

**Caryl Management Advisory Committee
Minutes of the Meeting
November 9, 2011, 7:30 a.m.**

Members present: Jane Hemstreet, David Ramsay, Ford Spalding, Karl Warnick, Kathy Weld.

Also present: Barbara Murphy

Approval of Minutes: The minutes of October 5, 2011 were approved as presented.

Policy statement regarding user improvements to space at CCC:

After brief discussion, the Committee unanimously recommended approval of the draft policy statement regarding improvements to space at the CCC by the users. The final statement is attached.

Updates:

1. **Drinking Fountains:** Karl has located the combination bubbler/bottle refill units that the Committee felt would be best for the CCC. Each wall-mounted unit would cost approximately \$1,000 installed. The Committee recommended the purchase of 3 such units for the CCC – one upstairs, and two downstairs (one each outside the cafeteria and the gym) – all at once or incrementally, as the budget permits.
2. **Capital Budget – improvements to art room and 3 ancillary rooms:** a new cost estimate of \$15,000 was agreed upon to cover new sheet rock walls, painting, and vinyl tiles. The Committee felt it was important to move ahead to make this space rentable for art classes and activities, something for which there has been a demand and which would add variety to the CCC's current program offerings. More extensive work, such as lighting, new sink, and cabinetry, may be added in a subsequent year, pending a decision by the COA regarding specific dedicated space that would best accommodate their office and programming needs.

Continuing discussion – COA at CCC:

Jane Hemstreet presented thoughts and questions from the COA board meeting of November 1 regarding the two scenarios offered at the last CMAC meeting for COA dedicated space at the CCC. The following points were made during discussion:

1. The COA needs unified, contiguous space that will accommodate both current and future programming.
2. It needs easy access to its space from drop-off/parking.
3. The final solution needs to be considered within the context of the Town's overall longer term space planning.

It was agreed that the COA needs to do the following:

- Articulate and prioritize its space and programming needs in writing (part of this has been done in the past for previous building plans, but it needs to be updated).

- Decide on/prioritize the various solutions that have been under discussion for meeting those needs: a) a new stand-alone building; b) the left wing of the CCC currently housing the CDC; c) the blue room with reconfigured storage area and cloak room, plus the art room.

Next meeting: will be scheduled in January, 2012.

The meeting was adjourned at 8:40 a.m.

Respectfully submitted,

Kathy Weld