

CMAC Meeting Minutes 3/16/2011  
Selectmen's Meeting Room

Attendees: Jane Hemstreet, Carol Lisbon, Barbara Murphy, Nancy Simms, Ford Spalding, Kathy Weld

1. Minutes of 1/19/2011 approved
2. Website
  - Ford was thanked for his development of draft website pages.
  - Content and photos were reviewed. Where possible, photos should include active use of the space.
  - The web pages should be actively linked from both the P&R and Dover websites.
3. Press Release
  - Kathy was thanked her draft release and edits were discussed.
  - It was suggested that a photo of the CCC be included.
  - Depending upon building status, distribution at the Town Meeting was discussed.
4. Building Usage
  - It was agreed that a standardized usage report for use by COA, P&R, and Building Maintenance would enhance ability of CMAC to quantify and analyze usage on a regular basis. Data to include: date, organization, # of attendees, # of hours, room used, fees charged
5. Vending machine
  - Jane Hemstreet received enthusiastic response from Friends of the COA and spoke with Coca-Cola regarding possible business arrangements.
  - Vending machine contract and placement will need to be approved by Board of Selectmen.
  - Discussion of health and environmental issues associated with vending options
6. Old Home Day
  - Kathy Weld spoke with Heather Hodgson DePaola regarding use of CCC. Planning activities just beginning.
  - It was recognized that getting folks into the CCC would be a challenge if both the CCC and Town House were used.

## 7. Building Maintenance

- No light at back entrance was noted
- Internal signage/directory at entrances should be addressed.
- Feedback from Karl Warnick and Jess Cooney on user comments would be helpful.

## 8. Library Space

- It was agreed that the Library space should be renamed.

## 9. Actions:

- Kathy Weld to ask Dave Stapleton if he would be willing to take photos of rentable space in the CCC for inclusion on the website.
- Jess Cooney to make sure that all reference to Caryl Building on the P&R website uses "Caryl Community Center".
- Kathy Weld to work with Bill Clark to design web pages for CCC
- Carol Lisbon to work with Bill Clark to develop Excel spreadsheet to be used by Jess Cooney, Janet Claypoole and Karl Warnick.
- Jane Hemstreet to work with Karl Warnick on vending machine to identify issues, costs/revenues, etc.
- Karl Warnick to provide building maintenance update, review of FY12 priorities and identified issues at next meeting.

## 10. Future topics: Cumulative

- 4/13/11: Review FY11 maintenance/improvements/priority list
- 4/13/11: Update on security policy and practice
- 4/13/11: Discuss FY12 space availability
- Drop-in program for gym ( fees, supervision, time schedule)
- All organizations that generate revenue should be contributing to general maintenance and operations of the CCC
- Building supervision weekends/off hours
- Change name of "library" space
- Parking lot - paved?signage?
- Landscaping & beautification plan
- Final website and press release
- Vending Machine

Next meeting: Wednesday, 4/13/11 7:30 a.m. in the P&R Conference Room

Respectfully submitted, Carol Lisbon