

Caryl Community Center Committee Meeting Minutes

Date: June 27, 2019 @ Caryl Community Center Room 108 @ 7:30pm

Attendees:

Selectman Committee Appointees: Amy Collins, Rich Forte, Leslie Godfrey-Schutte, Terry Sobolewski, Ford Spalding & Bob Springett

Members Absent: Erin Rodat-Savla

Committee Stakeholder & Attendees: Joanne Connolly, Bob Cox, John Jefferies, Camille Johnston, Grant Stephen & Ameer Tejani

The Meeting was called to Order at 7:30pm.

The Minutes for May 30, 2019 & June 13, 2019 were approved by the Committee.

Ford Spalding asked the committee if there were any questions or comments on the Caryl Community Center & Town Meeting Process Information document dated June 17, 2019 that was previously sent to the Committee. There were no responses. The document is attached to these minutes.

The Committee then reviewed with all attendees the June 13, 2019 Caryl Community Center / October 7 Town Meeting Awareness Campaign (Attached to these minutes). The following comments and suggestions were added and discussed:

- We should make Posters with pictures & information to be displayed at all events.
- Powasset Farm has two events recommended by Grant Stephen, that we should have a presence at: Dinner in the Field 7/12, 26, 8/9, 8/23, 9/6, & 9/20. Also, an event with music & beer.
- Dover Days table/ booth sign up is now open at Park & Rec. We need to sign up now. See if we can be stationed next to the COA & Park & Rec. There was a suggestion to have the Caryl Building open for tours and perhaps events that might attract folks to go there.
- The Dover Sherborn Education Fund has a fall cocktail party gathering at a farm in Sherborn to kick off their fall season.,
- We need to do "Save the Date" card mailing and email posting. Also consider an "Invitation to Town Meeting" mailing and email campaign.
- Attendees liked a "Voter Guide" (in addition to the Warrant Committee Blue Book) to be mailed out and circulated electronically.
- Chris Boland, Ruth Townsend & others are working on a town wide mailing.
- Personal person to person asks to go to Town Meeting are critical to our getting voters to the Town Meeting. It was suggested that we keep a running list of citizens that say they are going to the Town Meeting and then follow up with them a few days prior to the meeting.

- Lawn Signs & Banner need to be ordered now. Keep the information on them simple. They should start going up by mid-August.

The following are our current meeting dates for 2019:

7/10 & 7/25, 8/22, 9/5, 9/12, 9/26 & 10/10 It is understood that there are some conflicts which will need to be adjusted nearer the time.

We are moving our July 11 Committee meeting to June 10. Please note the change.

Our next meeting date is July 10, 2019 at 7:30 pm in Room 108 of the Caryl Community Center.

The Meeting Adjoined at 8:25pm

Respectfully Submitted By:
Ford Spalding, Chair

Date: June 13, 2019

Caryl Community Center / October 7 Town Meeting Awareness Campaign

Purpose: Have 200+ Registered Dover Voters in the Mudge Auditorium by 7pm

Presentation Planning: Prepare draft June, July & August Ford

Dover Forums: Schedule 3 Town Hall Forums for September Candace

Government Obligations: Contact in July/August & Meet with Selectmen & Warrant Committee & Other Appropriate Town Boards in September Ford & Bob S

Continue to Build Awareness: June to October 7/ Weekly Blasts Can say the same thing over & over Everyone
Constant & Consistent Social Media: Facebook/Twitter/Nextdoor Erin & Ruth
Set up and use Email Chains Providing Information Everyone
Personal Interaction & Conversations Everyone
Reminders of the Town Meeting on October 7 Erin
Send out Save the Date for October 7 Erin
Newspaper Articles
Transfer Station Ruth
Dover Days Val
Flyer Park & Rec for Summer Programs Erin & Amee
Save the Date for COA & Senior Car Pools for TM Bob C
Schools & Boosters Events Leslie (Also check on School Calendar)
Open Letter from CEMAC Ruth & Chris Boland
Encourage Stakeholders Groups to attend Town Meeting Ruth
Voter Guide Erin

Lawn Signs & Town Banner: Design (Vote October 7 7:00pm @ Town Meeting / We Can Do Better / Caryl Community Center)
Order August 1. Distribute August 19 Erin & Val

Arrange for: Driving Carpools for Seniors Bob C
Sitters for Children so both Moms & Dads can go to Meeting Leslie
Caryl Community Center Children's drop off for Supervision Put on hold

Streamline Information Resources so they can be easily found / Dover Town Website. Erin

Finally try to get your friends, neighbors, contacts to join in our effort To get Dover citizens to the October 7 Town Meeting. The choice of Renovation / New / or Status Quo is up to them to decide. Everyone

Caryl Community Center & Town Meeting Process Information June 17, 2019

Based on our discussion about Process on October 13, 2019 I thought the following would be helpful as it applies to Our Committee Meetings, Our Caryl Community Center Process & the Dover Town Meeting Process:

Our Committee Meetings

Whenever we have a Vote to approve something the Open Meeting Rules are the Motion is Made for the Vote. Then a Second to the Motion is made. Then the Chair asks for a Discussion. Amendments may be made to the original Motion. If they are made and seconded, then the same process continues. Once the Amendment is acted upon then we return back to the main Motion. A majority vote carries the action.

I also send the draft Minutes out in advance of the meeting. If there are recommended changes, I then ask that they be sent in writing to me. Having them in advance allows me to make them as part of our discussion to approve the Minutes. This speeds up the process of approval. Once approved I then send them to the Dover Town Clerk, and they are put on the Dover Town website. They are a public document.

Our Caryl Community Center Process

The Committee was formed by the Board of Selectmen with a specific" charge" that we are all responsible to follow. Only the Selectmen can change that" charge". I believe we all joined the committee with that understanding. Briefly stated the "charge" under what I will call, **Phase One**, is to come to a Town Meeting with a Renovations and New building recommendation. The recommendation is to request the Town Meeting to authorize us to proceed to Phase Two. There will be a funding requirement for each article presented under Phase One. It does not say we will provide design recommendations or request the full financial commitment to do either Renovation or New. We have been giving our best conservative estimate of what the ultimate cost maybe based on existing historical documents & a meeting with Don Mills (Renovation). For New we based our estimate on 15 community conversations and/or visits, all of which are documented. We have settled on a 18,000 sq ft building + Demo. We are assuming \$700 / sq ft.

For Phase Two (Can take 12 to 19 months. I presume a new committee is formed with citizens with building expertise and stakeholders.) we will ask for \$200,000-\$400,00 to hire a Owners Project Manager (who runs the Phase Two process under our guidance) and an Architect who will work with the Caryl Committee and the Dover community to determine the functionality / purpose of the building. And who will prepare Schematic renderings and more precise cost estimations that we will bring to the community and ultimately to another Town Meeting for approval to move to Phase Three: Design / Build.

Phase Three (Can take 24 months to Occupancy. I presumed the Phase Two committee will be reduced to mainly citizens with building expertise) is when final designs are done then contractors will build or renovate the building. The cost number that the Town Meeting will be asked for is a "not to exceed" number. An Addendum to the contract in Phase Two will be negotiated and signed generally with the existing Owners Project Manager & Architect. At this time, we will also hire a General Contractor who will contract with sub-contractors to actually build or renovate the building. Once the final design documents are produced construction can begin.

Dover Town Meeting Process for October 7

1) The Selectmen approve and sign the Warrant which includes the Articles. The Motions that will be made at the Town Meeting are prepared by Town Council. Generally, the Warrant Committee holds an "open hearing" to review with interested citizens the Town Meeting articles. The Warrant Committee generally makes recommendations to the Town Meeting which goes out in the "Blue Book" in anticipation of the Town Meeting. They also will make the Motion at the Town Meeting for each Article and will make their recommendation verbally. The Selectmen generally meet with the Committee involved to discuss the Articles, and they, in advance usually make their recommendations. The Moderator runs the Town Meeting under rules that govern Town Meetings.

2) Once a Motion is made and seconded the Moderator has indicated, in this case, that the proponents (us) will be given up to 30 minutes to make a presentation related to ALL the Articles. That can be one person on the committee or more than one. But the 30 minutes is the total. The Moderator generally asks the Selectmen for their recommendations and comments. The Warrant Committee may have made their comments during the motion. If not, the Moderator can call on them again. Then the discussion is open to the registered voter attendees. He usually gives each person three minutes to make a comment or ask a question. The Committee will be allowed to answer questions or comments. At some point someone from the audience may "move the question". If that happens a vote is taken. If it is positive the move to vote on the Article is immediate. For each Article, at this stage, a majority vote carries the day up or down.

3) You should know that someone always can **Move the Question** at any time. Move to **Dismiss the Article**. Move to **Take up the Article Again** later in the meeting if they do not agree with the earlier vote. All requests are subject to Town Meeting rules and a majority vote of attending registered voters attending.

4) **IF** Article One passes & Article Two fails to pass then I assume Article Three will be dismissed as not relevant. **IF** Article One fails to pass and Article Two passes then I assume Article Three will be dismissed. **IF** both Article's One & Two pass then I assume Article Three will be dismissed. **IF** both Articles One & Two fail to pass then there will be a vote on Article

Three. **IF** all three fail to pass then no action will take place until the next Town Meeting. **Only those Articles that receive positive votes will be acted upon to advance Caryl's future.**

Currently drafted Articles:

- Article 1: Appropriate design funds for engineering studies and conceptual plans for a new Caryl Community Center;
- Article 2: Appropriate design funds for engineering studies and conceptual plans to fully renovate the Caryl Community Center;
- Article 3: Appropriate funds for plans and specification for extraordinary repairs to the Caryl Community Center.

5) In order to open the meeting at the designated start time (7:00PM) a quorum of 175 voters must be in attendance. That is why it is imperative for us to be sure a quorum is in their seats by the designated start time. So, we **MUST** work to have a strong attendance. My target is at least 200 registered voters.

I hope this answer most of the questions brought up on October 13. Always feel free to ask questions related to the process. We did not invent the process. Much of it is by governed by law and some by tradition.