

TOWN OF EAST HAMPTON
TOWN FACILITY BUILDING COMMITTEE
SPECIAL MEETING
THURSDAY, SEPTEMBER 24, 2020
6:30 PM
TOWN HALL - 2ND FLOOR MEETING ROOM

MINUTES

Present: Chairman Glenn Gollenberg, Rebecca Tinelle, Cliff Libby, Vice Chairman Jeff Foran, Ron Gaudet, Christopher Strange, Ray Moore, with Project Managers Lisa Motto and Steve Motto.

Not Present: George Pfaffenbach and Fred Galvin.

Call to Order: The meeting was called to order at 6:35 p.m. by Chairman Gollenberg in the Town Hall 2nd Floor Meeting Room.

Approvals:

- a) **Minutes of Special Meeting of July 30th, 2020:** *A motion was made by Mr. Foran, seconded by Ms. Tinelle, to approve of the July 10th, 2020 special meeting with no changes. Voted 7-0 in favor.*
- b) **Minutes of Regular Meeting of September 3rd, 2020:** *A motion was made by Mr. Foran, seconded by Ms. Tinelle, to approve of the September 3rd, 2020, regular meeting minutes with no changes. Voted 7-0 in favor.*

Public Remarks: None

Letter Received Regarding Clock: There is a letter regarding where the clock was placed. The writer of the letter states the clock should be placed in the Village Center instead of in front of the Town Hall. This letter was sent to both the Town Council and the Town Facility Building Committee. The members took note of the letter and briefly discussed this item.

Architect Update/ Construction Manager Update: Punchlist Items/ OPM Update: Tony Amenta is closing out all the items still open, overdue, and outstanding items. He is sending all the information to Newfield and the Motto's. The AV is still waiting for the switches and parts needed to begin installing and completing the AV in the meeting rooms and Council Chambers. The HVAC is still having some issues. The boilers are not firing up to heat up the sections or rooms in the building. BVH is being contacted to see if this issue can be investigated to see if this problem is a contractor issue, wiring issue, or is faulty equipment. The members discussed having a third-party person with no prior involvement to investigate the HVAC issues and come up with possible solutions. It was suggested to contact some local commission companies, like Colliers and CES in Portland, to investigate the issues with the HVAC system. It was suggested to find the fault with the system or with the company or contractor to have them pay to fix the issue. The taping and painting around the windows in some meeting rooms have gaps near the windowsill. Those gaps

will be filled in and fixed. The control panel was installed and charged. There are still some leaks; but it is unclear if the leaks are from the roof or from condensation. The drainage from the roof behind the building has been fixed so it can drain into the lawn instead of onto the sidewalk. The snow melt function at the Sally Port was tested and is operational. The members discussed the remaining dollar amount in the contingency for the project. The members want to investigate solar panels behind the building to save on energy and to be more efficient. Solar panel companies will be investigated and researched to find the best price and company for the project.

Change Orders: No change orders for this meeting.

Approval of Invoices

- a) **Newfield Payment Application #22:** *A motion was made by Ms. Tinelle, seconded by Mr. Libby, to approve of the Newfield Payment Application #22 dated 8/12/2020 in the amount of \$33,303.00. Voted 7-0 in favor.*
- b) **Boundaries Invoice #10405:** *A motion was made by Ms. Tinelle, seconded by Mr. Moore, to approve of the Boundaries Invoice #10405 dated 4/27/2020 in the amount of \$1,895.00. Voted 7-0 in favor.*
- c) **Staples Invoice #3448619061:** *A motion was made by Ms. Tinelle, seconded by Mr. Moore, to approve of the Staples Invoice #3448619061 dated 6/8/2020 in the amount of \$199.99. Voted 7-0 in favor.*

Grand Opening Celebration – Sunday, October 18: The members discussed who from Amenta Emma and Newfield to invite and what other companies to invite to the ceremony. The commission members are invited with Chairman Gollenberg speaking at the ceremony. It will be held on the front lawn. The VFW will hold the flag raising, the school will provide vocalists to sing for the National Anthem. The doors will be open, and the public can walk around the building at their leisure. There won't be any structured tours due to Covid. It was suggested to put together a fact sheet to inform the public about the building. There will be art and old photos hung up throughout the building. There was a suggestion to talk with Mrs. McKinney about a ceremony around the time capsule. It will be reburied and documented on where it is located. The dedication plaques have arrived and will be mounted and covered until they will be revealed on the day of the celebration. The school band will be playing to spread music throughout the building and in the lobby. A 'Thank you' recognition could be listed and have Carl Guild and Rich Fielding added to the list. The members will think of more name to add to the list and bring them to Lisa Motto and Cliff Libby to organize.

Public Remarks: None

Adjournment: *A motion was made by Mr. Foran, seconded by Ms. Tinelle, to adjourn the meeting at 7:24PM. Voted 7-0 in favor.*

Respectfully Submitted,

Katrina Aligata

Recording Clerk