

**Minutes of the  
Town Hall Building Committee  
November 16, 2016  
Town Library**

Member Josh Rownd called the meeting to order at 7:40AM. Committee members present were Gregor Smith, Peter Bryson, Elizabeth Mulholland, Josh Rownd, Ben Nutter, ex-officio members Selectman Mark Lyons. Community Development Coordinator Donna Rich was present. Other persons present during all or part of the meeting included McGinley Kalsow & Associates, Inc. representatives Wendall Kalsow & Doug Manley, Design Technique Inc representatives John Sayre-Scibona, Lee Sollenberger, Board of Selectman Boyd Jackson and resident Dick Gandt and Construction Management teams from BOND Brothers, Inc., Medford MA, Columbia Construction Company, N. Reading MA, and Consigli Construction Co., Inc., Milford, 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 Topsfield Room to debrief and allow for the next firm to set up for their presentation. The questions asked are attached.

**Interview Schedule:**

8:00AM – 8:45AM – BOND Brothers, Inc.  
9:00AM – 10:45AM – Columbia Construction Company  
11AM – 11:45AM – Consigli Construction Co., Inc.

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

1. The firms proposed team,
2. Approach to pre-construction services,
3. Approach to construction schedule control,
4. Approach to safety with adjacent elementary school,
5. Chemistry of team with Building Committee,
6. What are the firms strength,
7. CM observations on problems and/or opportunities evident at this stage.

After the interviews had been completed the Members further evaluated the three firms. Chairman Smith relayed concerns he has witness with Consigli Construction Co. Inc. Other members voiced their opinions on the firms and a consensus was achieved. Member Josh Rownd made a motion to precede with negotiations with Consigli Construction, Milford MA, contingent on Chairman Smith's conversation with Executives of Consigli Construction regarding concerns raised, seconded by Member Ben Nutter; so voted 5-0.

Member Josh Rownd made a motion that in the event negotiations with Consigli Construction, Milford MA fail that we enter into negotiations with BOND Brothers, Inc., Medford MA, and if negotiations fail with BOND Brothers, Inc. we enter into negotiations with Columbia Construction Co., N. Reading, seconded by Member Ben Nutter; so voted: 5-0.

At 11:47PM Member 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
2. Presentation documents from the firms interviewed
3. Suggested Questions
4. Suggested Criteria Matrix
5. Price Proposal Summary

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

<p>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.</p>
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