability to go back to Amenta Emma regarding responsibility for the change orders. The town attorney will provide an amendment to the contract outlining the resolution to the final payment.

**Construction Manager Update/OPM Update**

Ms. Motto provided an update on the construction and the items to be completed. The fire alarms are being tested this week. Fire testing training will be performed. The vinyl siding is complete. The punchlist for metal is almost complete. The gates at the entryway will not be removed until May 4. The old vault door is installed. The folding partition in the community room, the film on

the window and the directory sign will be done next week. The Town Seal in the Council chamber is delayed. Rip wrap is needed on either side of the police access road. The punchlist for the building has over 450 items. Painting, the ceiling acoustical tiles punchlist and the shower bench in the ladies locker room are being worked on. There was an issue with the flood tests in two restrooms. Fire lane striping will be done next week. The furniture will start to be installed on Monday. There will be a pre-move meeting on April 29. The move from May 7 to 11 is still on track.

### **Change Orders**

#### **Vault Room 113C – Additional VCT**

A motion was made by Mr. Pfaffenbach, seconded by Mr. Libby, to approve the change order for additional VCT tile in the vault room 113C dated 4/3/2020 in the amount of \$5,054.80. Voted 8-0 in favor.

#### **Newfield Prime Contract Potential Change Order #080**

A motion was made by Ms. Tinelle, seconded by Mr. Libby, to approve Newfield Prime Contract Potential Change Order #080 dated 8/15/2019 in the amount of \$691.03. Voted 8-0 in favor.

#### **Newfield Prime Contract Potential Change Order #125**

A motion was made by Mr. Libby, seconded by Mr. Pfaffenbach, to approve Newfield Prime Contract Potential Change Order #125 dated 3/10/2020 in the amount of \$9,516.27. Voted 8-0 in favor.

#### **Newfield Prime Contract Potential Change Order #126**

A motion was made by Mr. Libby, seconded by Mr. Moore, to approve Newfield Prime Contract Potential Change Order #126 dated 3/10/2020 in the amount of \$2,778.57. Voted 8-0 in favor.

#### **Newfield Prime Contract Potential Change Order #130**

A motion was made by Ms. Tinelle, seconded by Mr. Strange, to approve Newfield Prime Contract Potential Change Order #130 dated 3/10/2020 in the amount of \$3,586.28. Voted 8-0 in favor.

#### **Newfield Prime Contract Potential Change Order #138**

A motion was made by Ms. Tinelle, seconded by Mr. Libby, to approve Newfield Prime Contract Potential Change Order #138 dated 3/25/2020 in the amount of \$2,991.94. Voted 8-0 in favor.

#### **Newfield Prime Contract Potential Change Order #139**

A motion was made by Mr. Foran, seconded by Mr. Moore, to approve Newfield Prime Contract Potential Change Order #139 dated 3/26/2020 in the amount of \$1,672.65. Voted 8-0 in favor.

### **Approval of Invoices**

#### **Newfield Construction Payment Application #18**

A motion was made by Mr. Foran, seconded by Ms. Tinelle, to approve the Newfield Construction Payment Application #18 dated 3/31/2020 in the amount of \$446,389.09. Voted 8-0 in favor.

#### **Boundaries Invoice #10357**

A motion was made by Mr. Foran, seconded by Ms. Tinelle, to approve Boundaries Invoice #10357 dated 3/30/2020 in the amount of \$800.00. Voted 8-0 in favor.

**Amenta Emma Invoices 29-17041, 30-17041, 35-17041, 36A-17041**

A motion was made by Mr. Foran, seconded by Ms. Tinelle, to approve Amenta Emma Invoices #29-17041 dated 10/31/2019 in the amount of \$26,100.00, #30-17041 dated 11/30/2019 in the amount of \$2,675.00, #35-17041 dated 1/31/2020 in the amount of \$850.00 and #36A-17041 dated 2/29/2020 in the amount of \$1,375.00, all totaling \$31,000.00. Voted 8-0 in favor.

**Strategic Spaces Invoice #23582 – Requested 1/3 Partial Payment**

A motion was made by Mr. Foran, seconded by Mr. Pfaffenbach, to approve a payment to Strategic Spaces on invoice #23582 dated 3/20/2020 in the amount of \$116,935.54. Voted 8-0 in favor. This payment is the 2<sup>nd</sup> installment of the total invoice for 1/3 of the total amount.

**Electric Time Company Invoice 26028**

A motion was made by Mr. Libby, seconded by Ms. Tinelle, to table the approval of invoice #26028. Voted 8-0 in favor.

**Crown Castle Invoice #569062**

A motion was made by Mr. Foran, seconded by Mr. Pfaffenbach, to approve Crown Castle Invoice #569062 dated 4/1/2020 in the amount of \$23,007.00 with the condition to send the payment when the hot cut for emergency services occurs and is successful. Voted 8-0 in favor.

**Commercial Storefront Services**

A motion was made by Mr. Foran, seconded by Mr. Gaudet, to approve Commercial Storefront Services invoice #2020-2582 dated 3/20/2020 in the amount of \$990.00. Voted 8-0 in favor.

**Update from Public Relations Sub-Committee**

There will be no grand opening scheduled until large groups can gather again.

**Public Remarks**

None

**Adjournment**

A motion was made by Ms. Tinelle, seconded by Mr. Moore, to adjourn the meeting at 8:00 PM. Voted 8-0 in favor.

Respectfully Submitted,

Cathy Sirois  
Recording Clerk