

CMAC Meeting Minutes 12/8/2010  
Selectmen's Meeting Room

Attendees: Kathy Weld, Jane Hemstreet, Ford Spalding, Carol Lisbon, Scott Seidman, Karl Warnick, Jess Cooney, Dave Ramsay

1. Minutes of 11/10/2010 approved
2. Fee Schedule and policies discussed.
  - a. Kraft Hall - \$100/use; kitchen \$75/use; \$50 sexton fee
  - b. Sherborn Comm. Center - \$150- \$1500 depending upon partial/full day and particular room
  - c. Recommitted to a common fee structure for all CCC spaces. Committee recommends that the BOS and P&R Commission approve the following:
    - i. One-time /Continuing use fees and individual/group use fees the same
    - ii. Resident \$25/hour; non-resident \$50/hr
    - iii. These rates apply to the library, cafeteria, gym and activity rooms
    - iv. Continuing use requiring dedicated space will be negotiated separately and approved by the BOS
    - v. No separate kitchen fee will be established at this time
3. CCC Maintenance plan reviewed and prioritized
  - a. Spaces 34/35 ( P&R offices)- ceiling tiles currently being replaced from spaces not in use
  - b. Spaces 16/17 ( cafeteria/kitchen) reconfirmed as top priority given opportunity to grow use of the space and improvements already done to kitchen.
  - c. Spaces 12/26 ( 1st and 2nd floor corridors) confirmed as second on priority list since it is common space.
4. Future items for discussion
  - a. All organizations that generate revenue should be contributing to general maintenance and operations of the CCC
  - b. Review Use policy. Besides government use, users are generally educational/recreational programs
  - c. Building supervision weekends/off hours

- d. Change name of “library” space
- e. Upon completion of prioritized improvements planned for summer 2011, hold an open house in Fall 2011 co-sponsored by BOS, COA and P&R

**5. Actions:**

- a. BOS and P&R Commission to approve new fee schedule
- b. Jess Cooney and Dave Ramsay to update respective websites with new fee schedules upon approval by BOS and P&R
- c. Karl Warnick to update Maintenance Plan as priorities established and work done
- d. Carol Lisbon to develop draft Marketing Plan for CCC

6. Next meeting: Wednesday, January 19, 2011

Respectfully submitted,

Carol Lisbon