Town of East Hampton

**Town Facilities Building Committee**

**Regular Meeting**

Wednesday, May 17, 2017 – 6:30 P.M.

East Hampton Town Hall Conference Room

**DRAFT MINUTES**

**Present:**  Chairman Glenn Gollenberg, Vice Chairman Kurt Comisky (6:45), Stephen Karney, Cliff Libby, Jeff Foran, George Pfaffenbach, Ray Moore and Rebecca Tinelle-Sawyer, Town Manager Michael Maniscalco, Ex Officio Member Pete Brown, Chris Legiadre (Amenta Emma) and Steve and Lisa Motto

**Absent:** Fred Galvin

**Call to Order:** The meeting was called to order at 6:32 P.M. by Chairman Gollenberg

**Approval of Minutes – May 10, 2017:** *Mr. Foran moved and Mr. Pfaffenbach seconded to approve the minutes of the May 10, 2017 regular meeting as amended with additions. Voted 7-0 in favor.*

**Architect Update**

**Review, Discussion & Action on Programming Recommendation for Town Council:** Chris Legiadre of Amenta Emma presented the group with documents identifying estimated project and construction costs, breaking the costs out by programming line items (Town Hall, PD, Chatham Health, Probate Court and BOE). A base program and an enhanced program were compared. Mr. Legiadre stated that this is a conservative estimate, and explained what is included in the costs presented. Mr. Motto stated that he is comfortable with the numbers presented based on his experience.

Discussion occurred around shared spaces in the proposed building and the net to gross ratio of 30% for the PD and 40% for the Town Hall. Owner contingency was discussed, with Mr. Legiadre explaining they carry 10% for construction contingency and 5% for the CM, to be adjusted once the CM is contracted. There is a 28% inclusion for soft costs which is made up of items such as FF&E, architect and engineering fees, PM fees, civil engineering, traffic consultant, geotech services, special inspection and testing, data and telephone systems, radio dispatch, antenna for PD, relocation fees, printing and bidding expenses, legal fees and bonding costs, permit fees, utility connection fees, performance and payment bond, builders risk, AV and the soft cost contingency.

There was discussion on comparison of this building with the recently built Town Hall/PD in Chatham, MA and the pros and cons of certain building materials (such as a wood structure vs. a brick or steel building). The building will probably be 2 stories based on size at this point. There was discussion on expansion and/or regionalization of some services and the need for a flexible design.

*Mr. Foran moved and Mr. Moore seconded to forward to the Town Council the recommendation that we proceed with the program as submitted in the Amenta Emma Benchmark Cost Analysis for the project, to include the enhanced PD, (with incorporation of the second sally port), the base Town Hall, and the Board of Ed., Probate Court and Chatham Health base spaces. Voted 8-0 in favor.*

Discussion: This includes the enhanced PD plan and the base Town Hall plan for an additional cost of $450,000 of the enhanced space for the PD, putting the project cost somewhere around 17.5 million dollars. This was discussed further, and Mr. Legiadre will provide accurate numbers. Mr. Legiadre explained the spreadsheet given to committee members and how the construction costs and total project costs were calculated. To add the 661 square feet it will be about half a million dollars.

The recommendation in the above motion will be given to the Town Council next Tuesday, May 23. Format for presentation was discussed. Amenta Emma will get revised numbers to Mr. Maniscalco tomorrow (Thu. May 18). Mr. Motto noted that the PD may also need an outbuilding for storage based on the amount of items they currently have outside and in temporary shed storage now.

**OPM Update**

**Schedule:** No update.

Mr. Maniscalco stated the Mottos have been incredibly helpful in working through the information with the Architects and the Town.

**Discussion & Possible Action on Civil Engineering Proposal**

*Mr. Foran moved and Mr. Karney seconded to approve Boundaries professional services proposal of May 8, 2017 for data compilation and schematic design (pre-referendum).*

*The motion was later amended to add that where Boundaries refers to “schematic design” in their proposal this should be changed to “conceptual design”. Voted 8-0 in favor.*

Discussion: It was asked if the traffic study is separate. Mr. Maniscalco stated that he currently has engineering funds for the traffic study portion. A proposal will be forthcoming from the traffic engineer. The survey is based on aerial mapping, they will eventually need to do some field work as well. There was discussion on exact wording, as Boundaries refers to “schematic design services” while Amenta Emma is using the terminology of “pre design or conceptual design”. The scope is the same though the terms are different. Boundaries will be asked to change their terminology to “conceptual design”. It was noted that this doesn’t preclude a need for a schematic design in the next phase. The CM will need to include stake out in the site contractor’s contract. Chairman Gollenberg asked about the Town’s review of the schematic design. It was noted that the Town does have a Design Review Board. Also noted was that Boundaries is not covering Town submission fees, so it was asked if the fees will be waived. Mr. Maniscalco had left the room momentarily so he could not answer the question, but the permit fee will be waived so those fees most likely will as well.

Full design services are tabled until a time when the Mottos tell us they need to be in place, though they will want to start it before the referendum to move forward.

**Discussion on Construction Manager RFQ/P**

There was thorough review and discussion of the document. Committee members and the Mottos agreed on revisions. This document will be discussed further at another meeting. The contract requirements as pertaining to indemnities and liability insurance was discussed; Mr. Maniscalco will speak further with the insurance carrier to double check this information.

**Report & Discussion from Public Relations Sub-Committee**

**Review & Discussion of Questions:** The questions will be reviewed next meeting.

Mr. Jylkka will most likely attend the next meeting to discuss the costs of the project and impacts to taxpayers. There was discussion on use of Facebook to promote the project, which will be another continued discussion. Ms. Motto stated that they have contracted with a company that specifically does community outreach in order for accurate, factual information with a clear message to be dispersed. She asked that the PR committee be involved in this process and meet with this company once a week. The representative of this company will most likely attend a Building Committee meeting.

**Update from Design Sub-Committee:** No update yet, but it was discussed with Mr. Legiadre that the sub-committee is there to assist him. Amenta Emma will compile and present images to the design sub-committee first, which will then be brought to the larger group.

**Public Remarks:** None

**Adjournment**

*Mr. Foran moved to adjourn at 8:10 P.M.; Ms. Tinelle-Sawyer seconded. Voted 8-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk