

TOWN OF GREENWICH

MINUTES OF THE AUGUST 13, 2008 MEETING OF THE NATHANIEL WITHERELL TOWN BUILDING COMMITTEE

The twenty-fourth meeting of the members of The Nathaniel Witherell Building Committee was held in the conference room at Nathaniel Witherell at 7:38 a.m. on August 13, 2008.

Present were:

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

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

Guests: Jack Hornak, Ray Augustine, Lynn Bausch, Ken Henderson, Susan Welsh, and Ashley DeMain.

Mr. Toretta called the meeting to order. He asked whether the minutes of the July 31, 2008 meeting were reviewed by all and were approved. Upon motion duly made and seconded the minutes were approved.

Mr. Glass then indicated that the Committee recommended BL to The Nathaniel Witherell Board. The Board did vote to approve BL. The Board requested 2007 financial statements from BL and they are being reviewed. Contract negotiations are to move forward with BL.

Thomas Saccardi advised that the Board had 9 questions for BL. 5 of the 9 questions were related to design. There was a financial questions and a question relating to the role of Dimella Shaffer, which is to be addressed in the contract.

Mr. Glass then handed out a list of potential Construction Manager's who have expressed interest in the project.

Mr. Lacey reported that the draft CM contract prepared by Pepe & Hazard, reviewed by the Town and the CM Selection Task Force. Mr. Lacey advised that the CM Selection Task Force is working on a draft of the RFP. They are looking to have the RFP issue within the next 4 weeks and hope to have a draft RFP distributed to Committee members by the end of next week. That draft will be distributed by E-Mail.

Mr. Soler suggested that the Committee look into having a restricted website for Committee members to access during the project. Mr. Fox suggested that all members look at Procore.com as an example of this type of website. Mr. Fox advised that Procore charges \$295 per month until a project commences construction and once construction commences, the cost rises to \$500 per month.

Ms. Tarkington said that the Town needs to abide by the Freedom of Information regulations and that use of such a website and how and who could access it would have to be reviewed by the Town.

The CM Selection Task Force has not decided whether to have an RFP/RFQ process or to use the power granted to the Committee and bypass the Purchasing Department procedures. Mr. Fox will meet with the acting Commissioner of Public Works to discuss their procedure. Any CM documents will be reviewed by the Town Attorney's office.

Mr. Glass requested that a motion be made to dissolve the Architectural Selection Task Force. Such a motion was made and seconded and unanimously approved.

Ms. Lavery then suggested that going forward, the Committee have a communications point person. Mr. Lacey and Mr. Toretta pointed out that early on, the Committee had determined that Mr. Glass would be that person. Since, however, Mr. Glass is resigning effective September 1, 2008, Mr. Lacey suggested that the new chairperson of the Committee should be the spokesperson for the Committee. Mr. Fox then said that he thought that Ms. Lavery was suggesting that there should be a professional person who is the communications person for the Committee. Ms. Tarkington said that she thought that this should be determined by the next chairperson for the Committee. Mr. Glass then said that he thought that the Architect should maintain a site which indicates the status of the project.

Ms. Lavery asked the Committee members to think about the skills set which the Committee needs in an effort to choose a new member for the Committee to fill Mr. Glass' membership position.

Mr. Soler said that he thinks that any communications regarding the project should come from The Nathaniel Witherell Board and not the Committee, and that the Committee needs to communicate appropriate information to the Board for that purpose.

At this point, Mr. Glass reviewed the 3 questions which were attached to the Agenda relating to proceeding forward with the Architect at this point.

Mr. Glass suggested that as soon as the contract with the Architect is signed, the Committee should have BL commence contract administration work.

After reviewing the list of potential CM's interested in the project, Mr. Kaye then stated, for the record, that he had represented Pecora Brothers, Inc. in a number of matters. Mr. Lacey then stated that he had a contract currently with Whiting Turner and had previously worked for 2 other CM's.

Mr. Glass offered to conduct a seminar on the basic RFP for the CM on August 26, 2008 at 7:00 p.m.

The next meeting of the Committee will be on August 27, 2008 at 7:30 a.m. with the intention of voting on the CM RFP.

The meeting was adjourned at 8:40 a.m.

"Disclaimer: These notes were taken at the meeting of August 13, 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