

**Minutes of the
Town Hall Building Committee
August 1, 2016
Proctor School Library**

Chairman Smith called the meeting to order at 8:02AM. Committee members present were Gregor Smith, Peter Bryson, Elizabeth Mulholland, Josh Rownd, Ben Nutter, ex-officio members Selectman Mark Lyons and Town Administrator Kellie Hebert. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included McGinley Kalsow & Associates, Inc. representatives Wendall Kalsow, and Owner Project Management Service teams from Design Technique, Inc., Newburyport, MA, Pinck & Co, Boston, MA, CBI Consulting Inc., Boston, MA, and The Wyatt Group, Boston, MA.

The Committee conducted the interviews in two parts: (1) the presentation of the firm, and (2) a dialogue for questions and answers. After which the committee members moved to the Teachers Room to debrief and allow for the next firm to set up for their presentation. The questions asked are attached.

Interview Schedule:

8:00AM – 9:00AM – Design Technique, Inc

9:15AM – 10:15AM – Pinck & Co.

10:30AM – 11:30AM – CBI Consulting Inc

11:45AM – 12:45PM – The Wyatt Group

Discussion During Debrief Sessions: The Committee evaluated each firm with the criteria listed below.

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,

Member Josh Rownd made a motion to recommend that the Chairman, Gregor Smith, enter into negotiations with Design Technique Inc., Newburyport, MA, seconded by Member Peter Bryson; so voted 5-0.

At 1:22PM Peter Bryson 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 December 14, 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.