

**Minutes of the
Topsfield Town Hall Building Committee
Town Hall Conference Room
July 22, 2016**

Chairman Smith called the meeting to order at 8:06AM at the Town Hall. Committee members present were Gregor Smith, Peter Bryson, Elizabeth Mulholland, Josh Rownd, and Ben Nutter, ex-officio members Selectman Mark Lyons. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included Selectman Boyd Jackson, and resident Dick Gandt.

Minutes: Member Liz Mulholland made a motion to approve the minutes of June 1, 15, 22 & 29, 2016 as written, seconded by Member Josh Rownd: so voted: 5-0. Member Josh Rownd abstained from June 1; Members Peter Bryson & Ben Nutter abstained from June 15; Member Liz Mulholland abstained from June 22. Member Liz Mulholland made a motion to approve the minutes of June 8, 2016 as amended, seconded by Member Peter Bryson; so voted: 4-0. Member Josh Rownd abstained.

Review of Owner's Project Management Services Proposals: Members evaluated the eleven firms that had submitted proposals using a matrix scoring system based on qualifications. The members then had a discussion in which they identify the best qualified firms for the project. The consensus of the members was to invite the top four firms in to be interviewed, Design Technique Inc., Pinck & Co, CBI Consulting Inc., and The Wyatt Group. Some Members were given firms to contact their references. It was then determined that the interviews would be back to back, 45 minutes with a 15 minute question & answer period, to be held on Monday, August 1st beginning at 8AM at the Proctor School Library. Community Development Coordinator Donna Rich was directed to set up the interviews, the order was decided to be Design Technique Inc., Pinck & Co, CBI Consulting Inc., and The Wyatt Group.

At 9:15AM, Liz Mulholland made a motion to adjourn and Ben Nutter seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Executive Assistant
Board of Selectmen's Office

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

1. Agenda

Approved as written at the August 31, 2016 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.
