

Topsfield Town Hall Building Committee

August 24, 2015

Chairman Smith called the meeting to order at 8:09 AM at the Town Library. Committee members present were Gregor Smith, Mark Lyons, Elizabeth Mulholland, Ben Nutter and Josh Rownd and ex-officio member Boyd Jackson. Community Development Coordinator Roberta Knight was also present.

Visitors: Project teams from Bargmann Henrie Inc., Gienapp Design Associates LLC; and McGinley Kalsow & Associates Inc.; Richard Gandt.

The Committee's format for the interviews would be that discussion would take place in the Topsfield Room on the second floor before the first interview and between interviews such that the firms would be able to set up for their presentation in the first floor meeting room.

Commencement of Meeting: Chairman Smith commenced the meeting in the Library's Topsfield Room and presented the members with a series of questions to be asked of the three firms to be interviewed. The questions were divided into two categories: (1) general questions to be asked of all firms, and (2) specific questions for each firm based on respective proposals. See attached for specifics.

Chairman Smith suggested that the interviews should be conducted in two parts: (1) the presentation of the firm, and (2) a dialogue for questions and answers. He further noted that as far as the evaluations of the firms were concerned a qualitative approach as this time seemed to be the best approach. He further suggested that other factors such as approach to design, chemistry with the parties and individual comfortability with the staff may be taken into account under a qualitative approach.

Interview Schedule: The interview schedule was as follows:

Interview 8:30-9:15 – Bargmann Hendrie

Interview 9:35-10:20 – Gienapp Design

Interview 10:40-11:25 – McGinley Kalsow & Associates

Final Discussion: In summary, it was the consensus of the Committee that McGinley Kalsow ranked number one among the members. The reasons for this choice were:

1. The firms experience (20 Town Halls) most closely aligned with the Town's needs,
2. The compatibility and chemistry with the design team was the strongest amongst the members,

3. The composition of the design team and relationship between the principal, project manager and project designer,
4. Historic preservationist would be lead person.

Member Josh Rownd made the motion to award the Town Hall Schematic Design Project to McGinley Kalsow & Associates Inc. subject to price proposal; seconded by Member Ben Nutter; so voted 5-0.

The meeting was adjourned at 12:02 PM.

Respectfully submitted,

Roberta M. Knight
Community Development Coordinator

Per the Open Meeting Law, the documents that were either distributed to the THBC before the meeting in a packet, or at the meeting were:

1. Agenda
2. Presentation Proposal of Bargmann Hendrie
3. Presentation Proposal of Gienapp Design
4. Presentation Proposal of McGinley Kalsow

Approved as written at the _____ 2015 Town Hall Building Committee meeting.

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Committee constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Committee as to the completeness or accuracy of such statements.
