

**MINUTES OF THE NOVEMBER 28, 2007 MEETING OF  
THE NATHANIEL WITHERELL TOWN BUILDING COMMITTEE**

A 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 November 28, 2007.

Present were:

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

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

Guests: Ken Henderson, Ray Augustine and Ashley DeMain.

Mr. Glass reported that the Architect's RFP/RFQ was 99.9% complete and that the only outstanding issue was a request from the Purchasing Department that the Committee vote on whether it wanted to engage an owner's representative for the project.

Ms. Tarkington pointed out that the Committee should not take a vote on this or any other matter at the meeting since the Agenda was not posted with proper notice for FOI purposes.

The Committee agreed that no official business could be conducted and agreed to reconvene on Friday, November 30, 2007 in order to conduct the business of the Committee.

The Committee remained to unofficially discuss the concept of an owner's representative. Mr. Toretta asked what the cost of such a person might be. Mr. Glass indicated he believed the cost to be between \$1,500,000 and \$2,000,000 over the life of the project. Mr. Lacey indicated he believed the cost to be in excess of \$1,000,000.

Mr. Fox said that if an owner's representative was to be hired, they would have to be involved from the time the Architect and Construction Manager were engaged.

Mr. Tarkington advised that the audit committee of the BET has been considering a requirement that any Town project which costs in excess of \$5,000,000 have an owner's representative, but that a decision on this has not been made either by the audit committee or by the BET as a whole.

Discussion ensued on the manner in which Norwalk deals with similar issues. Apparently, Norwalk has a full time Program Manager who is involved with all building projects from their inception. They work with the appropriate municipal boards to establish the original budget for projects, to engage the appropriate professional personnel (i.e. architects and construction managers) and to review budgets during the construction process. This person is not an owner's representative.

Mr. Toretta suggested that the Committee speak with Frank Mazza who is heading the Hamilton Avenue School Building Committee to have a first hand account of the time being spent on overseeing that project. Mr. Toretta indicated that an owner's representative might be needed to assist the Committee, as a practical matter, unless the architect provided full time on site personnel.

Mr. Fox stated that his experience has been that the success of a project is determined before construction begins based upon the way in which the owner (Committee), architect and construction manager interact.

Ms. Tarkington pointed out that the success of the project will be determined in large part by how the completed project relates to the business plan of Nathaniel Witherell.

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

*"Disclaimer: These notes were taken at the meeting of November 28, 2007. 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