

**DRAFT**

MINUTES OF THE MARCH 5, 2008 MEETING OF  
THE NATHANIEL WITHERELL TOWN BUILDING COMMITTEE

The Seventeenth meeting of the members of The Nathaniel Witherell Building Committee was held in the conference room at Nathaniel Witherell at 8:05 a.m. on March 5, 2008.

Voting Members: Dik Glass, Lloyd Bankson (In absence for Paul Toretta) Leslie Tarkington, Christopher Lacey, Andy Fox and Stephen Soler.

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

Guests: Ray Augustine, Ken Henderson, Jack Hornak, David Ormsby, and Ashley DeMain.

Mr. Glass commenced the meeting by asking whether the minutes of the February 27, 2008 meeting were reviewed by all and were approved. Upon motion duly made and seconded the minutes were approved.

Mr. Glass reported on the Architect Selection Task Force. The Task Force has met four times and brought to the attention of the Building Committee, the names of four Architects to be interviewed: JCJ, SLAM, Perkins Eastman and BL Companies. The Two that were declined were Anderson La Rocca Anderson and Lothrop/ RAMSA.

Mr. Glass confirmed that only a select few members are allowed to vote. The other members are allowed to add input if they feel it would be helpful to the elimination process, but cannot participate in the actual voting.

Mr. Lloyd Bankson moved that the top four of the six architectural firms as scored by the architectural sub-committee be approved and that they be invited for an interview.

Ms. Tarkington asked Mr. Glass if he had confirmed with Witherell Board Chairman, Mr. Ormsby, whether the architect specifications are consistent with the information given to the BET and RTM last year when the Witherell project was approved. Mr. Glass referred the question to (Mr. Ormsby) who said they were and responded that the Building Committee would absolutely have to proceed with the careful selection process. There is no other way. The Committee is doing it very carefully and methodically.

Mr. Glass added that the architects would be asked to do a series of programming and series of financial modeling.

The vote was 7-0-0 with Mr. Bankson voting a proxy for Mr. Toretta who was absent. With Mr. Bankson voting for himself and voting a proxy for Mr. Toretta. Mr. Glass asked that the proxy be provided in writing. Mr. Kaye and Dr. Arturi were absent. Mr. Glass then stated that the group needed to vote at large. He clarified once again that they would be interviewing Perkins Eastman, BL Companies, JCJ and SLAM.

Mr. Lloyd Bankson had asked if there would be a Construction Manager for this project. Throughout the entire meeting there was a lot of talk about picking a solid Construction Manager for the job. Mr. Lacey responded there were a lot of pieces missing that could make a solid contract. Mr. Lacey confirmed that Mr. Wayne Fox did not know what the building committee expected. After they have another meeting they will conclude how they are selecting a third firm, and also have a well-versed construction contract group.

Mr. Glass also stated that there should be a letter sent out to the two Construction Management firms. Mr. Glass does not think it's the town's job to draft legal documents. However, he also suggests that the Town of Greenwich should have legal documents that they feel comfortable with. Mr. Lacey then stated that he has samples of contracts to share. Mr. Lacey also declared we should go to an outside council right away. Ms. Tarkington agrees however, believes we should run this by Jeremy Kaye before taking any actions.

Mr. Lacey stated that he needs a solid contract with covering everything each firm can perform as opposed to following only the RFP. Mr. Lacey also informed everyone that he would put together a letter to Mr. Wayne Fox and Ed Schmit and send it to the committee at large. Mr. Lloyd Bankson was opposed to sending the letter to everyone.

Mr. Lacey sent a letter to the construction committee asking them to come up with a working document of what we want in a contract. Mr. Lacey asked that there be a few recommendations. He then said, from there, a list will be compiled to cover the contract to pick a construction manager.

Mr. Glass had gone over the old business. The group then looked over the revision of the Building Project Status Report. Mr. Glass went over the red items, which are the pre-approved items. Mr. Glass also informed everyone that the completed projects on this item list have been finished. Mr. Glass asked the group to review the list and continue to go over this topic for the next meeting.

In addition there was a question about LEED. Mr. Andy Fox and Mr. Stephen Soler then updated the group on LEED. Mr. Soler suggested we use a LEED protocol in the development. Lin Lavery and others in the group believed that all buildings in Greenwich should be environmentally accessible. The group has not yet made a decision whether or not they should use LEED or Green.

The next meeting of the Committee will be on March 19, 2008.

Meeting was adjourned at 8:58 a.m.

Submitted by:  
Ashley DeMain