

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

The twenty-second meeting of the members of The Nathaniel Witherell Building Committee was held in the conference room at Nathaniel Witherell at 7:30 a.m. on July 23, 2008.

Present were:

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

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

Guests: David Ormsby (via telephone), Jack Hornak, Ray Augustine, Lynn Bausch, David Ayres, Ken Henderson, Susan Welsh, Chris Thurlow, Irene Theriot, Chris Theriot, Joyce Jordan, Carol Pizlek Lindstrum and Ashley DeMain.

Mr. Glass asked whether the minutes of the June 18, 2008 meeting were reviewed by all and were approved. Mr. Kowalewski suggested that the minutes be amended by noting that a written summary of the visits of the three architectural firms had been handed out and by including a copy of those with the minutes. Upon motion duly made and seconded the minutes, as amended by Mr. Kowalewski's suggestion, were approved.

Mr. Glass reported that the Architect Selection Task Force, which consisted of Mr. Glass, Ms. Tarkington, Mr. Kowalewski, Mr. Kaye, Mr. Soler and Mr. Saccardi had completed the interviewing process of the three finalists and had voted, pursuant to the score card which was handed out. Handed out at the meeting were documents entitled "Tabulation RFP #6484 Project Renew Witherell Finalist Design Plan Score" and "Project Renew RFP #6484 Proposal and Respondent Evaluation."

Mr. Glass reviewed the questions which were on the score card.

He then pointed out that the Committee needed to vote for an architect and to send the recommendation on to the Board of The Nathaniel Witherell. The Board is meeting on July 29, 2008 and would then make its determination as to the architect's selection. Following the decision of the Board of The Nathaniel Witherell, the Town would send out a contract to the architect chosen.

Mr. Glass then indicated that the Town Purchasing Department advised that if the Committee wants to choose an architect other than the one which received the highest score through the interview process (BL), then the RFP process would have to begin anew. The renovation project proposed by BL was the winning proposal.

Mr. Fox then pointed out that neither Mr. Kowalewski nor Mr. Saccardi are voting members of the Committee. Mr. Saccardi pointed out that there had been discussion prior to the commencement of the interview process as to whether they could participate as voting members of the Architect Selection Task Force and it was determined that they could.

Mr. Kowalewski stated that the Purchasing Department had advised him that if BL was not engaged as the architect, the RFP process would have to start over.

Mr. Kaye indicated that it had been his belief that the Architect Selection Task Force was meant to interview the architects chosen by the Task Force and to make a recommendation to the Committee, which the Committee could either accept or reject, and that if the Committee rejected the recommendation, it could choose another architect. The architect then chosen by the Committee would be recommended to the Board of The Nathaniel Witherell who could either accept or reject the architect so recommended.

Mr. Bankson indicated that it was his understanding that the Task Force would make a recommendation to the Committee and the Committee would make a decision on which architect to engage. He indicated that he was not happy that the architectural firms had been advised of the scoring.

Mr. Glass repeated that the Purchasing Department had advised him that if the architect chosen through the Architect Task Force process was not engaged, then a new RFP would have to issue and that the overriding issue regarding the process was the Town Purchasing Department's requirements.

Mr. Bankson then suggested that the Committee table its discussion until it is advised by the Purchasing Department and Town Attorney on the consequences of its decision.

A motion was made to table the discussion pending the receipt of such advice. Mr. Glass and Dr. Arturi voted against tabling the discussion. Mr. Bankson, Mr. Fox, Mr. Lacey, Mr. Soler, Mr. Toretta, Ms. Tarkington and Mr. Kaye voted in favor of tabling the discussion.

Mr. Lacey then reported that there is a draft Construction Management Agreement which has been drafted by the Town and that both he and Mr. Fox have reviewed and approved of it.

The Town Purchasing Department has advised Mr. Lacey that it does not have an RFP form for a Construction Manager since it has dealt solely with General Contractors. A form is being drafted.

Mr. Toretta advised that Frank Mazza does have an RFP form for a Construction Manager. Ms. Tarkington indicated that Sue Wallerstein at the Board of Education might have the form as well.

The same process which was used for the Architect's RFP will be used for the Construction Manager's RFP.

Mr. Fox recommended that the Construction Manager's Task Force be used to vet Construction Manager's proposals but that all voting members of the Committee score the RFP applicants.

A meeting was scheduled for Wednesday, July 30, 2008 at 7:30 a.m. to further discuss this matter. At the meeting, the Town Purchasing Department and Town Attorney would be asked to attend to give guidance to the Committee.

Mr. Glass then advised that he had met with First Selectman Peter Tesei last week and had resigned from the Committee effective as of September 1, 2008. He indicated that he has been unable to devote the time that he has wanted to since he is commuting between Stonington and New York.

The meeting was adjourned at 8:25 a.m.

"Disclaimer: These notes were taken at the meeting of July 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