DOVER COMMUNITY CENTER BUILDING COMMITTEE
MEETING OF JULY 27, 2007

Present: DCC Building Committee: Ford Spalding (co-chair), Samantha Burman, Linda Holliner, Dick Malcom, Dana White
Selectmen: David Heinlein, Carol Lisbon, Kathy Weld
DCCBC Sub-Committees (and prospects): David Billings, Tina Greenfield, Charlie Helliwell, Paul Keleher, Justine Kent-Uribam, John Quackenbush, Bob Rinaldi
Warrant Committee Representatives: Robyn Hunter, Joe Melican, Scott Seidman, Nancy Weinstein

The meeting convened at 8:00 A.M. in the Selectmen’s Meeting Room in the Town House. The following transpired:

• Ford Spalding opened the meeting and reminded all involved that e-mails concerning the DCC project are part of the public domain.
• All attendees introduced themselves and their role in the project.
• Dick Malcom provided a history of the DCC project. Mr. Malcom reviewed past data gathering, analysis and options proposed.
• The group had a brief discussion on town demographics, program needs, past proposals and the outcome of Town Meeting 2007 votes. Process ideas were presented and many questions were raised; these thoughts will be explored at future meetings.
• The group acknowledged that creative communication will be critical to the success of this project. Use-case scenarios and electronic communication channels will be explored.
• To summarize, the group looks forward to building a consensus on “this is what we will work with the town of Dover to build.”

At 9:00 AM, members and prospects of the sub-committees departed and the DCCBC remained. At that time, the DCCBC met with Mr. Donald Mills, Chief Architect of Mills Whitaker Architects LLC. Mr. Mills presented his proposal for architectural and design services for repairs to the Caryl School outlined in his correspondence with Mr. David Ramsay, Dover Town Administrator. After discussion of the Mills Whitaker proposal, the following motion was presented for approval:

Moved: That the Dover Community Center Building Committee approve the fixed fee proposed by Mills Whitaker Architects in the amount of $60,000 for the architectural and design services required for the various repairs to the Caryl School Building as specified in the Request for Proposals dated May 30, 2007 and in Mills Whitaker’s proposal dated June 14, 2007.

This motion was approved unanimously.
The next committee meeting will be held in conjunction with the Board of Selectmen meeting on Thursday September 6, 2007.

The meeting was adjourned at 10:00 A.M.

Respectfully submitted,
Dana White