

MINUTES OF THE JANUARY 7, 2009 MEETING OF  
THE NATHANIEL WITHERELL TOWN BUILDING COMMITTEE

The thirty-second meeting of the members of The Nathaniel Witherell Town Building Committee was held in the conference room at Nathaniel Witherell at 7:30 a.m. on January 7, 2009.

Present were:

Voting Members: Andy Fox, Paul Toretta, Jeremy Kaye, Leslie Tarkington, Christopher Lacey, Stephen Soler, Alfred DiSapio and Bill Hughes.

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

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

Mr. Fox called the meeting to order. He asked whether the minutes of the December 17, 2008 meeting were reviewed by all and were approved. Upon a motion duly made and seconded the minutes were approved.

Mr. Toretta reported that there was an unofficial meeting with the Architects to set standards for future meetings and to discuss how to move forward. There will be a meeting with Mr. Toretta and/or Mr. Fox and any other members of the Committee who wish to attend, on the first and third Tuesday of each month at 9:30 at The Nathaniel Witherell.

The Architects will produce minutes of every meeting held with either members of the Committee or staff at The Nathaniel Witherell within 24 hours of the meeting.

A preliminary schedule was discussed. The Architects are to submit their proposed schedule at the next meeting held with the members of the Committee.

The Architects will have the wetlands surveyed. They will determine the surveyor to use, but they will do other civil engineering work in house.

The Architects reviewed the FAR and, on a preliminary basis, have determined that the regulations permit an FAR, including Parsonage Cottage, of 142,252 for the site. They believe that the current FAR, not including an existing shed which they did not put into their calculations, to be 143,224. The Architects will provide a final current FAR figure when they have concluded their analysis.

Mr. Fox noted that the building is over the permissible height limit. The building is a commercial building in a residential zone and it contains more than 150,000 cubic feet. There will be a need to obtain approvals from both the Zoning Board of Appeals and the Planning and Zoning Commission for work which the Committee determines it would like completed.

Mr. Soler asked Mr. Toretta if he thought that the building would have to have space added to it. Mr. Toretta said that he thought there would be some additional space needed resulting primarily from the inefficiencies of the way the space is currently laid out.

Mr. Fox pointed out that the basement of the building has to be counted for FAR purposes, even though much of the basement is not used for patient purposes but for operational needs.

Mr. Toretta advised that the Architects and the Construction Manager will need space in the building to set up an office. He thought that they could use the former Adult Day Care space. Mr. Fox noted that it can be better determined if that space will be available after the ability to use the area for swing space has been determined.

The Architects have requested that The Nathaniel Witherell begin to clean out space which might be useful for the project (i.e. the garage).

Mr. Toretta advised that the Committee hopes to get the program to the Architects as soon as possible. The Nathaniel Witherell Board will not see the program until its January 26, 2009 meeting.

Discussion then ensued as to the time it will take to realistically address a new business plan. The business plan cannot be properly determined until a design exists which reflects the number of single and double beds as well as staffing needs.

Mr. Fox said that the initial plans proposed by SLAM will be a work in progress until the business plan and the programming needs, as well as the realities of the building can be meshed together. Mr. Fox stated that he thinks that this will be available by the end of February.

The BET is to engage a consultant to review the business plan.

Mr. Toretta stated that The Nathaniel Witherell is behind in terms of completing both the programming and business plan and cannot definitively give the Architects what they need. If the programming results in a staff neutral position, then the business plan can move forward quickly.

Mr. Fox pointed out that the Architect needs to work on the schematic design to enable The Nathaniel Witherell Board to complete the business plan.

Ms. Bausch said it would be helpful for the Architect to work with her and Mr. Kowalewski while they determine the programming. Mr. Toretta indicated that this task was contained in the RFP for the Architect.

Mr. Kowalewski then indicated that he and Ms. Bausch are not working on the program but on the model of care, which will turn, into the program.

Mr. Fox asked Mr. Kowalewski to arrange a conference call with Cathy at SLAM to discuss their concerns directly. Mr. Fox will call SLAM to arrange for a meeting next Tuesday to move the project along toward a determination of the model of care in time for consideration by The Nathaniel Witherell Board at its January 26, 2009 meeting.

Mr. Lacey then reported that 17 firms have responded to the RFQ for the Construction Manager. The scoring was to be completed by January 13, 2009, but given the number of responses received, that date might be extended.

Mr. Fox then reported that Mr. Bankson had advised, via E-Mail, of his approval of the bill submitted by JCJ. Upon motion made and seconded, the payment of that bill was approved.

The next meeting of the Committee will be on February 4, 2009 at 7:30 a.m.

The meeting was adjourned at 8:44 a.m.

Respectfully Submitted,

Jeremy Kaye, Committee Clerk