

**Minutes of the  
Topsfield Town Hall Building Committee  
Town Hall Conference Room  
October 26, 2016**

Chairman Smith called the meeting to order at 8:10AM.

Members present were: Gregor Smith

Ben Nutter

Josh Rownd

Peter Bryson

Others Present were: Wendall Kalsow of McGinley-Kalsow Associates

Doug Manley of McGinley-Kalsow Associates

John Sayre-Scinona of DesignTechnique

Lee Sollenberger of DesignTechnique

Mark Lyons Topsfield Board of Selectmen

Boyd Jackson Topsfield Board of Selectmen

Dick Gandt

Review of Qualification Submittals of Various CMR Firms

A round table discussion was held to discuss the qualification submittals made by:

Bond Brother Inc.

Castagna Construction Corp.

Colantonio Inc.

Columbia Construction Co.

Consigli Construction Co.

CTA Construction Managers

Kaplan Construction

After significant deliberation the committee ranked the presentations as follows:

1. Bond Brother Inc.
2. Consigli Construction Co.
3. Colantonio Inc.
4. Columbia Construction
5. CTA Construction Managers
6. Kaplan Construction

Note: Castagna Construction Corp submittal was not considered by the committee as an acceptable submittal.

It was agreed that the committee would select the top three submittals that the committee felt were the most qualified and supply each of them with an RFP to be returned by November 9. It was agreed that the "in-person" presentations to the committee would take place November 16 at 8:00AM at the Town Library conference room.

A motion was made by Josh Rownd and seconded by Ben Nutter to provide RFP's to Bond Brother Inc., Consigli Construction Co. and Colantonio Inc. So voted 3-0 with Peter Bryson abstaining.

#### Discussion of Storm Window Design Submittal

The storm window samples submitted by Allied and Mon-Ray were examined and discussed. It was decided that the Mon-Ray window was a better design than the Allied window. The small sample of the Mon-Ray window was taken outside by Ben Nutter and John Sayre-Scinona to see how it fit with the existing window frames. They were not impressed with the fit and expressed a desire to look for a different supplier. Ben Nutter said he knew of a different supplier and that he would make contact with them and report his findings at the next meeting.

Josh Rownd made a motion to adjourn at 9:40AM and it was seconded by Ben Nutter. So voted 4-0.

Submitted by ,

Boyd Jackson

Board of Selectman

Approved as written at the December 14, 2016 Town Hall Building Committee Meeting.