

# Community Center Building Committee

## Meeting Minutes

January 18, 2022

Remote Participation via Zoom Host Ford Spalding, Chair Community Center Building Committee

Following, guidance issued by Governor Baker regarding the open meeting Law, this public meeting will be held remotely, and individuals wishing to participate may do so by utilizing Zoom conferencing technology. To join the meeting by video conferencing using a computer or tablet, please click the link, and enter the meeting.

<https://zoom.us/j/92917413979?pwd=MVFORURCRFQ3OTA5aWg2VIZRSEV1UT09>

Meeting ID: 929 1741 3979 Password: 612930 To join by telephone only, please call 1-646-876-9923.

**Members Present:** Ford Spalding, Barry Goldman, Dick Malcom, Terry Sobelewski, Dave Billings, Luciana Burdi, Ruth Townsend

**Absent:**

**Building Team Present:** Phil Palumbo, OPM - Colliers Project Leaders (CPL), John Bates, OPM - (CPL), Jon Richardson, Project Architect - Fennick McCredie Architecture (FMA), Deborah Fennick, Principal - (FMA), Danielle Lax, Designer (FMA)

**Town Liaisons:** Bob Springett - Selectmen, Kathy Weld - Chair of Caryl Mgmt., Karl Warnick - Dover Building Superintendent, Chris Boland - Chairman of Parks & Rec. Dept., Cam Hudson - Warrant Committee, Mark Ghiloni – Park & Rec.

**Absent:** Chris Dwelley - Town Administrator, Janet Claypoole - Director of Dover COA

**Citizens:** Sierra Bright

**Call to Order:**

At 6:00pm Ford Spalding, The Committee Chair opened the meeting by calling it to order.

**Approval of Minutes:**

The December 15<sup>th</sup>, 2021, meeting minutes were approved by unanimous roll call vote at 6:03 with (1) member (Dave Billings) abstaining.

**Approval of Invoices:**

The following invoices were approved unanimously by roll call vote at 6:05pm:

- Colliers Invoice for November services in the amount of \$18,654.00
- Colliers Invoice for December services in the amount of \$18,654.00
- FMA Invoice #1190-15 in the amount of \$126,459.06

---

**Colliers: OPM Update**

Phil Palumbo and John Bates (Colliers) presented their monthly Project Progress Report for the month of December 2021. The report included the following:

- Monthly Progress Activity Report
- Project Milestone Schedule
- Total Project Budget Status Report

- Bid Hosting Service Fee Comparison – Colliers reached out to (3) different online bid hosting services for price quotes to host the contractor bidding process and presented a fee analysis to the Committee. BidDocs ONLINE quoted the lowest fee and both Colliers and Committee members with prior experience with BidDocs ONLINE recommended their selection for this service.

Vote:

The Chair entertained a motion to select BidDocs ONLINE as the online bid hosting vendor for the project bidding process.

The motion was made, seconded and passed unanimously by roll call vote at 6:12 PM.

**Colliers: Contractor Prequalification Update**

Phil (Colliers) presented the Contractor SOQ Submission List noting that a total of (126) contractors have submitted their qualifications in order to become eligible to participate in the project bidding. Only contractors with an evaluation score of (70) or higher may participate in the bidding process. The Contractor Qualification Subcommittee is currently in the process of reviewing the qualifications and Colliers is checking references. The submission list includes the following trades:

General Contractor	Masonry
Miscellaneous Metals	Waterproofing, Damp proofing and Caulking
Roofing and Flashing	Metal Windows
Glass and Glazing	Tile
Acoustical Tile	Resilient Floors
Painting	Fire Protection
Plumbing	HVAC
Electrical	Elevators

Only (1) elevator contractor submitted qualifications, thus not meeting the State’s required minimum of (3). In this case, the Awarding Authority is required to reject the (1) qual submission and issue a new Elevator RFQ. This new Elevator RFQ was made available to contractors on January 12<sup>th</sup>.

**Colliers: Estimate Analysis**

Phil (Colliers) presented an overview of Collier’s reconciled estimate analysis, informing the Committee that on January 13<sup>th</sup>, Colliers, FMA and their (2) respective cost estimators met to compare the estimates line by line, confirming matching scope. Colliers then produced a reconciled estimate; an average of the two estimates. The reconciled estimate is over the project construction budget.

In order to bring the construction costs within the budget, Colliers presented a list of (5) *proposed alternates* that the team considers to be clear scopes of work and could be identified and understood by contractors without confusion. The alternates include the following scopes and are not particularly ordered:

- Install asphalt roof shingles in place of slate on the Pavilion
- Existing 2<sup>nd</sup> floor windows on the 1910 building to remain rather than replace with new
- Cut and patch the existing 1910 asphalt shingle roof rather than replace in its entirety
- Remove the site seat walls
- Remove the rain garden

In addition to the above potential alternates, Jon (FMA) noted that there is possible cost savings in reducing the size of the onsite water storage tank which was previously increased in size to accommodate a request by local authorities, but is not a requirement in the code. However, this is dependent on the agreement of the local authorities and has not yet been discussed with them and confirmed. Therefore, it is not considered as a *proposed alternate*.

Both Jon (FMA) and Phil (Colliers) added that, to date, the design as a whole has been done with a mindfulness of cost. Thus, further analysis of material substitutions/eliminations risks diminishing the character of the design, and would ultimately bring relatively little in savings. The Committee discussed the *proposed alternates* as they relate to the (2) main priorities of meeting the project budget and maintaining the building's base functionality as established by its user groups. Elements outside of the building, e.g., landscaping, seat walls, would be less important to keep within the project and could be provided later, possibly by way of donations. As a result of this discussion, the following plan on how to approach the *proposed alternates* was suggested:

The following *proposed alternates* would be removed from the base scope:

- Install asphalt roof shingles in place of slate on the Pavilion
- Remove the site seat walls
- Remove the rain garden

The following items would be either removed or reduced in value:

- Landscaping (reduced)
- Outdoor walkway (removed)
- Water storage tank (reduced, pending AHJ's approval)

Depending on the results of the bidding, there is potential to re-include some of the above removed scope as add alternates.

The Committee recommended that they reconvene on January 31<sup>st</sup>, specifically to review the above plan with \$ values assigned to each item and then make a vote on how to proceed.

### **FMA: Presentation – Planning Board**

Jon (FMA) presented an overview of the site and utility plans that were presented to Planning Board on January 10<sup>th</sup>. The main areas of focus and discussion are the following:

- Consider 2-lane exit onto Whiting Rd (Comes with some minor cost impact)
- Stormwater review
- Confirm parking meets needs

The Planning Board reconvenes on January 24<sup>th</sup> where the design team will formally address the Board's comments from the previous meeting.

### **FMA: Presentation – Finishes Subcommittee**

The Finishes Subcommittee convened on Saturday, January 15<sup>th</sup> to review and select colors/finishes for the following materials:

- Bricks
- Aluminum Windows
- Wood ceiling soffits
- Linoleum flooring
- Wall colors
- CLT (cross laminated timber) ceilings
- Recreation Room flooring (synthetic material, better for multipurpose uses)
- Acoustic panels
- Restroom floors (epoxy with integral cove detail per K. Warnick's recommendation)

Jon (FMA) presented photos of the selected options and digital renderings incorporating those selections into 3D perspectives throughout the building.

The Subcommittee members (B. Goldman, L. Burdi, and D. Malcom) each commented, agreeing that good progress has been made and they are in favor of what the design team has presented. Other Committee members also expressed approval of the material selections.

---

## Public Comments

- K. Warnick – Anything hung on the walls must be fireproof.
- S. Bright – The presented Lobby rendering with brick interior wall appears darker than earlier renderings. *FMA responded that the area will be very well lit and the dark appearance may be partly due to the rendering quality.*
- K. Weld – Thankful for everyone’s work and likes the direction of the progress. Was a part of a mid-1980s School Committee that voted to replace the original 1910 building windows with new insulated windows. Would be in favor of going back to the historically accurate multi-muntin appearance. *FMA cautioned that the proposed new windows for this project would appear like the existing, rather than the original windows. Changing to a more historically accurate window would come with a higher cost. Several Committee and Public members expressed interest in returning to the historical window.*
- B. Springett – Pleased with the work done by the Finishes Subcommittee. Primarily concerned with being on or under budget. In previous presentations, the landscaping scope appeared overdone, and that would be a good area to start reductions. Wanted to confirm that the traffic study was a comprehensive look at both Whiting Rd. and Springdale Ave. *FMA responded that the study did look at **all** major intersections.*

---

## Adjournment

At 8:01 PM Ford asked for a motion to adjourn. The motion made, seconded and was approved unanimously by roll call vote.

---

**Power Point Presentation link to Town Website:** <https://ma-dover.civicplus.com/DocumentCenter/View/1087/2020-Community-Center-Building-Committee-November-8-Committee-Meeting>

**Next Meeting:** Monday, January 31<sup>st</sup>, 2022 at 6:00pm

Respectfully Submitted,  
Ford Spalding  
Chair Community Center Committee

---