

# Community Center Building Committee

## Meeting Minutes

June 28, 2021

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/99763309059?pwd=MktNNUZuZlZlsSVdseG94RXBWbmU1dz09>

Meeting ID: 997 6330 9059 Password: 532374 To join by telephone only, please call 1-646-876-9923.

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

**Absent:**

**Building Team Present:** Phil Palumbo, OPM - Colliers Project Leaders (CPL), John Bates, OPM - (CPL), Teresa Wilson, OPM - (CPL), Jon Richardson, Project Architect - Fennick McCredie Architecture - (FMA), Deborah Fennick, Principal - (FMA), Fatemah Malekzadeh, Designer - (FMA), Jenniece Centrella – (FMA)

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

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

**Citizens:** Kathy Weld

**Call to Order:**

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

**Approval of Minutes:**

The May 18<sup>th</sup>, 2021 meeting minutes were approved unanimously by roll call vote at 6:39pm.

**Approval of Invoices:**

FMA's invoice #1190 in the amount of \$29,846.51 was approved unanimously by roll call vote at 6:40pm.

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### **Review Special Town Meeting June 12 & Town Election June 21**

FMA delivered a brief overview of the Town Meeting and Election Results highlighting the following:

- Town voted - 90% Yes for Funding @Article #3
- Town voted - 81% Yes for Funding at Town Ballot

FMA reviewed the Design Schedule noting the following upcoming milestones:

- DD commences 7/1/2021
- Site and building investigation
- DD ends 10/4/2021
- 80% Construction Documents/Permit Set due 12/10/2021
- Permitting/Review
- 100% CDs due on 2/28/2021

FMA concluded by sharing the following Design - Next Steps:

- Review existing conditions
  - Review Parks and Rec. and COA programming
  - Review site programming
  - Review finish materials
  - Review traffic studies
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### **Project Budget Update**

Colliers shared the Total Project Budget with the Building Committee. The following key points regarding the budget were noted:

- Per recommendation by the construction estimators hired for the project, as well as through vetting with other industry professionals, the Project Budget is currently carrying 5% escalation for the total construction cost (hard cost).
- The Project Budget is currently carrying permitting fees; however, it remains to be confirmed if those fees will be waived by the Town for this project.
- The Project Budget is currently carrying a contingency amount that equates to approximately 10% of the construction budget.

A Committee member expressed concerns over what might be a low 5% estimated escalation considering the recently volatile construction market that has been observed industry wide over the last several months. It was questioned whether accounting for 5% escalation and 10% contingency was adequately preparing for a worst-case scenario.

One suggestion to help mitigate risks was for the project team to provide regular updates on budget estimates as market conditions change over the course of the project.

Another suggestion from the Committee was to provide a risk assessment to help confirm the validity of the proposed 10% cost contingency.

After discussing the upcoming cost estimate process for the Design Development and Construction Document phases, it was determined that this already-planned process is appropriate for the market conditions updates. In the end, a primary goal for both the Committee and their team is to complete this project within the approved budget.

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### **CM at Risk**

Colliers presented the (2) construction delivery methods available to the project:

- Design/Bid/Build
- Construction Manager at Risk

The discussion amongst the Committee, Architect and OPM on this topic centered around the following comments/questions raised by various members of the group:

- CM at Risk entails an added cost of approximately 8% (as advised by cost estimators) that would need to be taken from another budget area, due to the approved project budget being fixed and being based on a design/bid/build delivery.
- CM at Risk generally presents more value in large, complex projects requiring extensive phasing and site remediation. Some Committee members disagreed on whether this Community Center project has enough complexity to justify the added expense of CM at Risk.
- Some contend that the design/bid/build method generally results in more change orders and tends to be more litigious. Other group members have found little difference regarding quantity of change orders between the two delivery methods.
- The CM at Risk method entails a time-consuming procurement process. Based on the current project schedule, it wouldn't be until the final phase of design (Construction Document phase) that a CM would be awarded the job. Thus, part of the CM's typical value as participants through the design process would not be completely gained.
- Amongst the group, there were differing opinions on the CM at Risk's ability manage filed sub bid contractors as it pertains to mitigating change order requests. Some felt they delivered more leverage for negotiation with sub-contractors while others believe they struggle in this area.

All agreed that mitigating change orders will be a driver for a successful project. Regardless of the chosen delivery method, the onus will be on the Architect and OPM to produce high quality documents and reviews to limit potential cost exposure. Another agreed on approach to construct the building within budget is the use of add alternates.

At 7:47pm, T. Sobolewski proposed a motion to approve the design/bid/build delivery method for the Community Center Project. D. Malcom seconded.

Roll call vote results:

Ford Spalding - Yes

Ruth Townsend - Yes

Luciana Burdi - No

Barry Goldman - Yes

Dave Billings - Yes

Terry Sobolewski - Yes

Dick Malcom – Yes

The Committee requested that Colliers provide advisement on when to vacate the building in preparation for construction related activities. It was noted that Parks and Rec. and COA already have temporary plans for relocation during construction. In addition, Colliers noted that they are carrying \$85,000 in the Project Budget for temporary relocation.

Finally, in response to some questions from the community resulting from the Town Meeting about how to participate in the design, the Chair recommended that any interested community members should attend the Building Committee meetings and speak during the *Citizens Comments* portion.

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**Citizens Comments**

No comments during this meeting.

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## **Adjournment**

At 7:59pm Ford asked for a motion to adjourn. The motion 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:** Tuesday, July 12<sup>th</sup>, 2021 @ 6:30pm

Respectfully Submitted,

Ford Spalding  
Chair Community Center Committee

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