***Town of East Hampton***

**TOWN FACILITY BUILDING COMMITTEE**

**REGULAR MEETING**

**THURSDAY, AUGUST 2, 2018**

**6:30 PM**

**TOWN HALL MEETING ROOM**

**MINUTES**

**Present:** Cliff Libby, Fred Galvin, Jeff Foran, George Pfaffenbach, Rebecca Tinelle-Sawyer, Ray Moore, and Chris Strange.

**Absent:** Ron Gaudet and Glenn Gollenberg.

**Call to Order:** The meeting was called to order at 6:30 p.m. by acting Chairman Rebecca Tinelle-Sawyer.

**Approval of Minutes**

**July 10, 2018:** *Mr. Foran moved and Mr. Strange seconded to approve the minutes of the July 10, 2018 special meeting with no amendments. Voted 7-0 in favor.*

**Public Remarks:** None

**Election of Vice Chairman:** *A motion was made by Mr. Pfaffenbach and seconded by Mr. Moore to nominate Mr. Foran as Vice Chairman. Voted 5-0 in favor.*

**Architect Update:** It was brought to the committee’s attention by Mr. Motto that the town wants to send the design package and other relevant information to a third-party assessor to review and double check all decisions made for the project. They want to make sure there is no conflict of interest involved in the project. With a project of this size and for a municipal project, this review could help the progress of the project and aid the committee members.

**OPM Update**

1. **Schedule Update:** The early release package from Newfield Construction will be released August 15th. And the date for the bid release will be September 11th. And the electronic access to the schematic plans is underway.
2. **Updated Budget:** Lisa Motto passed around the updated budget to each committee member.
3. **Update on Vault/ Shelving:** Portion of the vault will be different style storage such as high density, fixed shelves, and hanging mylar storage files. The new vault is able to store up to three times thee size of the current vault. The vault and storage plans need to be approved by someone from the state.

**Timeline Discussion:** August 15th is the early release package for the project from Newfield Construction. A new list of meeting dates was included in the packet for each committee member.

**Approval of Invoices**

1. **Amenta Emma:** *Mr. Libby moved and seconded by Mr. Foran to approve the Amenta Emma invoice #12-17041 dated June 30, 2018 in the amount of $21,000.00. Voted 7-0 in favor.*
2. **Fuss & O’Neill:** *Mr. Pfaffenbach moved and seconded by Mr. Galvin to approve the Fuss & O’Neill invoice #0202887 dated July 6, 2018 in the amount of $2,625.00. Voted 7-0 in favor.*
3. **Boundaries:** *Mr. Moore moved and seconded by Mr. Libby to approve the Boundaries invoice #9474 dated July 16, 2018 in the amount of $9,702.50. Voted 7-0 in favor.*
4. **C&E Enterprises:** *Mr. Libby moved and seconded by Mr. Foran to approve the invoice #6 dated July 24, 2018 in the amount of $2,134.26. Voted 7-0 in favor.*

**Update from Public Relations Sub-Committee:** There will be an article in the new Events magazine with an update and progress update on the project for the town. The committee is aiming to have a possible ground-breaking ceremony at the end of September.

**Update from Design Sub-Committee:** The sub-committee members held a meeting the previous week. There were able to review and discuss the smaller details within the project such as paint and carpet samples. They decided to replace the tile in the hallway on the second floor with carpeting. They were able to look at two different tile samples for the bathrooms and wallpaper samples. The solar panels are still being discussed and trying to find a way to incorporate them into the plans for the building.

**Public Remarks:** None

**Adjournment:** *At 7:15 P.M. Mr. Foran moved to adjourn, seconded by Mr. Libby. Voted 7-0 in favor.*

Respectfully Submitted,

Katrina Aligata

Recording Clerk