Town of East Hampton

**Town Facilities Building Committee**

**Regular Meeting**

Thursday, January 11, 2018- 6:30 P.M.

**High School T-Bell**

**DRAFT MINUTES**

**Present:** Chairman Glenn Gollenberg, Vice Chairman Kurt Comisky, George Pfaffenbach, Jeff Foran, Rebecca Tinelle-Sawyer, Cliff Libby, and Ray Moore, with Lisa and Steve Motto, and Town Manager Mike Maniscalco.

**Absent:** Fred Galvin and Stephen Karney.

**Call to Order:** The meeting was called to order at 6:35 P.M. by Chairman Gollenberg.

**Approval of Minutes**

**December 21, 2017:** *Mr. Foran moved and Ms. Tinelle-Sawyer seconded to approve the minutes of the December 21, 2017meeting. Voted 7-0 in favor.*

**Public Remarks**

None

**Architect Update**

The Motto’s reached out to each department involved with the town hall project to ensure the approval of the layout for the offices. The document retention in the storage area of the new building will increase in sufficiency. The Board of Education and Superintendent, along with other departments, approved of the floorplan for the project. The interim Police Chief will be the last to approve of the layout for the building. The new Police Chief will be appointed in early April. Incorporating the opinions of those affected by the new town hall and police department into the approval was discussed. The committee viewed the schematic site plan. The elevation differs between the entrance at the front of the building and the entrance at the back of the building. There was a discussion over fleshing out details of the site plan such as any complications involving the community room. Another detail brought up was sound proofing for the offices to keep the confidentiality between departments.

**OPM Update:**

1. **Update on Land Contract**

The land contract is done but won’t be completed until final site plans are approved.

1. **Review of Budget Layout**

Amenta Emma and Newfield will give the committee and others involved in the project three weeks to review the site plans and building costs. The committee needs to go through Planning and Zoning and the IWWA wetlands before the project can move forward is determined.

*A motion was made by Mr. Pfaffenbach and seconded by Mr. Foran to accept the Amenta Emma schematic design package from January 8, 2018 contingent upon sign off from the Board of Education and the interim Police Chief on their space and reconcile cost to be under budget and to have Ament Emma move forward with design development phase. Voted 7-0 in favor.*

**Timeline Discussion**

1. **6 Month Schedule**

The document shows the geographical outline of the schematic package. There was a discussion of whether the committee members should be present for all the important upcoming meetings. It was decided that only the last three meetings would be best for the members to be present to show support of the project.

**Approval of Invoices**

1. **Amenta Emma Invoice 5-17041**

*Mr. Foran moved and Ms. Tinelle-Sawyer seconded to approve the invoice for Amenta Emma- Invoice 5-17041 dated 11/30/2017 in the amount of $35,212.02. Voted 7-0 in favor.*

1. **OPM Invoice**

*Mr. Foran moved and Ms. Tinelle-Sawyer seconded to approve the invoice for C&E Enterprise, LLC Invoice #03 dated 1/11/2018 in the amount of $1,065.77. Voted 7-0 in favor.*

*Mr. Foran moved and Ms. Tinelle-Sawyer seconded to approve the invoice for C&E Enterprise, LLC Invoice #01 dated 1/11/2018 in the amount of $1,878.08. Voted 7-0 in favor.*

**Update from Public Relations Sub-Committee**

Mrs. Motto turned the twenty-page budget plan packet into a three-page financial statement handout. The last page is the soft cost from the first page in item 1 broken down to show what the money is being used for. The meeting to present the detailed financial plan to the town council would be in February.

**Update from Design Sub-Committee**

There is nothing to discuss yet, a meeting with Amenta Emma will be set up soon.

**Public Remarks**

None

**Adjournment**

*At 8:34 P.M., Mr. Foran moved to adjourn; seconded by Mr. Pfaffenbach. Voted 7-0 in favor.*

Respectfully Submitted

Katrina Aligata

Recording Clerk