

Community Center Building Committee **Meeting Minutes**

Monday, May 11, 2020

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, <https://zoom.us/j/94082144801> and enter the meeting ID: 940 8214 4801. To join by telephone only, please call 1-646-876-9923.

Members Present: David Billings, Luciana Burdi, Sam Cole, Barry Goldman, Terry Sobolewski, Ford Spalding & Ruth Townsend

Others Present: Chris Dwelley, Dover Town Administrator, Kenneth Guyette, Colliers Director & Phillip Palumbo, Colliers Project Manager

Non-Voting Members Present: Gordon Kinder (Warrant Committee)

Call to Order

Ford Spalding opened the meeting at 5:00pm

Regular Business

1. Minutes of February 10, 2020 were unanimously approved as written by Roll Call Vote.
2. The Committee each introduced themselves to our Owners Project Manager (OPM) Team.
3. The Colliers International team of Ken Guyette and Phil Palumbo introduced themselves as our OPM Project Managers for the Building Project. They presented to the Committee the Colliers Power Point presentation used during their initial interview with the OPM Selection Committee.
4. At the same time, they presented their "Draft" May 11, 2020 recommended Project Schedule that included the Designer / Architect procurement schedule. The Committee expressed its concern of the duration schedule for the selection process and requested that it be expedited. Colliers will be back with an updated schedule and, in the meantime start the process. The first task is to develop a Designer Request for Qualifications (RFQ) and a Designer Contract.

5. Ford Spalding from the Committee and Phil Palumbo from Colliers will be the primary contact along with Ken Guyette & Chris Dwelley for communication between and with the Committee and OPM. Requests and comments should be made to Ford & Phil.
6. Generally, Committee meetings will be scheduled the 2nd and 4th Mondays of the month. For Remote meeting they will be posted for 4:30pm. If and when we return to regular in person meeting they will be at 6:30pm. That said our next remote meeting is set for May 26 @ 6:30pm because May 25 is Memorial Day observed.

Future Meeting Date

May 26, 2020 @ 6:30pm by Zoom

Adjournment

At 5:35pm, it was moved and seconded to adjourn the meeting.
The motion was approved unanimously by Roll Call Vote