

Community Center Building Committee

Meeting Minutes

February 7, 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/95386898898?pwd=LzBGUXczcDIEU2U3Z2hSeUlVZXZpUT09>

Meeting ID: 953 8689 8898 **Password:** 598705 To join by telephone only, please call 1-646-876-9923.

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

Absent: Terry Sobolewski

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)

Town Liaisons: Bob Springett - Selectmen, Karl Warnick - Dover Building Superintendent, Chris Boland - Chairman of Parks & Rec. Dept., Mark Ghiloni – Park & Rec.

Absent: Chris Dwelley - Town Administrator, Janet Claypoole - Director of Dover COA, Kathy Weld - Chair of Caryl Mgmt., Cam Hudson - Warrant Committee

Citizens:

Call to Order:

At 6:30pm Ford Spalding, The Committee Chair opened the meeting by calling it to order.

Approval of Minutes:

The January 31st, 2022, meeting minutes were approved by unanimous roll call vote at 6:35pm.

Approval of Invoices:

No invoices to approve at this meeting.

Colliers: Update on Contractor Prequalification

P. Palumbo (CPL) provided an update on the contractor prequalification process, noting that over the past several weeks, the Prequalification Subcommittee has been reviewing the qualification packages from general contractors and subcontractors. It was explained that per state mandated instructions, all packages are organized and evaluated according to sections each with respective sub-categories and a certain number of available point points per section as well as a minimum point total that contractors must meet in each section. In addition, each contractor must have an aggregate point total of at least (70) out of a total (100) in order to qualify to bid.

P. Palumbo presented the score card for each trade noting the few contractors that did not qualify, thereby leaving (122) total contractors that have qualified to bid on this project.

Although it's not likely that all contractors that submitted qualifications will bid on this project, the number of qualified submissions indicates there will be a good sized bidding pool.

P. Palumbo reminded the Committee that the RFQ for the Elevator subtrade was reissued due to not having received the requisite (3) minimum qualifications packages. Despite this reissuance, still only (1) elevator contractor submitted qualifications. Therefore, the remaining option per Massachusetts General Law is to solicit general bids.

Colliers: Update on Value Engineering

On February 3rd the architect had a meeting with the Authority Having Jurisdiction (AHJ), during which the project was relieved of the request for fire protection measures above the code. Now having confirmation that the extra fire protection could be removed from the project's base scope, the Committee could make a final determination on the proposed Value Engineering (VE) and Add Alternate scopes of work to proceed with into bidding. P. Palumbo presented the list of proposed scope removal items and Add Alternates for the Committee's review.

The discussion centered around the Scope Removal Item No. 4 – *Remove the replacement of the entire architectural shingle roof at the 1910 building, only cut-in a ridge vent and patch shingles where shown.* It was suggested that although currently under budget with enough money to accommodate this item, by removing the replacement of the entire 1910 building roof from the base scope, it would provide some extra budgetary security in the event that bids come in higher than expected. If bids come in as the estimates predict, or lower, this scope of the full 1910 building roof replacement would then be reincluded as Add Alternate No. 1. However, Committee members noted that the 1910 building roof will be in need of full replacement in the relatively near future. Furthermore, it is a priority to preserve scope related to the building and its envelope before other items such as site and landscape elements, (e.g., the basketball court) that could more easily be addressed later in the project, or even after the project if needed. Further complicating the decision is the state bidding law that says that unselected Add Alternates cannot be added later in the project by way of a change order.

After discussion, there was agreement that construction estimates are typically conservative and project bids end up being a few percent lower than the estimates. Therefore, it can be said with relative confidence that the replacement of the entire 1910 roof could be reincluded into the project's base scope with minimal risk of the bids being over budget.

F. Spalding made the following motion:

To include the replacement of the entire 1910 roof in the base scope and keep the remaining (2) proposed add alternates as follows:

- Install (3) site seat walls (Add Alt No. 1)
- Install the walkway along the east of the building (Add Alt No. 2)

The Motion was Seconded and the vote for approval was unanimous.

FMA: Board of Selectmen Meeting Update

As J. Richardson (FMA) noted, the project team presented to the Board of Selectmen a second time on February 3rd. During this meeting the Board unanimously approved the site plan by vote. It was also noted that on January 24th the Planning Board had voted unanimously to recommend the site plan for approval by the Board of Selectmen.

FMA: Meeting with Authority Having Jurisdiction (AHJ)

J. Richardson noted that on February 3rd, the project team met with Walter Avallone (Building Inspector) and David Tiberi (Fire Dept. Inspector). At this meeting the group thoroughly reviewed the building plans and confirmed the AHJ's approval that all of the appropriate safety and code requirements have been met including agreement on the abovementioned additional fire protection measures not being necessary. The AHJ noted that this building could not be used as an overnight shelter without incorporation of additional code required modifications to the plans.

The design team was in full agreement, and therefore, this building will not be used as an overnight shelter.

Meetings with Abutters

F. Spalding noted that CPL, FMA and representatives from the Town will be conducting a series of individual meetings with the site abutters on February 9th and 10th. These meetings are intended to inform the abutters of the project's details, particularly as they relate to their respective properties. Any issues regarding land ownership or the impacts on existing structures will be handled by the Town.

Adjournment

At 7:15pm 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, February 28th, 2022 at 6:30pm

Respectfully Submitted,
Ford Spalding
Chair Community Center Committee
