Town of East Hampton

**Town Facilities Building Committee**

**Regular Meeting**

Wednesday, November 15, 2017 – 6:30 P.M.

East Hampton Town Hall Meeting Room

**MINUTES**

**Present:**  Chairman Glenn Gollenberg, Vice Chairman Kurt Comisky, Ray Moore, Rebecca Tinelle-Sawyer, George Pfaffenbach, and Cliff Libby, and Project Managers Steve and Lisa Motto,

**Absent:** Jeff Foran and Fred Galvin

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

**Approval of Minutes**

**November 9, 2017:** *Mr. Libby moved and Mr. Moore seconded to approve the minutes of the November 9, 2017 meeting. Voted 6-0 in favor.*

**Architect Update**

Mr. and Mrs. Motto attended a kick off meeting, during which Amenta Emma was present. A timeline was discussed and included within it will be dates for which drawings will be ready.

**OPM Update**

The Newfield contract has been executed. The land transfer from the Looses to the Mottos will take place Friday, November 17. The final contract for the land transfer to the Town is being worked on. This will occur after P&Z approval (target of March 7).

**Review of Boundaries Contract:** Mr. Motto reported that as far as survey work, Boundaries will put monuments in for the property corners . They will prepare documents for the Inland, Wetlands and P&Z Committees and work with Amenta Emma on their documents for the same. Chairman Gollenberg reiterated that he again inquired of Boundaries and Amenta Emma at a meeting with both, whether all we need to be completed will be taken care of. The answer to that was affirmative from both, other than geotechnical engineering and a traffic study (Fuss & O’Neil).

*A motion was made by Vice Chairman Comisky to approve the contract with Boundaries, LLC, dated 5/8/2017 in the amount of $51,200 for fees and with the caveat that there will be a schedule attached to this document. Second by Mr. Libby. Voted 6-0 in favor.*

*Discussion: The preliminary schedule will be created and attached; no additional motion needs to be made for creation of the schedule. The schedule could be variable. Boundaries is committed to the key dates already outlined and are ready to go full steam ahead. Timelines and submissions were discussed with them and they will be ready for the Inlands Wetlands Jan. 16, 2018 and P&Z Jan. 23, 2017. Newfield will generate a revised schedule based on those meeting dates, and timelines will be placed on the bottom of the Building Committee meeting agendas moving forward. The key date to have all approvals by is March 7, 2018.*

*It was noted that within Boundaries proposal an additional $2,400 fee would be incurred if an application associated with subdivision approval will be required. As this is the first cut of this land, it is not required and is an administrative process only.*

*The above is based on an earlier meeting that occurred with Newfield, Amenta Emma, Boundaries, the OPM, Town Facilities Building Committee representatives and Town representatives that include Jeff Jylkka, Town Director of Finance.*

**Timeline Discussion**

Mr. Motto reported they will be moving forward with geotechnical requirements of soil borings and analysis. The Town is looking into whether three (or more) qualified bids can be obtained rather than going through the RFP process. There is a $10,000 line item included in the budget for this. Mr. Maniscalco will be preparing a written explanation of when items have to go out to bid versus when they simply require proposals. There was further discussion at this time as to the number of borings and test holes that may be required.

One of the next steps is for Amenta Emma to meet with all department heads to look at more detailed drawings. Mr. Moore brought up the possibility of a maintenance/storage closet or room to be included. There was discussion on whether maintenance would be outsourced or in-house and that the PD would need a separate space for this function. Mrs. Motto stated that she will speak to Mr. Legiadre at Amenta Emma about this.

Vice Chair Comisky asked about a cut-off date for changes. There was discussion on the phases of drawing; during the schematic design is when changes should occur (now), it is probably ok to have minor changes to the design documents. Once construction documents are prepared there are no changes. It will be clarified to all the stakeholders that there is cutoff date for changes. It was noted that the Building Committee has an overarching responsibility to make sure the design is proper, but that the department heads are relied upon to approve their own spaces. Vice Chair Comisky asked that approvals from dept. heads are included on all documents.

There was discussion on whether the OPM should attend meetings with the architects and the department heads to make sure needs are getting communicated, rather than wants.

Newfield is looking at the overall duration of design construction. They may do an early package for site and structure (foundations) dependent on the winter schedule. It was discussed that the soil shouldn’t be disturbed until the project is ready to go, as it could sit stagnant while waiting for steel.

It was discussed that a project schedule be available to the public once firmed up, and there was a possibility raised of a sign for “future home of” on the new site.

Changing the day of the Building Committee meetings was discussed. This could be changed to Thursday once it is discussed with all members. This should be an item on the next meeting agenda.

**Approval of Invoices**

None

**Update from Public Relations Sub-Committee**

None

**Update from Design Sub-Committee**

A schedule of possible meetings will be coming soon.

**Public Remarks**

None

**Adjournment**

*At 7:25 P.M., Mr. Libby moved to adjourn; second by Vice Chair Comisky. Voted 6-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk