

Dover Community Center Building Committee
Meeting of February 11, 2009
Minutes

DCCBC members present: David Billings, Samantha Burman, Jane Hemstreet, Dick Malcom, Nancy Simms, Ford Spalding, Nancy Weinstein, and Kathy Weld

Other attendees: Carol Lisbon, Selectman; David Ramsay, Town Administrator; Greer Pugatch, Administrative Assistant; Don Mills, Architect; and Geoff Sauter, citizen.

The meeting was called to order at 7:05 in the Lower Conference Room.

The minutes of January 28, 2009 were approved as amended.

Ford Spalding reported regarding the request for solicitation of interest, that while three firms had picked up information packets, none had given any indication of interest by the deadline of February 2, 2009. Dave Billings agreed to contact these firms to find out why they had decided not to submit proposals.

Ford introduced Geoff Sauter, a Dover resident with HVAC experience.

Architect Don Mills presented his report, which contains the package of renovation projects that the DCCBC had asked him to provide, along with preliminary order-of-magnitude cost estimates for each. There are 14 projects listed, not prioritized. Don noted that these entail refurbishment, as opposed to deferred maintenance. They include additional structural & masonry repairs; replacement of heating & ventilation system, with 2 AC alternates; improvements to toilet room facilities; improvements to cafeteria and corridor finishes & lighting; improvements to the kitchen; renovation of library & mezzanine area for multipurpose usage; and miscellaneous smaller refurbishments. Don explained in detail what was involved in each of the projects and answered the Committee's questions. He noted that the only project that would involve a change in character and appearance was the renovation of the library area to create a "large room with character".

The Committee discussed the process and the goals going forward. A new RFP will be needed, given the new scope of work. This will require the Committee to define clearly the project and the end product desired. The Dover Community Center Renovation Project would have two main components: the master planning process, using Don's report as the foundation for a master plan; and the implementation process. The Committee wanted to reserve the right to retain the same architect/professional for both the master planning process and the 1st phase of the implementation process.

In discussing whether or not to include a gym in the RFP, the Committee agreed that a gym should be included in a master plan – along with its parking and septic needs and approximate costs – but only as a future "add-on", so as not to distract from the main focus on the more pressing renovation needs of the Caryl building.

Don was asked to provide a cost estimate for professional assistance with the master planning process and also to provide assistance with the drafting of an RFP.

Ford noted that there will only be two articles for the Caryl building on the Town Meeting warrant: one for continuing structural repairs (hip rafters, \$200,000); and the other for developing the renovation master plan. Monies for additional custodial services are included the Selectmen's building maintenance budget request.

The next meeting is scheduled for Wednesday, February 25 at 7:00 p.m., to discuss the presentation for the Warrant Committee's Open Hearing, and also the Program Committee's synthesis of data gathered re users and programs, if it is ready by then.

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Kathy Weld