

**Caryl Management Advisory Committee  
Meeting of November 19, 2014, 7:30 a.m.  
MINUTES (approved)**

**Present:** Jim Dawley, Joe Devine, Mark Ghiloni, David Ramsay, Alexia Pearsall, Ruth Townsend, Karl Warnick, Kathy Weld; and Brooks Gerner, Warrant Committee liaison.

**Welcome:** The Committee welcomed Alexia Pearsall, newly appointed member-at-large.

**Approval of minutes:** The minutes of October 1, 2014 were approved as amended.

**Progress reports:**

1) Proposed restroom renovation: The Selectmen have approved the original concept design that was presented to CMAC last winter for the renovation of 4 public restrooms; they will be presenting it to the Capital Budget Committee next week. They will also be seeking the support of the COA board, the P&R Commissioners, and other CCC stakeholders as the proposal moves towards a vote at the Annual Town Meeting in May. It was suggested that CMAC hold a CCC open house for citizens around the time of the Warrant Committee's Open Hearing in March.

Members emphasized the importance of having a ready answer for the frequently-asked question: What are you going to do with the building; what is its future? Jim stated that the Selectmen are committed to keeping it, investing in it, and maintaining it for Town use for the foreseeable future. It was noted that engineering studies done for the building committee in 2006 confirmed that the CC has strong bones and is structurally sound.

2) CCC website: The Committee made additions and clarifications to a draft of updated verbiage and photos. Once the changes have been incorporated and additional photos have been gathered, Kathy and Ruth will work with the Town's website coordinator to post the new material on the website.

3) CCC informational leaflet: Ruth presented the layout for a proposed informational tri-fold leaflet for marketing the CCC. It would have information on available space and types of activities, how to book space, photos of programs and activities at the CCC, and quotes from various users. The Committee agreed that to save costs, we should not mail these to every household and box holder (approx. 2,300); rather, we would make them available at multiple locations around Dover, Sherborn, and Needham. We would also ask to circulate them through both the school "blasts" and a Colonial Water Company mailing. Alexia will work with Ruth to create a final draft for approval at the Committee's next meeting.

4) Photos, artwork for CC hallways: The Committee plans to have five (5) sections of photos or artwork in the hallways of the CCC, one for each of the following: Historical Society, P&R activities, theatre groups (Dover Foundation & Openfields), Chickering School student art, and sports (D-S, Town). Each group will be invited to "adopt a wall", investing in the CCC by buying frames, filling them, and keeping their display refreshed. Ruth has researched 11x17 frames that protect photos and can be easily filled and re-filled.

5) Facebook and CCC activity calendar: For CCC's Facebook page, Mark will enter P&R posts on Mondays, Erin will take Fridays, and COA will have one other day of the week to be determined. For publicizing all CCC activities, the Committee agreed that it was too complicated and labor intensive to maintain one central calendar of all CCC programs and events. Instead, we would request links from the CCC web page to the web page of each of the regular users – P&R, COA, Erin's School of Dance, the CDC, and Parent Talk. Each organization would be responsible for keeping its own calendar updated.

The Committee thanked Ruth for her tremendous efforts and results on all of the promotional activities reported on here.

6) Results of HVAC engineering study: Dave reported on the results of the engineering study requested by the Selectmen: the boilers should be replaced as soon as we are able to do so, preferably by FY18, with an estimated cost of \$450,000. The piping and controls for the HVAC should be replaced in order to restore efficiency and comfortable temperatures for all rooms, with an estimated cost of \$1.3M and most likely in an out-year in the next 5-year capital budget cycle.

**Action steps**, with lead players on each; others may help, too!

- Incorporate text and photo changes to CCC website – Kathy, Ruth
- Work with Bill Clark (IT) posting new website layout and links – Kathy, Ruth
- Prepare final draft of informational leaflet , with text & photos – Ruth, Alexia
- Contact aforementioned organizations re: adopting a wall in CCC – Ruth, Jim
- Assign admin access to COA, P&R, and Erin's for Facebook posts – Ruth
- Begin planning for promotional evening at CCC to coincide with launch of leaflet and discussion/presentation of restroom renovation proposal – all interested members

**Next meeting:** Wednesday, February 4, 2015 at 7:30 a.m.

**Adjournment:** 8:55 a.m.

Respectfully submitted,

Kathy Weld