

# Community Center Building Committee

## Meeting Minutes

March 28, 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/93620777965?pwd=ak9lV29sTEZLWS9MTlExSGRnd243dz09>

Meeting ID: 936 2077 7965 Password: 127122 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 Sobelewski

**Building Team Present:** John Bates, Colliers Project Leaders - OPM (CPL), Krishna Mistry (CPL), Jon Richardson, Project Architect - Fennick McCredie Architecture (FMA), Deborah Fennick, Principal (FMA), Jenniece Centrella (FMA), Danielle Lax (FMA)

**Town Liaisons:** Bob Springett - Selectmen, Karl Warnick - Dover Building Superintendent, Mark Ghiloni - Parks & Rec.

**Absent:** Chris Dwelley - Town Administrator, Janet Claypoole - Director of Dover COA, Kathy Weld - Chair of Caryl Mgmt., Cam Hudson - Warrant Committee, Chris Boland - Chairman of Parks & Rec. Dept.

**Citizens:**

**Call to Order:**

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

**Approval of Minutes:**

The February 7<sup>th</sup>, 2022, meeting minutes were approved by unanimous roll call vote at 6:32pm.

**Approval of Invoices:**

Per request by the Chair (Ford), Colliers presented an invoice summary of all invoices processed dating back to January 2022. Approved invoices include monthly billings for Colliers, FMA, Robert W. Sullivan (MEPCx) PM&C (Cost Estimator), newspaper advertisement expenses and miscellaneous moving costs, totaling \$120,050.38.

Ford asked for a motion to approve the invoices as presented. The motion was made, seconded and was approved unanimously by roll call vote.

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**Collier's Project Schedule Update:**

John Bates (Colliers) presented the *Milestone Project Schedule* highlighting the following key dates related to the upcoming bidding process.

- March 29, 2022 - Send Bid Documents to Bid Hosting Vendor
- By March 31, 2022 - Input Invitation For Bid Advertisement in Central Register

- March 28 through April 1, 2022 – Send Invitation to Bid to Prequalified General Contractors and Filed Subcontractors
- April 6, 2022 – Invitation For Bid Advertisement goes LIVE
- April 6, 2022 – Bid Documents are available to Contractors
- April 13, 2022 – Pre-Bid Conference
- April 26, 2022 – Filed Subcontractor Bids Due
- May 9, 2022 – General Contractor Bids Due
- May 11, 2022 – Building Committee Meeting to Review Bids

**Collier’s Asbestos Abatement Monitoring Procurement Update:**

John Bates noted that they have solicited bids per Massachusetts procurement law Chapter 30B for hazardous materials abatement monitoring services during construction. The Hazmat Monitor will provide oversight of the abatement contractors activities and air sampling analysis to ensure a clean environment is maintained throughout the abatement process. The following (3) firms were sent request for proposals:

- EFI Global
- Atlas (Proposal was a day late)
- Fuss & O’Neill (Chose not to submit a proposal)

Collier’s analysis of the proposers showed that EFI Global submitted the better rates for services and their proposal accurately met all of the requirements in the RFP document including deadline to submit. John Bates also noted that Colliers has had a recent and positive experience with EFI Global on a large MSBA project. For these aforementioned reasons, Colliers recommend approval of EFI Global as the Hazardous Materials Abatement Monitor.

Motion

Ford asked for a motion to approve EFI Global as the Hazardous Materials Abatement Monitor. The motion was made, seconded and was approved unanimously by roll call vote.

**Collier’s Material Testing Procurement Update:**

John Bates informed the Committee that Colliers plans to solicit proposals for Materials Testing Services during construction. The Materials Testing agent will provide testing on a variety of materials including soils, concrete, and steel to confirm construction quality. The request for proposals will be issued within the next 2 weeks.

**Collier’s Abutters Update:**

Ford noted that all property abutters have been met with individually and informed of the details of the project and any impacts to their property. Ford confirmed that the oil tank and concrete pad attached to the Schnabel building has been moved off of the Town’s property, thereby allowing the project to complete its regrading, retaining wall and fencing work in that area. John Bates introduced a new Colliers team member, Krishna Mistry. Krishna will perform Construction Representative duties onsite during construction, providing onsite observation and detailed reporting to the owner.

**FMA Design Update:**

Jon Richardson informed the Committee that the FMA team has produced a bid-ready set of Construction Documents to proceed with into the bidding process. John Bates noted that Colliers has performed document reviews at each design phase and finds the Construction Documents to be in suitable condition to proceed into bidding.

The Committee discussed a concern regarding the roof top equipment access by way of the exterior wall mounted ladder as currently shown on the Construction Documents. This ladder type can be dangerous, and as a result, people are less likely to use, and therefore less likely to service the roof mounted equipment. A suggestion was to change this to a ships ladder within the

Stairwell 2. FMA agreed to review the suggestion and potentially change the Construction Documents by way of addendum prior to the bid.

The Committee questioned the cost versus benefit of installing bituminous damproofing and drainage board at the existing 1910 stone foundation wall. Jon Richardson noted that the soil along the wall will need to be excavated for the perimeter drain system. Therefore, the time and cost of excavation is not tied to the damproofing installation.

The Committee asked FMA to confirm the final generator type. FMA explained that a diesel generator was chosen over propane due to a \$150,000 additional cost and more limited size availability of a propane generator.

**Vote to Move into Bid Phase:**

Ford asked for a motion to approve proceeding into the bidding process. The motion was made, seconded and was approved unanimously by roll call vote.

**Citizen Comments:**

There were no citizen comments made.

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**Adjournment**

At 7:06pm Ford asked for a motion to adjourn. The motion made, seconded and was approved unanimously by roll call vote.

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**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, May 11<sup>th</sup>, 2022 at 6:30pm

Respectfully Submitted,  
Ford Spalding  
Chair Community Center Committee

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