Town of East Hampton

**Town Facilities Building Committee**

**Regular Meeting**

Thursday, March 30, 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, Ray Moore, and Rebecca Tinelle-Sawyer, Town Manager Michael Maniscalco, Pete Brown, Steve Motto, and Lisa Motto, and Land Planner Patrick Pinnell.

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

**Approval of Minutes- March 22, 2017:**

*Mr. Foran moved, and Mr. Libby seconded, to approve the minutes of the March 22, 2017 regular meeting, as amended. Voted 8-0 in favor.*

**Presentation from Architect/ Land Planner:**

**Patrick Pinnell,** Land Planner, Architect & Yale Professor, discussed the difference between civic design and community design within a municipal project. The civic design of many official buildings doesn’t flow well with the design of the community around said building. The building should flow and grow with the town and the community in where it resides. The history, culture, and the complexities that plays into the town itself should be used in the architecture of the building itself.

The style of the building shouldn’t be discussed so much as the building behavior. How does the building work with the other buildings and businesses within its surroundings. While a community building could solely be a place for the residents to meet outside the walls of authority. This is a place where they convene for the benefit of themselves and the group they’re a part of. A civic building galvanizes the landscape around it, lending authority and strength to the landscape and the surrounding area.

**Update on RFP for Architect**

**Process:** Four firms have been selected to be interviewed, and the binders of the proposal plans of each firm have been handed out to each committee member. One firm is concerned about attendance, since they have another commitment. They asked to have their interview pushed back a day. But they were told they couldn’t, that it wouldn’t be fair to the other three firms who would be presenting on time.

**Questions & Presentation:** The discussion of the questions to be asked of the firms were reviewed. The question of whether the appointed firm has a set team to work on this project or would they have someone outside their company working for them. A few new questions were discussed in which the firm should explain who they are and who their team is that’s assigned to the project.

The process of asking the questions to each firm was discussed. Each member of the committee could ask one question of each firm, or one member of the committee could be appointed the ‘leader’ and they could ask the question. The firms have 5 minutes for set up and changing out of firms, 20 minutes for presentation, and 20 minutes for questions.

**Scoring:** The firms will be scored on the list of questions and any follow up questions the committee members may have. Each member will have a score sheet with the questions to ask the firms. They can write their scores on said sheet. The architects should be ranked first in their belief of qualification, then take another look at each firm and take their prices into account.

**Update on OPM:** This is in process. The Motto's attorney has spoken with the town's representation.

**Update on Programming:** There is no additional information from the town council on the programming.

**Update on Construction Manager RFP:** This is in progress. There should be a draft completed and sent out. A tentative date for when the contractor is brought into the project was discussed. And an updateable project schedule was proposed to be more beneficial to keep architect team, contractor, and the committee on track. The topic of the length of time this project will take to achieve was presented to be discussed.

**Report & Discussion from Public Relations Sub-Committee:** Discussed was the different ways the sub-committee could get the news out to the public and have answers for the questions the residents may have. A few ideas were to have a both at Old Home Day and pass out pamphlets explaining why we need the new buildings and having facts that could educate them further. Another idea was to make a Facebook page for the new Town Hall and the Police Station, like the new High School had. That could get more people reading about this project and have another way of informing people. It was also discussed that it might be beneficial to hold a town meeting or referendum to discuss the two new buildings to see what the residents have to say and answer any questions they may have.

**Public Comments:** None

**Adjournment**

*Mr. Foran moved to adjourn at 7:36 P.M., Mr. Gollenberg seconded. Voted 8-0 in favor.*

Respectfully submitted,

Katrina Aligata

Recording Clerk