Town of East Hampton

**Town Facilities Building Committee**

**Regular Meeting**

Thursday, March 29, 2018 – 6:30 P.M.

East Hampton High School Library

**DRAFT MINUTES**

**Present:** Chairman Glenn Gollenberg, Vice Chairman Kurt Comisky, George Pfaffenbach, Jeff Foran, Fred Galvin, Ray Moore, Ron Gaudet, Cliff Libby, and Rebecca Tinelle-Sawyer; Project Managers Steve and Lisa Motto, and Town Manager Michael Maniscalco

**Call to Order:** The meeting was called to order at 6:34 P.M. by Chairman Gollenberg

**Approval of Minutes**

**March 8 2018:** *Mr. Foran moved and Mr. Libby seconded to approve the amended minutes of the March 8, 2018. Voted 9-0 in favor.*

**Public Remarks**

None

**Architect Update**

Design development documents are expected to be completed by April 24. An updated schedule from Newfield will be available for the next meeting; everything is still on track to have an early bid package ready. A meeting occurred with Rich Fielding, IT Director for the Board of Ed., in which their IT and security access details were outlined.

Mr. Legiadre (AE), Mrs. Motto, and Councilor Brown were present at a meeting with Superintendent Smith, BOE member Nancy Oakley, and BOE Director of Curriculum Mary Clark, in which changes to their space were discussed. They asked to reconfigure the space so that an office and a filing area both turn into additional conference space. This will make it so that only 9 of their 11 employees will be able to be housed in the new facility. The other two employees will be relocated to one of the schools. The change has no cost impact to the program.

It was discussed that the decision to change the layout is fully a Board of Education decision, and not one of the Building Committee or OPM. The design included what they initially asked for and was able to house all 11 employees, and they are now deciding that they would prefer the extra space instead of having all employees in one building. This was discussed at length and noted that there is still room for all 11 employees; they are choosing to reconfigure the space differently than originally signed off on. Once the new floor plan is drawn up, Superintendent Smith will be asked to physically sign off on the design once again.

The amount of filing for the BOE was also discussed. There seems to be more filing storage need than was originally thought and relayed to the architects. Their current building has a vault full of records, some of which need to be kept forever, some of which can probably be purged. The need to find out exactly what they are mandated to keep, and how they need to keep it was discussed and will be researched.

It was discussed that the BOE employees be made aware that they will not all be housed in the new facility, and it needs to be verified that the BOE is aware that they are using their existing FF&E in the new building and that it all will fit. The functional reason for their proposed programming change needs to be known. Superintendent Smith will be invited to the Committee’s next meeting to discuss further.

**OPM Update**

 **Proposal for Structural Engineering Services – retaining wall:** A proposal from Thornton Tomasetti for $4,500 for structural engineering for a retaining wall was included in member’s packets. The retaining wall is for the sally port area and will be attached to the building. Mrs. Motto will speak further with Amenta Emma as it is felt this should have been included in the initial design.

**Timeline for the OSTA permitting:** The State traffic engineering permit should be ready around July 1. This includes 3-4 weeks for Fuss & O’Neill to submit, then another 60 days for the permit to be issued.

**Timeline Discussion**

There has been successful P&Z approval, with the only condition being that the access drive (from Rt. 66 to the sally port) is widened to 24’.

It was discussed that the Amenta Emma invoice shows an outstanding balance. Mrs. Motto believes that this was paid, and that the payment and the new invoice crossed, but she will double check on this.

**Approval of Invoices:**

*Mr. Foran moved to pay Amenta Emma, invoice number 8-17041, in the amount of $35,212.03, dated 2/28/2018. Second by Mr. Galvin. Voted (9-0).*

*Mr. Foran moved to pay Boundaries, invoice number 9334, in the amount of $29,812.50, dated 3/12/2018. Second by Mr. Galvin. Voted (9-0).*

*Mr. Foran moved to pay C&E Enterprises, LLC, invoice number 3, in the amount of $4,552.80, dated 3/26/2018. Second by Ms. Tinelle-Sawyer. Voted (9-0).*

**Update from Public Relations Sub-Committee**

No update

**Update from Design Sub-Committee**

A meeting was held. There were discussions on the Council’s meeting space and how it works when opened up, and on the need for back door entry. Finishes such as carpet, trim, brick color, etc. were looked at. These will be presented to the entire committee at some point. This sub-committee will start to meet every two weeks.

**Public Remarks**

Shelby Williams, student from Central CT State University, was present to observe the meeting for a report for her journalism class. Committee members stayed after the meeting to answer her questions.

**Adjournment**

*At 7:43 P.M., Mr. Galvin moved to adjourn; second by Mr. Libby. Voted 9-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk