

DRAFT

MINUTES OF THE MARCH 4, 2009 MEETING OF

THE NATHANIEL WITHERELL TOWN BUILDING COMMITTEE

The thirty-fourth 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 March 4, 2009.

Present were:

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

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

Guests: Ray Augustine, Jack Hornak, Lynn Bauschm, Bruce Dixon, Susan Welsh, Scott Neff, Dr. Marilyn Ross Cahn and Ashley DeMain.

Mr. Fox called the meeting to order. He asked whether the minutes of the February 4, 2009 meeting were reviewed by all and were approved. Upon a motion duly made and seconded the minutes were approved.

Mr. Toretta reported that he met with the Architects on March 3, 2009. Mr. Fox reported that the Architects have been asked to come up with as many design options as possible to fit the chosen program. Once they have done that, there will need to be a review to see if their plan fits staffing, phasing and budget issues.

The Architects have been able to propose a 32 bed layout per floor for the Tower. The North has the most open square footage and can be built without disrupting any current population. If the phasing can save one year in construction, then roughly \$1,000,000 can be saved. The architects are currently looking to see if a building can be built to the South which might work with the program.

Mr. Lacey advised that the RFQ scores were available. He also indicated that the RFP is just about completed. He advised that the Committee is about one week behind in the process of choosing a Construction Manager and that one should be chosen by mid May.

After review by the voting Committee members, it was agreed that the top five vote getters from the RFQ process would receive RFP's.

Mr. Fox advised that the Architects are creating a mock-up in 3D which will make presentations, where it can be used, easier to understand.

Mr. Hughes then advised that he has been reviewing the website of The Nathaniel Witherell and would like to try to make it more user friendly. He will be working on that in the near future. He advised that a communications plan, which had been requested by Mr. Fox, needs to consider both internal and external audiences. It is important that the Committee speak with one voice. Mr. Hughes noted that he is preparing an outline which will be sent to Committee members in the near future which will suggest a communications plan with a specific time line for key events.

Mr. Kaye then reported on the responses received by the attorneys approached to see if they had interest in working with the Committee on its municipal presentations. Mr. Kaye advised that Mr. Heagney had decided not to submit a proposal in light of his prior experience with The Nathaniel Witherell. Responses were received from Mr. Cohen, Mr. Tesei, Mr. Haslun and Mr. O'Hanlan. After discussion by the Committee members, the voting members of the Committee voted to request the Town Attorney, Wayne Fox, to advise of any objections to the Committee engaging Mr. Cohen to represent the Committee during the municipal approval process.

The next meeting of the Committee will be on April 1, 2009 at 7:30 a.m.

The meeting was adjourned at 9:00 a.m.

Respectfully Submitted,

Jeremy Kaye, Committee Clerk