

**Town of Chesterfield
Board of Selectmen
MINUTES
July 21, 2015**

CALL TO ORDER

Chairman Jim Larkin called the meeting to order at 6:30 p.m. Others in attendance were Jon McKeon, Brad Roscoe and Rick Carrier, Town Administrator.

For Signature: Manifest #30

For Discussion: RFP from architects for the Town Hall Annex Project

Larkin noted that Scully Architects, Christopher Kennedy and Christopher Williams all responded to the Board's request for additional information regarding the need and cost of a structural analysis of the Town Hall Annex. All three firms stated that their original RFP contained a cursory review in their fee. Williams provide a Not to Exceed fee of \$1,230 for their structural engineer to provide a more thorough, yet not complete structural review. McKeon stated that the cursory review the town requested in the RFP would suffice for this stage of the project.

Jeff Scott asked if an architect firm is required. Larkin replied it is not required. McKeon noted that after the design options have been determined, the project will need to go before the townspeople.

McKeon noted that all three firms are capable to doing this project. Larkin noted that Scully is local and was the low bidder.

McKeon moved to hire Scully Architects for this phase of the Town Hall Annex project. The motion was seconded by Roscoe. Vote was unanimous in favor of the motion.

With no other business to conduct, Larkin moved to adjourn at 6:55 p.m. The motion was seconded by McKeon, which carried.

Respectfully submitted,

Rick Carrier, Town Administrator

Approved by:

James M. Larkin, Chairman

Date

Jon P. McKeon

Date

Brad Roscoe

Date