

**Caryl Management Advisory Committee  
Meeting of September 30, 2015 – 7:30 a.m.  
MINUTES**

**Present:** Chris Boland, Jim Dawley, Alexia Pearsall, Ruth Townsend, Kathy Weld, Mark Ghiloni, David Ramsay; also Matthew Schmid.

**Approval of minutes:** The minutes of June 3, 2105 were approved as presented.

**Review of CCC capital budget items for FY17 – FY21:** The following draft of prioritized capital items was presented and discussed:

- |   |             |      |
|---|-------------|------|
| 1. Boiler plants  | \$450,000   | FY18 |
| 2. Repair/replace stairway outside of cafeteria   | \$30,000    | FY17 |
| The wall is buckling and crumbling due to moisture issues; these will be fixed and the stairway removed, as it is no longer needed. |             |      |
| 3. A/C for COA Blue Room  | \$20,000    | FY19 |
| 4. Expansion ( <i>and paving</i> ) of parking lot   | \$25,000    | FY19 |
| 5. Heating piping and controls  | \$1,300,000 | FY18 |
| It is recommended that this be done in conjunction with #1.   |             |      |
| 6. Lighting/electrical upgrade  | TBD         | FY21 |
| This includes replacing electrical panels and generators.   |             |      |

**Bathroom renovation project:**

David Ramsay reported that Mills Whitaker Architects has been selected from two applicants to be the designer. The process of preparing bid specifications/construction documents has begun. The project will be put out to bid in late winter, with construction scheduled to start in June 2016 and be completed by November, with the heavy construction portion of the project completed by September. The CMAC will be involved throughout the process.

Matt suggested that a shower facility be retained at the CCC for times when the building is needed as an emergency shelter. In response, it was noted that with the building's current use as a community center, there is no a regular need for a shower facility; and further that neither of the other facilities designated as emergency shelters (Town House and Chickering School) have shower facilities. However, both the Police Department and the Town Garage do have showers that could be used if an emergency lasts more than two or three days.

**Project updates:**

Projects completed during the summer included:

1) Gym: Cleaning up, removing the storage lockers and batting cages, painting the walls, and refinishing the floor. CMAC members were very pleased with the results.

2) P&R office: Removing the dropped ceiling, painting the walls, rearranging the layout.

Ongoing projects:

1) Hallway displays: COA and P&R continue to gather materials for the displays outside their respective offices. Ruth is working with Dover Foundation and Open Fields for a community theatre display across from Room 214.

2) Installation of cubbies outside the gym to alleviate clutter: in the process of obtaining prices, or perhaps a possible donation from a local business.

3) New basketball backboards: There was much discussion about the basketball backboards and hoops that were to have been installed this summer but could not be, due to the age and condition of the walls, which could not support the backboards. There were issues with various alternatives that were considered, and it was then suggested that \$30,000 to reinforce the walls and install new hoops be put in the FY19 capital budget as a placeholder.

**New projects proposed:**

1) Outside signage for CCC, including a sign over the back entrance similar to that at the front entrance, as well as signs directing CCC users to the Whiting Road entrance.

2) More parking and improved traffic flow. Possibilities were discussed in connection with the FY19 capital budget request for expansion and paving of the parking lot (#4 above).

**CCC informational leaflet:**

Ruth and Alexia presented a draft of the informational leaflet planned for distribution at various locations around the Town and in neighboring communities to make people aware of the space available for their use and how to book it, as well as the current programs and activities taking place. Members made suggestions, and a finished product will be presented for final approval at the next meeting.

**Next meeting:** Two meetings were scheduled: Wednesday, November 18, and Wednesday, December 9.

**Adjournment:** The meeting was adjourned at 8:40 a.m.

Respectfully submitted,

Kathy Weld