

**Caryl Management Advisory Committee
Meeting of September 27, 2010 – 7:30 a.m.
Minutes**

Present: Carol Lisbon, Ford Spalding, Kathy Weld, David Ramsay, David MacTavish, Karl Warnick

Approval of minutes: The minutes of May 30, 2012 were approved as presented.

CCC interior signage: Karl Warnick presented a proposal for signs identifying each room in the building, including storage rooms. The purpose is to make the building not only more user friendly, but also safer in the event of an emergency. The signage will include four directories: one located at front entrance, two at the back entrance on both 1st and 2nd floors, and one opposite the side entrance. All signage will be ADA compliant, styling similar to that in the Town House. The Committee determined which rooms should have smaller signs with numbers only, and which should have larger signs with room name as well as number (e.g., town departments and regular licensed tenants). Karl will draw up a draft diagram, get the approval of the fire marshal, and bring it back to the Committee for final review at the next meeting.

Summer projects 2012 update: The following projects have been completed: re-grading and re-gravelling of the parking lot; painting of upstairs hallways; and installation of motion sensor lights in bathrooms. The refurbishment of the former art room and 3 ancillary rooms will be finished mid-October; the room already has 2 bookings in November. The water fountains have been ordered. The new oil tank is expected to be installed within the week.

FY'14 Capital Budget requests: there were none. The refurbishment of the last three rooms on the original CCC master list can be accomplished within the Town's building maintenance budget. The Committee agreed to defer paving the parking lot to FY'15 or later, depending on how well this year's re-grading lasts. Replacement of the boiler remains a future item.

CCC Financials: Committee members asked for the total income of the CCC from all sources, as well as the number of people, programs, and events that use the community center.

Publicity for CCC: There should be another press release and updating of the web site, drawing attention to the improvements that have been made and the new programs that are now being offered.

CMAC membership: new appointees from the COA and Parks & Rec are needed to replace the current representatives who are no longer able to attend meetings. It would also be helpful to have additional members, particularly from one or more of the younger user groups, such as the Dover Mothers' Group or the basketball dads. Kathy and Ford will assist the Selectmen in recruiting new members.

Action items, new and continuing:

- Karl: signage project
- Karl & Dave R.: CCC income (BOS)

- Dave MacT.: CCC income from P&R programs and rentals
- Kathy & Ford: press release and web site blurb; new member recruitment
- Kathy: continue to pursue landscape/beautification project for front and back entrances

Next meeting: Tuesday, November 13 at 7:30 a.m.

The meeting was adjourned at 9:10 a.m.

Respectfully submitted,

Kathy Weld