

Community Center Building Committee

Meeting Minutes

August 9, 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/94567184799?pwd=Qmk4Y2NjVkZhU1JXbC9KSmdJVGFGUT09>

Meeting ID: 945 6718 4799 **Password:** 217190 To join by telephone only, please call 1-646-876-9923.

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

Absent: Terry Sobolewski

Building Team Present: John Bates, OPM – Colliers Project Leaders (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 – Park & Rec. Dept., Cam Hudson – Warrant Committee, Janet Claypoole – Director of Dover COA, Chris Dwelley - Town Administrator

Absent: Phil Palumbo, OPM (CPL), Chris Boland – Chairman of Parks & Rec. Dept.

Citizens: Val Lin, Beth

Call to Order:

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

Approval of Minutes:

The July 26th, 2021 and August 2, 2021 meeting minutes were approved unanimously by roll call vote at 6:32pm.

Approval of Invoices:

No invoices to approve at this meeting.

Colliers Budget & Project Status Report

J. Bates (CPL) presented a Financial Summary Report as of August 9, 2021 noting that, to date, \$835,700 has been encumbered on the project. This amount is comprised of designer and OPM fees from the Feasibility/SD phase and early DD phase. Following this high-level overview, the Committee requested that the following documents be delivered by the next day (August 10th) for further review:

- Financial Summary Report(with itemized budget list)

- Cash Flow
- Monthly Progress Report(This will be a project status report including the prior month's activity, a 30-day *Look-Ahead*, and photos/images of progress for documentation.)

The Committee also requested that going forward, these above documents be delivered to the Committee multiple days prior to each Committee meeting that has the monthly OPM Report on the agenda.

For inclusion on the next meeting agenda(August 30th) the Committee requested an agenda item to review the following:

- Colliers contract
- FMA contract
- Collier's plan for prequalification of general contractors
- Risk Analysis

Design and Schedule Update

J. Richardson (FMA) began with an overview of the Design Development schedule. Next, FMA referenced the Landscape Plan as it relates to last week's onsite meeting to discuss exterior design elements. Most notably, the location of the Basketball Court continues to be a point of discussion. The Landscape Plan as currently shown, locates the court in an *east-west* orientation and with the Court's center line roughly aligning with the Parking Lot. Last week's onsite discussion regarding the Court focused on whether to locate it towards the north end of the Parking Lot for better visibility from the building versus locating it along the south property line so as to prevent *cutting off* a portion of what could be usable open space south of the Court.

While some Committee members would defer to the Parks & Rec. staff for their preference on placement, there was not a clear consensus on how to proceed. Thus, the Court's *exact* placement onsite will remain to be determined.

Also noted in regard to site features was the interest in maximizing the amount of patio space for outdoor seating. In this post Covid environment, outdoor seating tends to be more preferred when available and weather permits. FMA agreed to doing some comparative research on appropriate outdoor patio sizing and seating quantities to better inform the design.

Finally, the *L-shaped* stone wall continues to be shown on the Landscape Plan near the northwest corner of the building. FMA noted that it is an architectural feature that could be removed from the scope if budget dictates.

A/V / Security Design

AV

FMA presented a diagrammatic overview of A/V systems that would be procured under the Town's Vendor. The general concept being to equip the Community Center with *Simple to Use Systems* that include:

Flat Screens in:

- Lobby
- Gathering Room
- Parks @ Rec. Office

Digital Projector in:

- Community Room

Hearing Loop in :

- Community Room
- Sound System in :
- Community Room

- Recreation Court
- Movement

The Committee offered the following comments in response:

- It is recommended that lavalier microphones be provided for connection into both the sound system and hearing loop system to assist the hearing impaired.
- Sound deadening should be a consideration in the large spaces, specifically in the Community Room and Recreation Court. FMA plans to engage an acoustician to consult on proper noise/echo mitigation materials and strategies.

Security

FMA presented a diagrammatic overview of their proposal for security systems. Similar to the AV system, the basic concept is simplicity and economy. Their floor plans assign a *Hierarchy of Spaces* as it relates to security needs and recommends the following security features:

- Single Intrusion Alarm Zone(Basic perimeter security)
- Access cards at the (3) building entrances only
- Cameras at the (3) building entrances only
- Keyed doors at:
 - COA Suite
 - Gathering Room
 - Recreation Court
 - Community Room

The Committee, Parks & Rec. and COA staff offered the following comments and questions in response:

- The proposal presented is an improvement on what exists at the current facility.
- Rentals are currently a struggle when trying to provide building access. In an ideal scenario, a building custodian would oversee security and facilitate renter's access. Regardless if a custodian is staffed, security costs should be built into the fees for any rental.
- The building should be open during normal operation hours to encourage access rather than deter it. Card readers would only be necessary during off hours.
- The question was asked if it makes sense to have access cards with varying user group access levels. FMA believes this approach is costly and not necessary for this building type.
- It was agreed that a panic button would be appropriate to have at the front desk.
- It was agreed that an access card would not be needed at exterior door 3 (Service Drive). A custodian owned key would suffice.

Citizens Comments

Beth(Citizen) offered the following comment regarding AV/Security in the chat:

-This is a combined A/V - security idea. Might be beyond what we can do, but it would be great to have a screen outside each space that shows the group using the space and the time frame. Connect that to a scheduling system so the staff can update quickly and easily.

Adjournment

At 7:45pm Ford asked for a motion to adjourn. The motion 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, August 30th, 2021 @ 6:30pm

Respectfully Submitted,

Ford Spalding
Chair Community Center Committee
