

MINUTES OF THE JANUARY 23, 2008 MEETING OF  
THE NATHANIEL WITHERELL TOWN BUILDING COMMITTEE

The fourteenth meeting of the members of The Nathaniel Witherell Building Committee was held in the conference room at Nathaniel Witherell at 8:00 a.m. on January 23, 2008.

Present were:

Voting Members: Dik Glass, Paul Toretta, Jeremy Kaye, Lloyd Bankson, Leslie Tarkington, Peter Arturi, Christopher Lacey, Andy Fox and Stephen Soler.

Non-voting Members: William Kowalewski, Thomas Saccardi, Jonathan Shankman, Lin Lavery and Frederic H. Brooks.

Guests: Ray Augustine, Ken Henderson, Jack Hornak, David Ayres, Susan Welsh and Ashley DeMain.

Mr. Glass commenced the meeting by asking whether the minutes of the January 9, 2008 meeting were reviewed by all and were approved. Ms. Tarkington requested two modifications to the minutes which were discussed and approved. Upon motion duly made and seconded the minutes, as revised, were approved.

Mr. Glass then reported that there 16 firms attended the informational meeting on the RFP on January 9, 2008. At this time, 2 of the 32 firms who were sent the RFP have dropped out of the RFP process.

A discussion began concerning the answers shown on the Draft Addendum #4 to the Architect's RFP which was circulated to the Committee member on January 22, 2008. This Addendum contains questions from Architects with proposed answers. The deadline for the answers to the questions to be posted on the Town website is January 23, 2008 at noon.

Mr. Kowalewski advised that the questions came from 3 architectural firms. Mr. Soler was designated to make notes as to the changes to be made to the draft and to provide them to Mr. Kowalewski immediately following the meeting.

Mr. Lacey reported that he still had no news from the Town on the status of the RFP for the Construction Manager. Mr. Kowalewski agreed to speak with the Town on the status of the Construction Manager's contract and RFP.

Ms. Tarkington reported that the BET had published updated language regarding the possible requirement of an owner's representative for Town projects costing in excess of \$5,000,000. The issue has been sent back to the BET Audit Committee and the full BET will probably not consider the issue again until its March meeting.

Mr. Glass stated that he felt that for this project, the Town should contemplate hiring a financial person to be a job site accountant to follow the spending on the project. He indicated that the cost of such a person would probably be about \$240,000 for the term of the project.

The appropriate size of contingency funds to be established by Building Committees set up by the Town was discussed. Mr. Glass said he thought the Town should require a 10% contingency and Mr. Fox said that he thought the Town should require a 20% contingency, which amount could be modified as the project moves along.

The next meeting of the Committee will be on February 6, 2008.

The meeting was adjourned at 9:00 a.m.

*"Disclaimer: These notes were taken at the meeting of January 23, 2008. If there are any changes to be made please email within 48 hours of this submission for revision, otherwise these minutes become record of all events as of the issuing date."*

Respectfully Submitted,

Jeremy Kaye  
Committee Clerk