

**TOWN OF EAST HAMPTON**  
**TOWN FACILITY BUILDING COMMITTEE**  
**REGULAR MEETING**  
**THURSDAY, JUNE 4, 2020**  
**6:30 PM**  
**VIRTUAL MEETING VIA ZOOM**

**MINUTES**

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

**Not Present:** Fred Galvin.

**Call to Order:** The meeting was called to order at 6:34 p.m. by Chairman Gollenberg on Zoom.

**Approvals:**

**Minutes of Regular Meeting of May 21, 2020:** *A motion was made by Mr. Foran, seconded by Mr. Gaudet, to approve the regular meeting minutes of May 21, 2020. Voted 8-0 in favor.*

**Public Remarks:** None

**Update on Public Relations Sub-Committee:** The next Events magazine issue should be out soon. There were new photos of the building in the article submitted for the issue. There is no plan for a grand opening yet since the building will still be closed to the public.

**Architect Update/ Construction Manager Update/ OPM Update:** The site punch list is worked through and should be finished by end of day on Friday. The landscaping should be finished next Tuesday. The lock company is working through the lock issues and the electronic swipe monitors for the Police Department. Cherry Hill glass will arrive Friday to change out a wire in the vestibule to a heavy-duty wire. There has been an active janitor taking care of the building while being trained and up to date on the systems. The card and FOB reader programs for the Police Department and Town hall have been updated. The AV was disrupted when the flat screen TV for the council room kept being delivered damaged. The company finally sent a replacement damage free and is waiting to be installed. The mobile device for the police chief was not part of the design package. There was an issue over the number of licenses for the mobile device. The control panel is being shipped. In the Police Department, the cell doors have a gap in between the sliding door. How to close the gap is being investigated. The curb install by

Lake Vista was finished. There was an issue with the phone line in the Finance Department, but this was resolved. The quote price for paving the police impound lot behind the building. There is a light out at the Sally Port and a replacement has been ordered. The Building Department official and the Fire Marshal have performed a site walk and had minor issues to address. The architect and OPM needs the issues stated in writing before beginning to fix the problems. There has been no contact from either the official or the Fire Marshal. The Eversource and CNG rebates for the project went through the Finance Department. The tree next to the clock tower needs to be moved since it is blocking part of the clock. Everything has been fixed for the fire pump; but Dyson plans to come out to seal the conduits.

**Change Orders:** None

**Approval of Invoices:** *A motion was made by Ms. Tinelle, seconded by Mr. Moore, to add section 9d for Boundaries Invoice to the agenda. Voted 8-0 in favor.*

- a) **Strategic Spaces Invoice #23582:** *A motion was made by Ms. Tinelle, seconded by Mr. Strange, to approve of Strategic Spaces Invoice #23582 dated 3/30/20 in the amount of \$116,935.55. Voted 8-0 in favor.*
- b) **Electric Time Company Invoice #26147:** *A motion was made by Ms. Tinelle, seconded by Mr. Libby, to approve of Electric Time Company Invoice #26147 dated 5/25/20 in the amount of \$948.00. Voted 8-0 in favor.*
- c) **G C Electric Inc Invoice:** *A motion was made by Ms. Tinelle, seconded by Mr. Libby, to approve of G C Electric Inc Invoice dated 5/28/20 in the amount of \$475.00. Voted 8-0 in favor.*
- d) **Boundaries Invoice:** *A motion was made by Ms. Tinelle, seconded by Mr. Foran, to approve of Boundaries Invoice dated 3/2/20 in the amount of \$830.00. Voted 8-0 in favor.*

**Public Remarks:** The members wanted to make a few remarks. A question of how many meetings would be left for the commission was asked. There will be one more this month, then it was suggested that the commission will change to a once a month schedule for one to two more months. Another question was asked that once the building is occupied will there need to be a quarterly report for the Town Council? Ms. Motto stated that she can put together the report to keep the Town Council on the same page as the commission.

**Adjournment:** *A motion was made by Mr. Foran, seconded by Ms. Tinelle, to adjourn the meeting at 7:13PM. Voted 8-0 in favor.*

Respectfully Submitted,

Katrina Aligata

Recording Clerk