

**Caryl Management Advisory Committee
Minutes of the Meeting – October 16th, 2013 – 7:30 a.m.**

Present: Chris Boland, Joe Devine, Mary Hable, Carol Lisbon, Ruth Townsend, Kathy Weld, Mark Ghiloni, Dave Ramsay, and Karl Warnick.

Approval of Minutes: The minutes of September 25, 2013 were approved as presented.

Review of Capital Budget Requests from COA for the CCC: The Committee reviewed two lists received from the COA.

The first was a prioritized 5-year plan, forwarded on October 1, 2013 by Selectman Jim Dawley following a meeting and tour with COA members: AC for the COA’s new space, AC for the Blue Room, rehabilitation of four public restrooms, improvements to the front entrance, repair or replacement of stairs at side entrance near cafeteria, and improvements to rear parking lot.

The second list, entitled “COA Concerns”, was generated at the October COA board meeting and given to Joe to share with the Committee. Its capital requests, prioritized, were: AC for the Blue Room, rehabilitation of the bathrooms, installation of a railing along the downslope to the front entrance, more handicap parking spots, and a circular driveway to create a drop off stop. The remaining items on this list would not be considered capital budget items, but rather matters to be worked out with Karl Warnick.

VOTE: After discussion, and upon motion made and seconded, the Committee voted unanimously to approve and recommend to the Board of Selectmen the following prioritized 5-year capital budget plan for the CCC:

1. AC for new COA space	\$15,000	FY15
2. Rehabilitation of 4 public restrooms	\$TBD	FY15/16
<i>Originally scheduled for FY19. Depending on cost and overall capital budget, might do 2 one year, 2 the next. Will benefit all users of CCC.</i>		
3. Front entranceway/walkway improvements	\$TBD	FY17
<i>Originally scheduled for FY19.</i>		
4. Replace/repair stairway at entrance near cafeteria	\$30,000	FY17
<i>Retaining wall crumbling; could eliminate stairs and re-do foundation</i>		
5a. AC for COA Blue Room	\$20,000	FY19
5b. Paving of rear parking lot	\$25,000	FY19
<i>Originally scheduled in FY16; no issues that need to be addressed in this area at present time; will be monitored and re-assessed as required.</i>		

Rationale for decisions:

- Re AC for the Blue Room, the Committee noted that at present, there is very low activity in July & August, perhaps 1-2 activities per week for that room. It suggested that COA monitor its programming and usage in that room, with the view that the project could be considered sooner if the level of activity warrants it; in the meantime, it encouraged COA to use its new space in cases of very hot weather, as it will have AC.

- Re more handicap parking spaces: Again, the Committee encouraged COA to monitor the need closely: how many people cannot get to events because of inaccessibility, lack of handicap parking – 2 or 20? (The CCC currently has the required number of handicap spaces.)
- Re the circular driveway: the Committee agreed it should be considered for the future in the context of long-range planning for the entire building, and that dialogue should continue.

Improvements to Park and Rec Office and Conference Room – Chris asked if this could be considered within the Selectmen’s capital budget request for the CCC. Members agreed that it could, following the prescribed procedures: P&R contacts Karl to discuss scope and details of the project; Karl then procures professional assistance as needed and cost estimates for consideration by CMAC, P&R, BOS, and Capital Budget Committee.

Action steps:

- Karl to get a conceptual design and budget estimate for rehabilitation of the restrooms.
- Karl to discuss further details of Park and Rec office improvements with Dave McTavish.
- Rail for front entrance to be looked into by Karl.

Next meeting: Wednesday, November 13th, 7:30 a.m.

Adjournment: 8:30 a.m.

Respectfully submitted,
Ruth Townsend