

**Caryl Management Advisory Committee**  
**Minutes of the Meeting – November 13, 2013 – 7:30 a.m.**

**Present:** Kathy Weld, Karl Warnick, Joe Devine, Dave Ramsay, Carol Lisbon, Mary Hable, and Ruth Townsend.

**Approval of Minutes:** The minutes of October 16, 2013 were approved as presented.

**Capital Budget FY15 and Beyond:**

- **Update:** The five-year capital budget plan for the CCC developed at the last meeting was presented to the Capital Budget Committee. Air conditioning in the COA office was approved for FY15. The CBC knows the restroom renovation proposal is in progress for FY15/16.
- **Rehabilitation of restrooms:** Karl is working on a proposal for rehabilitating the four public restrooms. The CMAC will review the proposed conceptual design and cost estimates will then be established. The CBC is assuming that the project will be done over two years.
- **P&R items:** The improvements requested by P&R for its office and conference room are primarily cosmetic ones which would be done through the building maintenance budget rather than the capital budget. It was noted also that it is late in the capital budget process to be introducing items for FY15. Problems associated with abuse of the kitchenette in the conference room were determined to be solvable through policy changes.

**Current Projects Updates:**

- **Refurbishment of classrooms on second floor:** Improvements are underway. The merits of having a sink in the room were discussed. Installing a sink now would entail highly disrupting other areas. It is possible that the process will be much simpler if undertaken when the restrooms are being rehabilitated. It was agreed that the feasibility of adding a sink to that classroom space should be included in the conceptual design phase of the bathroom project.
- **Parks & Recreation online registration:** Mark and Chris are currently working on both technical issues and fee related issues associated with the online registration effort. They will present to P&R on December 4<sup>th</sup> and then to CMAC at its next meeting. It was noted that the system needs to allow for proper vetting of a reservation request before allowing booking. Mary will contact Mark and Chris about meeting for a review of what they have designed so far.
- **CCC web site updates:** Mary reported that the new FAQ and Terms of Use documents were successfully added to the CCC web page.

**Other:**

- The COA is getting used to their new space and assessing program possibilities. Several CMAC members reported hearing positive feedback from COA members about the space.
- In the spirit of bringing new programs into the CCC Ruth reported that she spoke with P&R about booking a “drop-in” room play space on behalf of the Dover Mother’s Association for the winter months.

**Next meeting:** Wednesday, January 22<sup>nd</sup> or February 12<sup>th</sup>, 7:30 a.m.

**Adjournment:** 8:10 a.m.

Respectfully submitted,  
Mary Hable