Town of East Hampton

**Town Facilities Building Committee**

**Regular Meeting**

Thursday, February 22, 2018 – 6:30 P.M.

East Hampton High School T-Bell

**DRAFT MINUTES**

**Present:**  Chairman Glenn Gollenberg, George Pfaffenbach, Jeff Foran, Fred Galvin, Ray Moore, Ron Gaudet, Cliff Libby, Project Managers Steve and Lisa Motto, Marc Moura (Amenta Emma), and Steve Buccheri (Newfield Construction)

**Absent:** Vice Chairman Kurt Comisky and Rebecca Tinelle-Sawyer

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

**Approval of Minutes**

**February 8, 2018:** *Mr. Foran moved and Mr. Galvin seconded to approve the minutes of the February 8, 2018 meeting with changes as discussed. Voted 7-0 in favor.*

**Public Remarks**

Elizabeth Sennet, member of the EH Arts & Culture Commission and founding member of the EH Art Association, stated that there is an art gallery in the hallway of the current Town Hall, and she would like to see a similar gallery included in the new building. She discussed a hanging system, the Walker display, and gave information to Chairman Gollenberg on this. The EH Art Association has provided art for the Town Hall gallery for 40 years, and it is dedicated to Ms. Sennet and another local artist.

**Architect Update**

No update

**OPM Update**

Approval from the Inlands Wetlands Agency was granted the day before this meeting and Conservation-Lake Commission recommended approval at their February meeting. Two meetings with the Design Review Board were held in which the OPM obtained a suggested checklist of items to comply with, most of which were already included in the project. At some point the project will go back in front of the DRB, even though it is not required. The upcoming Planning & Zoning meeting of March 7th is an important one.

**Update on Schematic Estimate:** The schematic design estimate prepared by Newfield was distributed to members and discussed. The summary sheet was explained in detail, then Mrs. and Mr. Motto, Mr. Buccheri and Mr. Moura walked the group through a discussion of the value management worksheet, explaining each item and answering questions. Mr. Motto noted that these are still estimates as the work will go out to bid. The numbers are fairly conservative at this point.

*Mr. Foran moved to accept the schematic design estimate as prepared by Newfield Construction, dated 2/14/2018. Second by Mr. Libby. Voted 7-0 in favor.*

**Discussion of Gates on Access Drive:** Due to the remarks of a member of the Planning & Zoning Commission and some of the Police Dept., the flow of the parking area and driveways was reviewed by the committee for the feasibility of gating certain areas and/or elimination of the Police access road, which will be the western-most access, closest to Lake Vista.

There was discussion of connecting up with Lake Vista Dr. to eliminate a curb cut onto Rt. 66. A letter was received from the traffic engineer stating that the driveway that is being discussed for elimination is fine to use as a road. Also, Lake Vista has not offered to share their access, and the maintenance and liability of that shared road is in question. Furthermore, former Police Chief Cox and Acting Police Chief Davoren both were not interested in eliminating that road, as that will make their access to Rt. 66 more difficult. It was agreed at this time to not eliminate the PD-only access road. There will be signage stating that it is for police use only.

Two gates for areas of the parking lot(s) were proposed in the project; how they affect everyone using the lot(s) was discussed in detail. The general consensus was that the gates are not necessary, especially as they may cause people to have to back out of certain areas of the parking lots if they are full. Mrs. Motto will discuss this with Town Manager Maniscalco and Chief Davoren.

**Discussion of Early Start to Site Work:** Mr. Buccheri discussed starting site work in August and the building in October. He stated that the site design is about 90% done at this point and can probably be finished in 1.5 – 2 months. Contractors are looking for work now and the sooner the bid can be put out, the better the benefit to the job costs.

**Timeline Discussion**

The bidding, permit and logistics timeline was reviewed based on discussion of early start to site work. The next critical date is the P&Z meeting of March 7th. An updated schedule will be provided after that meeting, depending on the outcome.

Mr. Buccheri is looking to have the site package complete out to bid by June 15. The bids can be reviewed by July 15, then a few weeks to make the award and go through contracting would put the site work starting in August. The architectural bid packages will most likely be complete and out to bid by mid-August. Major trade openings will occur in mid-September, putting building construction to begin the first week of October.

**Approval of Invoices:** None

**Update from Public Relations Sub-Committee**

The draft of the schematic design estimate will most likely be available in the Town Manager’s office along with the current building drawings that are there now.

**Update from Design Sub-Committee**

None

**Public Remarks**

None

**Adjournment**

*At 8:24 P.M., Mr. Foran moved to adjourn; second by Mr. Libby. Voted 7-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk