Town of East Hampton

**Town Facilities Building Committee**

**Regular Meeting**

Thursday, April 26, 2018 – 5:30 P.M.

East Hampton High School T-BELL

**DRAFT MINUTES**

**Present:** Chairman Glenn Gollenberg, Rebecca Tinelle-Sawyer, Fred Galvin, Ray Moore, and Cliff Libby; Project Managers Steve and Lisa Motto, Town Manager Michael Maniscalco, and Police Chief Dennis Woessner

**Absent:** George Pfaffenbach, Ron Gaudet, Jeff Foran, and Vice Chairman Kurt Comisky

**Call to Order:** The meeting was called to order at 5:31 P.M. by Chairman Gollenberg

*Mr. Moore moved and Mr. Libby seconded to move agenda item 9B (Update from Design Sub-Committee/Presentation by Amenta Emma regarding Building Interior Design) up to be item #4. Voted 5-0 in favor.*

**Approval of Minutes**

**April 5, 2018:** *Mr. Galvin moved and Mr. Libby seconded to approve the minutes of the April 5, 2018. Voted 5-0 in favor.*

**Public Remarks:** Town Manager Maniscalco introduced the new Police Chief, Dennis Woessner, to the Committee.

**Update from Design Sub-Committee**

 **Presentation by Amenta Emma regarding Building Interior Design**

 Rob Adams, Interior Designer for Amenta Emma, was present and showed renderings and samples of some of the finishes that have been discussed for the building. He had with him carpet samples, possible materials for doors/wainscoting, turned metal for the screen around the staircase, floor and bathroom wall tile, paint color swatches, laminate samples, and a wall covering for an accent wall. These were all discussed within the committee. A full presentation to the Committee of interior material selections and elevations is planned for a future meeting.

 **Discussion and Possible Action on Vestibule for Community Room**

 There is no vestibule for the door that leads from the outside into the community room. It was previously removed as an option because the committee thought to encourage use of the main door instead of this door. However, upon further discussion, committee members believe that especially at night and during the winter, this door will be utilized. The door is currently a glass door that will have a down-draft fan.

 After discussion, and consultation from Mr. Adams, committee members decided that a vestibule will be included inside the building, under the lower portion ceiling in the community room.

**Architect Update**

Previously discussed

**OPM Update**

 **Updated Financial Statement**

This was provided by Mrs. Motto

 **Continued Discussion of Proposal for Sally Port Retaining Walls**

*Mr. Libby moved to approve Thornton Tomasetti’s proposal dated March 21, 2018 in the amount of $4,500.00 for the design of the sally port retaining walls and carport foundation. Second by Mr. Galvin. Voted 5-0 in favor.*

 **Discussion of Proposal for AV Design**

The proposal of $25,500 was discussed. This includes design of all AV, security and safety systems. There is an itemized list included with the proposal that was created after a lengthy discussion with Amenta Emma, the Mottos, the IT professionals from Town Hall and BOE and the Town Manager. This item is already budgeted for (not an add-on), and is a service that has not yet been purchased. There was further discussion of key cards and the fact that there will be some doors that will have key card access, though most will not.

 *Mr. Moore moved to approve the BVH proposal for engineering and design of security and AV systems, dated April 9, 2018 in the amount of $25,500.00. Second by Mr. Libby. Voted 5-0 in favor. Discussion: it was noted that BVH is being hired through Amenta Emma and the proposal came in from Amenta Emma.*

**Updated Schedule**

L. Motto provided a revised project schedule, dated April 2018, from Newfield Construction. The site work mobilization is now scheduled for September 2018. The later start date was to allow for completion of the design documents which were on hold during the estimation process.

 The design document drawings and specs were dropped off to the Mottos’ office today; there is an estimator meeting on Monday.

 Mrs. Motto will be creating a quarterly report for the Town Council, which will be distributed to committee members for comment.

**Timeline Discussion**

Previously discussed. There will be no meeting on May 3, but a meeting will be held May 10.

**Approval of Invoices:**

*Ms. Tinelle-Sawyer moved to approve Amenta Emma invoice #9-17041, dated 3/31/2018, in the amount of $75,661.05. Second by Mr. Libby. Discussion occurred about the reimbursable items on this invoice. Mrs. Motto will find out exactly what that amount is for, and if there is a cap for reimbursables in the contract. Until then that amount will be held back from payment. Therefore, Ms. Tinelle-Sawyer amended her motion to approve Amenta Emma invoice #9-17041, dated 3/31/2018, in the amount of $70,424.05 for schematic design/design development phase. Amended second by Mr. Libby. Voted 5-0 in favor.*

*Ms. Tinelle-Sawyer moved to approve Fuss & O’Neill invoice #0200919, dated 4/12/2018, in the amount of $1,312.50. Second by Mr. Galvin. Voted 5-0 in favor.*

*Discussion: this is for traffic submission to the state.*

*Ms. Tinelle-Sawyer moved to approve C&E Enterprises invoice #4, dated 4/26/2018, in the amount of $3,231.54. Second by Mr. Libby. Voted 5-0 in favor.*

**Update from Public Relations Sub-Committee**

An article has been submitted to the East Hampton Events magazine updating the public on the progress.

Chairman Gollenberg noted that he received a call from a reporter for the Rivereast and there will most likely be an article coming out about the changes for the BOE space. He also noted that Superintendent Smith emailed him that he will give the BOE the revised plans for approval as soon as he has them from the architect. C&E Enterprises will coordinate with Amenta/Emma and the Superintendent.

**Public Remarks:** None

**Adjournment**

*At 8:10 P.M., Mr. Libby moved to adjourn; second by Ms. Tinelle-Sawyer. Voted 5-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Clerk