

**Caryl Management Advisory Committee
Meeting of February 4, 2015
MINUTES (approved)**

Present: Chris Boland, Jim Dawley, Joe Devine, Mark Ghiloni, David Ramsay, Alexia Pearsall, Karl Warnick, Kathy Weld; and Pam Kunkemueller, Dover Historical Society.

Approval of minutes: The minutes of November 19, 2014 were approved as presented.

Restroom renovation proposal: Jim Dawley has met and discussed the project with both the Warrant Committee and the Capital Budget Committee. The latter has asked to see a detailed presentation before it decides whether to recommend it to the voters. CMAC members agreed that it should be sufficient for a presentation to provide an overview of last several years of major capital outlays for the CCC; the architect's renderings of the proposed changes and basic cost estimates; and a statement-of-philosophy within which the restroom renovation project should be seen, one that emphasizes our pride in and commitment to top-notch maintenance and provision of well-functioning facilities and apparatuses at all of our Town buildings because they house important services and programs for citizens.

The Committee discussed plans to host an open house to publicize the project and educate the public. It will be held at the CCC on Saturday, March 7 at 11:00 a.m., in the Springdale Avenue lobby, and will include an informal presentation, with guided or self-guided tours of the restrooms and the rest of the CCC before and after the presentation. "Props" will include a large poster of the architectural renderings and handouts of the report containing narrative, schematics, and "before" photos. The Committee plans to publicize this event in the local newspapers, on the Town web page, on DCTV, and in P&R's new brochure at the end of February.

Additional strategies were discussed for publicizing the project and getting citizens to Town Meeting, including sending email blasts from CCC tenants and regular users to their constituents; and having visitors sign in with their emails at the open house, so that CMAC could later share a prepared text with details of the project and Town Meeting date, time, and place, for them to forward to their network.

Dover Historical Society wall display for CCC: As part of CMAC's effort to enliven the hallways of the CCC, resident Pam Kunkemueller presented her plan for the 23 feet of CCC wall space to be managed by the Dover Historical Society. It will consist of 12 color drawings created by Dover's Town Historian, the late Richard Vara, and never before exhibited. Karl will assist with the installation, which the Committee hopes can be achieved in time for the open house.

Final CCC website draft: The Committee approved additional verbiage it had requested at the last meeting to be included in the opening paragraphs.

Approval of CMAC report for the 2014 Dover Town Report: The Committee approved the CMAC report as written for submission to the Town Report Committee.

Action steps:

- Mark and Karl to provide use numbers from the departments (COA, P&R), tenants (CDC, Erin's Dance, Parent Talk), and organizations that regularly use CCC space.
- Mark and Karl to invite CCC tenants to have a representative present at the open house to share/answer questions about their programs & use of the facility (and the need for updated restrooms)
- Alexia to follow up with these tenants and also to suggest posters of their programs: one for the lobby area, and one to place at their CCC location
- Ruth and Alexia to contact regular users with same requests as above: Dover Foundation, Open Fields, DMA, scouts, and garden clubs
- Jim to circulate first draft of project presentation to CMAC members by the week of February 9.
- Publicity: Jim to discuss with D/S Press and DCTV; Kathy with Hometown Weekly, Patch, and Town website
- Dave to ask Don Mills for large poster board architectural rendering of proposed renovations
- All CMAC members to be present at the open house to help promote the opportunities offered at the CCC – spaces, programs, activities.

Adjournment: The meeting was adjourned at 8:35 a.m.

Respectfully submitted,

Kathy Weld