

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

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

Also present: Barbara Murphy

Approval of minutes: The minutes of March 14, 2012 were approved as amended.

Maintenance & capital projects: The following work is scheduled for summer 2012:

1. **Installation of interior signage** (Capital Budget - \$5,000 approved at ATM 2012): will include full directories at each of 3 entrances to CCC, room names or numbers outside each room; all ADA compliant; styling similar to that in the Town House. Karl will email photos to CMAC members for comments prior to final selection.
2. **Refurbishment of former art room & 3 ancillary office/storage rooms** (Capital Budget - \$15,000 approved at ATM 2012):
3. **Parking lot upgrade** (building maintenance budget, CCC): leveling, re-gravelling; work to be done by Highway Department.
4. **Installation of 3 water fountains** (building maintenance budget, CCC): each of these will be combination units with bubbler and bottle refill spout.
5. **Interior painting** (building maintenance budget, CCC): entire upstairs hallway from back entrance to P&R area; includes replacement of baseboards.
6. **Installation of motion sensor lights in bathrooms** (building maintenance budget, CCC).

Fee structure review: The Committee voted unanimously to recommend the current fee structure for another year:

One-time use:	\$25/hr. Dover resident	\$50/hr. non-resident
Continuing use:	\$10/hr. Dover resident	\$20/hr. non-resident

During discussion, it was noted that having the lower rate for continuing use has worked as intended, as it encouraged rather than deterred use. Parks & Recreation charges the sports clubs for use of fields. Karl has negotiated a rate of \$125 per day with the Elm Summer Camp program, bringing it more in line with the established rate for continuing use.

Landscaping/beautification: The Committee discussed low-maintenance possibilities for front and back entrances to the CCC, such as slow-growing evergreen shrubs or trees in large concrete planters. Design, installation, and cost are issues. Suggestions: seek out a Dover resident landscape designer or landscape company who would provide pro bono services; see if Eagle Scouts or Norfolk Aggie students might take this on as a project; include a bench in the design.

Funding the CCC operating and maintenance costs: In the fall, the Committee plans to address the philosophical underpinnings and their practical out-working for the funding of CCC operations and maintenance for all non-dedicated community spaces. This will include discussion of the appropriate apportionment of revenues generated from program fees and ad hoc

users. In preparation for this, Karl Warnick and Jess Cooney were asked to provide revenue and expense data for their respective areas of responsibility for the fiscal year ending June 30, 2012.

Other:

1. **User feedback:** Jess reported feedback from instructors regarding the room used for Tae Kwan Do and wrestling. The room smells, the carpet is disgusting, walls need painting, heat is either too hot or too cold, and heating units have sharp edges – dangerous for wrestling classes. It was suggested that price quotes be obtained for new carpeting vs. tiles; painting; and rounded covers for heating units. A decision could then be made whether to fund improvements immediately through the P&R's revolving fund or wait another year for the capital budget process.
2. **CMAC membership:** Ford suggested expanding the at-large representation on the Committee, with a goal to get younger residents involved in Town governance.
3. **Oil tank update:** A new 3,000 gallon tank will be installed in early July; the footing for this tank is currently being built, in the "cove" area adjacent to the side entrance.

Acknowledgement of Jess Cooney's recent award: The Committee congratulated Jess on winning the Massachusetts Recreation and Park Association's "New Professional of the Year Award" for 2011-2012 and thanked her for all she has done to improve Dover's recreation programming and its presentation.

Action Plans:

- Karl to proceed with capital and maintenance items scheduled for the summer
- Karl to circulate photos of proposed signage to committee members for comment
- Kathy to contact people for landscape project, per suggestions; members to pass along names to Kathy
- Karl and Jess to assemble FY12 income & expense data in their respective areas; include P&R revolving fund (Jess)
- Kathy to obtain other community centers' policies for funding their operations
- Karl to obtain quotes for carpet/vinyl tiles, painting, and other improvements to wrestling/Tae Kwon Do room
- All members encouraged to forward names of possible new CMAC members to Carol for consideration by the Board of Selectmen

Future Agenda Items:

- FY14 capital budget items
- CCC financing of operations
- Landscaping/beautification (continuing)

Next meeting: Thursday, September 27, 2012 at 7:30 a.m.

Adjournment: The meeting was adjourned at 9:00 a.m.

Respectfully submitted,

Kathy Weld