

Community Center OPM Subcommittee

Meeting Minutes

Dover Town House / Selectmen Meeting Room

March 11, 2020

Members Present: Chris Dwelley, Town Administrator / Luciana Burdi / Dave Billings / Barry Goldman / Ford Spalding

OPM Attendees Colliers International (6:00 PM-7:00 PM): Joe Naughton (Managing Director), Kenneth Guyette (Project Director) & Phillip Palumbo (Project Manager)

OPM Attendees CBI (7:00 PM to 8:00 PM): Wayne Lawson (OPM Director), Jennifer dos Santos (OPM Manager) & Riana Burton (Assistant OPM Manager)

Others Attending: Bob Springett (Selectmen) & Robin Hunter (Selectmen she departed the meeting at 8pm)

Call to Order: 6:00PM

Regular Business:

For each OPM Candidate Chris Dwelley chaired the meeting and opened with a statement of the project expectations for the interview and asked all attendees to introduce themselves with relevant information about each attendee's experience.

- 1) 6:00 PM The Subcommittee asked Colliers International a set of written questions, which they will ask of all, candidates and received answers.
- 2) 7:00 PM The Subcommittee asked CBI a set of written questions, which they will ask of all candidates, and received answers.

At the conclusion of each interview Chris Dwelley thanked the attendees from each firm.

- 3) 8:10 PM The Subcommittee reviewed all interviews, discussed how they would rate each candidate, and voted on their priority listing of the candidates that they will recommend to the Board of Selectmen.

Dave Billings moved and Luciana Burdi seconded to recommend to the Board of Selectmen the following priority order: **Colliers International, Jacobs, CBI & KVA** to be contracted to serve as the Owners Project Manager for the Community Center Building project. The motion was accepted by a unanimous vote of the subcommittee.

Approval of Minutes: Dave Billings moved & Luciana Burdi seconded to approve the following subcommittee minutes: February 24, 2020, March 9, 2020 & March 11, 2020. The vote to accept the minutes as presented was unanimous.

Adjournment: At 8:50 PM it was moved and seconded to adjourn the meeting. The motion was approved unanimously.

Respectfully Submitted,

Ford Spalding