***TOWN OF EAST HAMPTON***

**TOWN FACILITY BUILDING COMMITTEE**

**REGULAR MEETING**

**THURSDAY, SEPTEMBER 6, 2018**

**6:30PM**

**TOWN HALL MEETING ROOM**

**Minutes**

**Present:** Chairman Glenn Gollenberg, George Pfaffenbach, Ray Moore, Cliff Libby, Jeff Foran, and Ron Gaudet; Project Manager Steve Motto and Town Manager Michael Maniscalco.

**Absent:** Fred Galvin, Rebecca Tinelle-Sawyer, and Christopher Strange.

**Call to Order:** The meeting was called to order at 6:35 p.m. by Chairman Glenn Gollenberg.

**Approval of Minutes**

**August 23, 2018:** *Mr. Foran moved and Mr. Pfaffenbach seconded to approve the minutes of the August 23, 2018 meeting with no amendments. Voted 6-0 in favor.*

**Public Remarks:** None

**Architect Update:** The owner review drawing set have been finished and sent out to the Building Department. These drawings are the official set for the project and will be reviewed for a building permit. The architect is working through any RFI’s from the walk- through from the previous week. There are many companies interested in bidding for the project. The bids for the project will be opened at the Town Hall on September 11th. The third-party assessors will send reports of their findings to the Building Official and Fire Marshal. The architect, third party, Fire Marshal, Building Official, and committee will be in communication throughout the process for easier lines of communication for the project. Once all bids are in from the interested companies, the lowest bidder will meet to go through the plans of the project.

**OPM Update**

1. **Discussion of Ground Breaking Ceremony:** There will be food and beverages supplied for the attendees. The town departments, all the boards involved in the project, Lisa and Steve Motto and town staff were invited to attend the ground breaking. Newfield and Amenta Emma were invited as well. There will be some key speakers during the ceremony as well. The ceremony will be held on September 28th at 1:00 pm. There will be an article in the River East to announce the event and there will be a news team to cover the event as a story for the news station.

**Timeline Discussion:** There is focus on September 11th to get everything done.

**Approval of Invoices:** *Mr. Foran moved and seconded by Mr. Pfaffenbach to approve the Newfield Construction invoice #2 dated August 30, 2018 in the amount of $18,750. Voted 6-0 in favor.*

**Update from Public Relations Sub-Committee:** None

**Update from Design Sub-Committee:** There will be a meeting on Monday at 2pm. The members will be reviewing the remaining portions of the design plan.

**Public Remarks:** Mr. Maniscalco stated that he and the Finance Director bid out notes to fund the project on Tuesday and bid out 12.7 million dollars, while also bidding for the fuel line project, with a net interest rate of 1.92%.

**Adjournment:** *At 7:05 P.M. Mr. Foran moved to adjourn, seconded by Mr. Libby. Voted 6-0 in favor.*

Respectfully Submitted,

Katrina Aligata

Recording Clerk