

Caryl Management Advisory Committee
Meeting of March 14, 2012 – 7:30 a.m.
Minutes

Members present: Jane Hemstreet, Carol Lisbon, Kathy Weld, Jess Cooney, David Ramsay, Karl Warnick

Also present: Barbara Murphy

1. The minutes of January 18, 2012 were approved as presented.
2. Preparation for Warrant Committee Open Hearing: Kathy shared remarks to be made if necessary in support of BOS/CMAC capital budget request of \$15,000 for refurbishment of the former art room. Members offered additional points to be made.
3. Report on usage of CCC's non-dedicated community use spaces, September 2011 – February 2012:
 - Parks & Recreation spaces: Jess reported that the gym was booked 2 p.m. – 9 p.m. every week day, all day most Saturdays during the winter, and that many requests must be turned down. The Caryl Room (former library) is busy with birthday parties many weekends. Spreadsheet indicates that of 28 bookings, 10 are one-time, 18 are continuing (2 or more times) and most involve 10-15 people each time.
 - BOS: Open Fields and Dover Foundation both booked cafeteria/kitchen space for continuing use for a period of 3 months. Dover Mothers' Group booked the same space on 4 occasions. (Elm Summer Camp booked 2 classrooms, 10 hours/day for two summer months.)
4. Use fee for 2012 Elm Summer Camp at CCC: This camp, run by a non-Dover resident, serves 60 children ages 6 to 9 or 10. It has paid \$75 per day for the last several years. Karl Warnick will negotiate a new fee, between \$100 - \$200 per day, that will be more in line with CMAC's recently established fee for continuous use.
5. Other
 - CCC wish list: was discussed briefly and included AV capabilities for Caryl Room; microphone; art room equipment, such as easels. List will be publicized on the web site.
 - Updates:
 1. Water fountains to be installed in July 2012.
 2. Parking lot upgrade to be done in the summer 2012.
 3. Oil tank: remediation work to be completed, and new tank installed above ground.
6. Future agenda items (cumulative):
 - Beautification plan
 - Signage design; art room specs (pending outcome of capital budget at Town Meeting)

- CCC Finances: revenues from programs and rental fees to offset general maintenance & operations of CCC: policy, procedures, amount/percentage of fees charged going to maintenance, and interface with Town budget.

7. Next meeting: Wednesday, May 16, 2012 at 7:30 a.m.

8. Adjournment: The meeting was adjourned at 8:30 a.m.

Respectfully submitted,

Kathy Weld