Town of East Hampton

**Town Facilities Building Committee**

**Organizational Meeting**

February 23, 2017 – 6:30 P.M.

East Hampton Town Hall Meeting Room

**MINUTES**

**Present:** Committee MembersKurt Comisky, Jeff Foran, Fred Galvin, Glenn Gollenberg, Stephen Karney, Cliff Libby, Ray Moore, George Pfaffenbach, and Rebecca Tinelle-Sawyer, Town Manager Michael Maniscalco, Town Council Chairperson Patience Anderson, Town Council Members Pete Brown and Josh Piteo, and Steve and Lisa Motto, Property Owners

**Call to Order:** The meeting was called to order at 6:30 P.M. by Town Manager Maniscalco

**Introduction/Background/Interests of Members**

**Nomination and Election of Chairperson**

*Mr. Karney nominated Mr. Pfaffenbach for Chairperson, seconded by Mr. Gollenberg. Mr. Pfaffenbach declined the nomination. No vote.*

*Mr. Pfaffenbach nominated Mr. Gollenberg for Chairperson. Second by Mr. Galvin. Voted 9-0 in favor.*

**Nomination and Election of Vice Chairperson**

*Mr. Pfaffenbach nominated Mr. Comisky for Vice Chairperson. Second by Mr. Karney. Voted 9-0 in favor.*

**Discussion of Rules of Procedure**

*Mr. Karney moved to accept Robert’s Rules of Order as the general form of operating procedure. Second by Mr. Pfaffenbach. Voted 9-0 in favor.*

**Approval of Regular Meeting Dates**

*A motion was made by Mr. Libby, seconded by Ms. Tinelle-Sawyer, to approve the meeting dates as presented. Voted 9-0 in favor.*

**Review Org Chart**

Chairperson Gollenberg asked for clarification in regards to the Civil Engineer being outside the control or responsibility of the architect (or other). Mr. Maniscalco stated that some of the reason for that is for purchasing processes**.** The architect could bring in a sub-consultant Civil Engineer. Mr. Karney noted that normally specialty testing and sub-consultants would be hired by the Owner Project Manager (OPM); further discussion occurred on this. Mr. Gollenberg noted that the reason he raised the issue is that when the Civil Engineer gets to the geo-tech services and the responsibility of the design of what is going under the building that the architect and construction company are construction, if there is ever a problem with sub-surface conditions it will come back to the architect/construction co.

It was also clarified that the “Town Manager” bubble in the middle of the org chart represents the town entity in general/town staff.

**Review Project Schedule**

The rough schedule includes a referendum date of sometime between Sept. 1 – 15, 2017. There is a milestone of June 26 to get much of the design schematics and preliminary work done so that it can be sent to the Board of Finance. There was a suggestion that the referendum be held after the school year begins so that people in town are around and don’t feel that it’s been pushed through without them. Pushing the referendum to the end of September was discussed as a possibility. Mr. Motto stated that it will take about 8 weeks to get the foundation in, as related to construction starting after the referendum and processes that will follow it.

Discussion occurred around the fact that Mr. Motto is going to be the OPM, as per the RFP to the Town. In return for this, he is providing the property to the Town for free. This is currently being negotiated.

Chairperson Gollenberg questioned if there was to be a complete architectural package pre-referendum. Mr. Maniscalco stated that the hope was to get as much designed as possible by then, and further discussion occurred on an early architectural package, and possible costs to the town before the referendum occurs.

**Review & Discuss OPM Scope**

Mr. Maniscalco presented the draft for informational purposes; Mr. Motto is currently looking it over and will respond to the Town soon. There was discussion as to the scope and exact role of the OPM as a representative of the Town.

**Review & Approve Architect RFP**

Mr. Maniscalco noted that the contract will be included as an addendum to the RFP. Additional addenda will include the latest Friar Report and PD Building Committee space requirements. There are still questions as to whether the Probate Court, Health District and Board of Education entities will be included in the scope of this RFP/project. The submission date is March 21. The Building Committee, Town Manager and Project Manager will interview the architects and make a recommendation to the Town Council for award of the contract.

Chairman Gollenberg noted that the architect is being asked to finalize existing preliminary plans. Discussion occurred on this, and later it was noted that the architect will not be finalizing existing plans, but finalization of preliminary programming. This led to a discussion on space requirements and building with an eye to future growth. Mr. Maniscalco noted that Town staffing levels have stayed the same as when the Friar Report was done. For now there is a need of 32,500 – 40,000 square feet.

*A motion was made by Mr. Galvin, seconded by Mr. Libby, to approve the RFP (Bid 2017-3) for the New Town Hall and Police Station Architectural Services. Voted 9-0 in favor. Discussion occurred (as summarized below):*

Mr. Maniscalco noted that once the RFP goes out, addenda can be issued if necessary. Chairman Gollenberg stated there is an understanding that there will be program verification. Mr. Maniscalco explained that the contract works in two parts; the first part gets the Town to referendum, and during pre-referendum work ties can be severed at that point if necessary. If the referendum is successful, the architect will be given notice to proceed. Chair Gollenberg noted that still to be addressed is how much work will occur before the referendum, especially whether the early package will be done. If an early bid package is warranted, the contract should state that as the architect may look for additional funds to prepare a separate submission. Site & structural is one; completion of the project is separate.

The proposal price of $15 million dollars is the construction cost. It was noted that the total project cost needs to be the number presented at referendum. There was discussion about price per square foot and on who is doing the estimating, with Mr. Maniscalco ultimately stating that there had been talk about bringing the Construction Manager (CM) on pre-referendum, to do pro-bono estimating as has Downes has done in the past, with the intent that they get to do the build.

Discussion occurred on costs and details as related especially to a Police Department and the specific codes for that. The Design Review Board will be included in reviewing the plans and making recommendations to the Commission per their guidelines.

Chairman Gollenberg noted that Steve Motto is listed as the contact person in the RFP as opposed to Town Staff if there are questions. He also asked about insurance coverage levels, and Mr. Maniscalco stated that this has been reviewed by the risk manager.

The RFP will be posted on the State Dept. of Administrative Services (DAS) and Town sites. The role of the CM is as a third party (not Mr. Motto); once the architect RFP is under way that next RFP will be worked on.

Mr. Gollenberg stated that under Section 4.2 (1) the architect is being asked to participate with the PM in reviewing the updated detailed cost estimate, but information on who is providing the detailed cost estimate is not include. Mr. Maniscalco will make sure this information gets communicated to the construction attorney.

Furniture, fixtures and equipment (FF&E) will part of the project for the OPM, as there is hopefully not much need since there have been FF&E updates recently. It was noted that if the architect is not tasked with the FF&E services they will need a complete list of all equipment, including the PD items so the space is designed correctly. The design coordination and move for the PD was discussed.

**Receive & Review Previous Studies**

The studies were received. It was noted that there is no preliminary layout; the architect’s RFP should refer to preliminary programming instead. Mr. Moore expressed that he hopes that the Staff will have input or see plans for their spaces in regards to possibly layout improvements. Mr. Maniscalco stated that department heads will be involved in the process.

**Discuss & Create Sub-Committees**

*Mr. Pfaffenbach moved and Mr. Moore seconded to table this discussion to the next meeting on March 1. Voted 9-0 in favor.*

Mr. Maniscalco noted that the process of transfer of funds has been started.

Mr. Karney asked if email addresses will be created for Committee members so that their personal emails are not used (in reference to an FOI issue).

Mr. Comisky asked for an overview of what is appropriate for public meetings/governing rules was requested as well.

**Adjournment**

*Mr. Galvin moved to adjourn at 8:10 P.M. Mr. Karney seconded. Voted 9-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk