

Caryl Management Advisory Committee (CMAC)
Minutes of the Meeting – September 15, 2011
Parks & Recreation Conference Room

Members present: Jess Cooney, Dave Ramsay, Scott Seidman, Kathy Weld

Also present: Nancy Simms

1. **Minutes** of August 24, 2011 approved as presented
2. **Updates:**
 - a. **Drinking water:** Costs for PuraVida system were presented: Town pays \$550/month for the water, users pay \$.50 - \$1.00/bottle refill depending on bottle size, Town keeps the money collected; system does not have a bubbler feature. Scott will provide Karl with name of vendor for the water coolers at the Boston Sports Clubs, as they have both bubbler and bottle refill features.
 - b. **Internal Signage:** Cost estimated at \$5,000 to provide room signs similar to those at the Town House, plus 2 directories – one at each entrance.
 - c. **Dover Days Fair:** Kathy reported not much action at the booth, but conversations with several senior citizens who stopped by. Suggestions for CCC included offering an intermediate yoga class for seniors; identifying the specific activities for seniors that could/would take place if the spaces currently occupied by the CDC were available; having a more unified place for seniors to meet, i.e., one, not three, spaces in different buildings as is the case at present.
3. **Projects for Capital Budget request** (for recommendation to the Selectmen):
 - a. Paving of the back parking lot – estimated at \$25,000 – for FY’13
 - b. Internal signage – estimated at \$5,000 – for FY’13
 - c. Furniture, filing cabinets for P&R offices – estimated at \$12,000 – for FY’13
 - d. Replacement of boilers – estimated at \$450,000 – for FY’14
4. **Improvement Projects – current and future:**
 - a. Current: Downstairs hallway painting completed; cafeteria repairs and painting still in progress
 - b. Next round of improvements recommended by the committee as soon as they can be accomplished:
 - i. Refurbishing of the art room downstairs and 2 classrooms directly above
 - ii. Painting of the upstairs hallways
5. **Other discussion:**
 - a. **Outside vendors:**
 - i. Clarification was made that only *non-profit* educational vendors and organizations would meet the zoning bylaws; for-profit vendors renting their own space would not. (Erin’s School of Dance is grandfathered.) Any outside vendors wishing to rent space to offer a class would need to do so under the aegis of the Parks & Recreation or Council on Aging departments and their program offerings.

- ii. P&R does the administrative and marketing work for their vendors, and keeps 20% of the vendor's income from their classes
 - iii. P&R has had requests from new vendors to be able to offer chess classes, art classes, and yoga/exercise classes; they have not added these programs for a variety of reasons: either lack of a room they "controlled" without having to pay rental fee to the Town; or lack of personnel to do the necessary administrative work at the time the request was made (e.g. chess – they hope to get this class going in the winter, advertised in the winter brochure); or the condition of the room that might be used, e.g. the art room
- b. **Adding programs** – which we encourage – increases the need for additional personnel to provide a combination of service, supervision, and custodial help, and a general sense of this being a community building that is monitored and cared for.
 - c. These issues of programming and personnel need to be discussed together with Selectmen, Parks & Recreation Commission, and CMAC.

6. Action Items:

- a. Scott to provide name of Boston Sports Clubs water cooler vendor to Karl Warnick
- b. All members continue to think about wish list for CCC and creative ways to obtain items

7. Future Topics (cumulative):

- a. Space issues: mat room – dedicated space or shared space for common use; adding P&R-sponsored programs at CCC in "BOS" spaces with or without charge to P&R
- b. CCC finances: revenues from program and rental fees to offset general maintenance and operations of CCC – policy, procedures, amount/percentage, interface with Town budget, etc.
- c. Discuss a master plan for the CCC – space use, programming, personnel, budget
- d. Brainstorm wish list and how to obtain items

No date was set for the next meeting.

The meeting was adjourned at 8:50 a.m.

Respectfully submitted,

Kathy Weld