Town of East Hampton

Town Facilities Building Committee

Regular Meeting

Thursday, May 17, 2018 – 6:30 P.M.

Berkshire Hathaway Office

**DRAFT MINUTES**

**Present:** Chairman Glenn Gollenberg (arrived at 6:32pm), Jeff Foran, Ron Gaudet, Cliff Libby, Ray Moore, George Pfaffenbach, and Rebecca Tinelle-Sawyer; Project Managers Steve and Lisa Motto

**Absent:** Vice Chairman Kurt Comisky and Fred Galvin

**Call to Order:** The meeting was called to order at 6:30 P.M. by Acting Chair Rebecca Tinelle-Sawyer

**Approval of Minutes**

**April 26, 2018:** *Mr. Foran moved and Mr. Pfaffenbach seconded to approve the minutes of the April 26, 2018 meeting as amended. Voted 7-0 in favor.*

**Public Remarks:** None

**Architect Update**: None

**OPM Update**

**Presentation to Council – Quarterly Update**

Mrs. Motto distributed a draft of the quarterly report that will be provided to the Town Council on Tuesday, May 22nd.

**Update on Progress of DD Estimate**

The Mottos will be receiving the updated DD estimates in the next week. They will be presented to the Committee at the May 31st meeting. Mr. Motto reported that the water line will be able to stay on the same side of the road instead of having to cross Route 66. They are still working on finding the fiber optic line to the tower. It was noted there are possible State funds available for the Board of Education for fiber lines.

**OSTA Update**

The OSTA permit is being worked on with possible approval by mid-July.

**Timeline Discussion**: None

**Approval of Invoices:**

The listing of reimbursables was reviewed by the Committee. There were questions on the legal portion and the renderings. Mrs. Motto will review and this will be placed on the next agenda. Also, the reimbursables on the current invoice will be held for the next meeting.

*Mr. Libby made a motion to approve a portion of Amenta Emma invoice #10-17041, dated 4/30/2018, in the amount of $52,818.03 for schematic design/design development phase (excludes reimbursables). Seconded by Ms. Tinelle-Sawyer. Voted 7-0 in favor.*

Boundaries Invoice 9391 will be tabled to the next meeting to confirm the post-approvals.

*Ms. Tinelle-Sawyer made a motion to approve the Application for Payment #1 for Newfield Construction, Inc, dated 4/30/2018, Job #865, in the amount of $18,750.00. Seconded by Mr. Libby. Voted 7-0 in favor.*

C&E Invoice #5 will be tabled to the next meeting.

**Update from Public Relations Sub-Committee**

The Events magazine article should be out this week. Mrs. Motto and Chris from Amenta Emma met with the Superintendent and some of his staff to review the revised layout. Mrs. Motto and Mr. Gollenberg will attend the Board of Education meeting on Monday to present to the full board for their sign off.

**Update from Design Sub-Committee**

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

No additional discussion was required.

**Public Remarks:** None

The next meeting will be held on Thursday, May 31st at 6:00pm – location to be determined.

**Adjournment**

*At 7:20 P.M., Mr. Libby moved to adjourn; second by Mr. Foran. Voted 7-0 in favor.*

Respectfully submitted,

Cathy Sirois

Recording Clerk