

D R A F T

Circulate to Parish Secretary

Building Committee Minutes February 25, 2015. Convened 6:04 pm, Adjourned 7:28 pm.

Attending: Dean Vang, Sr. Warden Claverie, Jr. Warden Miller, M. Withington, G. Delbridge, G. Boyd.  
Absent excused: M. Parobeck. Guests: Jack Waite, Shannon Brown and David Weirick, JGWA; Frank Zarro and Laura Manning, First Fairfield Associates.

Minutes of February 11, 2015 were reviewed and accepted for the record.

Frank Zarro and Laura Manning from First Fairfield Assoc. were introduced and invited to discuss their interest in leasing between 3,000 and 5,000 square feet of the NPH. They described their business in real estate and investments, as well as their interest in hosting several projects that would serve military veterans, restorative justice and criminal justice reform missions. JGWA had discussed by telephone the design requirements for FFA, and has drawn in preliminary plans. The Committee was agreeable to the prospects of this relationship and agreed in consensus to pursuing a Letter of Intent with FFA, leading to a commitment to lease the desired space, subject to agreement on design.

Boyd informed the Committee that the application to New York Landmarks Conservancy has been declared complete, after supplying answers to one question and a copy of the JGWA proposal for the condition assessment of the church building. Waite discussed the importance of winning a preliminary grant such as this to get the parish on the NYLC's list of projects eligible for more funding later on. Waite also discussed the phasing of work on the church based on the capital budget and business plan.

Boyd proposed that in March the architects begin a series of meetings with Parish Ministries. The purpose will be to inform them of plans, receive layout and equipment requirements, and generally engage the ministries in the final design stage to assure general acceptability of the plans.

A Draft Request for Proposals, prepared by Miller and Boyd, for banking/lending services was reviewed and discussed. The RFP was later approved by the Vestry and to be issued to four institutions by Sunday March 1.

Dean Vang reported that a presentation to the Diocesan Standing Committee might be scheduled for April. The sale of the Ensley property is ready to close, and so will require the DSC's approval. At that time, Bethesda's capital and financing plans may also be ready for DSC review.

The Architects distributed and reviewed plans and elevations for the project. Each floor's plan was reviewed and the spaces discussed, to general approval. Dean Vang emphasized the need to keep the nursery convenient to parents, and for seeking an occupant for the retail/café space.

Boyd suggested that for the March 11 and 18 meetings, Amy Sutton be invited to discuss the commercial real estate market, Letters of Intent, etc., and that Supervisor Matthew Veitch be invited to attend and discuss a financing option that may be efficacious.

Future meetings: All Wednesdays, all 7 p.m. in the Parish Hall: March 11, 18, April 8, 15, 29, May 6 and 20.

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