

Dover Community Center Building Committee  
Meeting of September 24, 2008  
Minutes

Building Committee Members Attending: David Billings, Samantha Burman, Jane Hemstreet, Carol Lisbon (liaison), Alison Piper, Kathy Weld & Dana White

Other Attendees: Selectman Joe Melican

Meeting was called to order at 7:04PM in the Town Hall Selectmen's meeting room.

The Committee approved the minutes of September 10, 2008.

David Billings presented a draft of a Request for Proposal (RFP) for long term lease and development of the Caryl School site. The Committee provided feedback about content and wording to be developed and modified. Carol Lisbon noted that any key content issues should be presented soon to the Board of Selectmen (BOS), who will determine the final status of the RFP. The Committee agreed that the RFP Subcommittee should send out the next draft electronically, with variations as appropriate, to be reviewed and then discussed at the October 22<sup>nd</sup> meeting by the Committee and the BOS, who will be invited to attend.

Carol Lisbon presented a status review of the list of items that need to be addressed in the current Caryl School Building, which had been prepared by Karl Warnick and David Ramsay, based on the Critical Items section of the 2003 *Deferred Maintenance Study of Caryl School*.

The Committee discussed the proposed actions of the Program Subcommittee. The discussion focused on the difficulty of demonstrating demand for a Community Center if programs are not being offered in the existing space at the Caryl School (or at alternative locations if that space is not usable for particular programs.) The Committee agreed that the Program Subcommittee will meet with boards, committees, and groups that could potentially offer programs and request specific information about the programs that could be run in the Caryl School, as well as information about programs that they would like to run but believe cannot be held in the Caryl School due to specific aspects of the building or property. These stakeholders will be asked to prioritize such programs, and to provide an action plan and timetable for implementation of these programs; it is expected that these plans and timetables will be specific and will refer to programs being planned in the near future (e.g., Winter, Spring, or Summer 2009.) Members of the Subcommittee will make these requests of and then meet with representatives of the Parks & Recreation Commission, both alone and with representatives of the Council on Aging (coordinated by Jane Hemstreet) and the Dover Mothers Association (coordinated by Dana White), since both of these groups currently offer programming that could be supported by or offered in collaboration with the Parks and Recreation Commission, at Caryl School. Subsequently, the Subcommittee, with input from the full Committee, will consider

whether to make these requests of and to meet with other boards, committees, and groups.

Future Meeting Dates (All meetings in Selectmen's meeting room, Dover Town Hall at 7PM):

October 22  
November 12  
December 3  
December 17

Meet the 2<sup>nd</sup> \* & 4<sup>th</sup> Wednesday for 2009.

The meeting adjourned at 8:50PM

Respectfully Submitted:  
Alison I. Piper