

Caryl Community Center Committee Meeting Minutes

Date: May 30, 2019 @ Caryl Community Center Park & Rec Conference Room @ 7:30pm

Attendees:

Selectman Committee Appointees: Amy Collins, Erin Rodat-Savla, Terry Sobolewski, Bob Springett & Ford Spalding

Members Absent: Rich Forte & Leslie Godfrey-Schutte

Other Attendees: Candice Sullivan

Other Invited Attendees Absent: Ruth Townsend

The Meeting was called to Order at 7:30pm.

The Minutes for 05/09/2019 were voted on and approved.

The Committee reviewed the Communications Progress to date. The following information was provided to us:

As of 3:30 today [#s in brackets, as reported at last meeting on 5/9]

| | | |
|-----|------|---|
| 27 | [9] | Pages of Feedback Notes |
| 102 | [70] | Facebook Followers |
| 148 | [95] | Email Subscribers (64 via landing page) |
| 322 | [74] | Unique Visits to Landing Page 232 Clicks (includes all links or buttons) |
| 5 | [3] | Members NextDoor Group (not a frequently used feature) |

FYI: ≈ 4200 voters as of 11/18; ≈ 1100 all-time high meeting attendance via JRepetti

Community Events & Organizations

- **COMING UP (MORE REPS NEEDED): Music Fest Booth (6/1)**
- **COMING UP (MORE REPS NEEDED): Feedback Forums (6/4 & 6/10)**
- **COMING UP: Dover Unplugged "Great Outdoors" (6/7)**
- **COMING UP: Office Hours.** One more on 6/6; three prior sessions = 7 visits, good PR, and excuse to be on social media.
- **COMING UP (MORE REPS NEEDED): Transfer Station (6/7-8)**
- **COMING UP: Dover Days (9/14)**
- Request to all committees etc. to publicize forums
- Chickering Art Night (booth, flyers, discussions)
- Friends of the Performing Arts (meeting visit)
- Friends of the COA Dinner (mingling)
- Chickering International Night (sign-up table & mingling; 18 signups)
- Dover Dems (discussion; 8 signups)
- Drowsy Chaperone (announcement, sign-ups & ad; 36+ signups)
- Cheers for Books (announcement & mingling)

- Dover Unplugged (announcement)
- COA Coffee (presentation/discussion)
- Library Trustees (discussion)

Landing Page, Subscription List, FAQ & Other Content

- **COMING UP** - v1.3 of primer...critical fixes for forum
- **COMING UP** - TBD: Update v2 + opps for creative content (videos, etc.), depending on bandwidth and message
Push email on 5/29 - Feedback Forum - 62% open (91 people)
- Push email on 5/14 - Update #1 - 71% open (81 people)
- v1 primer published (next version TBD)

Media & Community Orgs PR

- **COMING UP (NEED VOLUNTEER):** Hometown Weekly Article(s), ERS recommends more complete, journalistic story vs. update
- **COMING UP:** Promo Ford's DSCTV chat show
 - **NEED VOLUNTEER** - Watch, recap for key quotes, etc.
- **COMING UP:** 2nd COA newsletter update
- **MISSED OPP:** HS/MS not sending out requested blasts
- Misc Event postings via DMA member site and FB
- 2x announcement via Chickering (one general, one forum centric)
- Hometown Weekly General Announcement (Every week since 5.9)
- COA Newsletter (4.)
- Hometown Weekly Press Release (4.)

Social Media

- **IN PROGRESS:** Continuing to post 1-2x per week at Facebook & NextDoor...pushing events, keeping visible. Lots of opportunity for creativity; dependent on bandwidth & next steps
- **IN PROGRESS:** Experimental \$30 boost to Feedback Forum post.
≈113 people in Dover reached (running for 5 more days)
- \$30 advertisement to boost post from 1st email update:
≈564 people in reached; 91 engagements

Feedback Email

- ≈13 comments/conversations (plus notes sent via Ruth & stakeholders)

Signage (Val Lin - Coordinator)

- Color flyer used at Art Night -- Not yet posted around town.
- **ON HOLD:** Banner on hold due to budget clarification / timing to event. Now better for next update and/or fall.

Relationship Management

- **NEEDED:** ≈20ish people self-identified to give more feedback, help spread the word, or help with more analysis.

The Committee discussed the process going forward as related to decisions to be made leading up to the October 7 special Town Meeting. We were reminded of the Selectmen's Initial Charge which we are working under. It was discussed that after we hear the outcome of the meeting with Town Council on June 6 with Bob Springett, Ford Spalding, Jim Repetti & Carl Valente, the wording/options of the vote would be decided by the committee. We also discussed that we would have multiple working sessions (of the core committee) to go through the citizen comments and decide how to address them. This would most likely take two to three sessions and would be led by Erin and Terry.

We discussed the importance of expanding our Stakeholder membership and numbers to increase our visibility. The increase may also be able to help take some of the current workload off of some of our Committee members. Ruth Townsend has been very helpful in that regard.

Ford Spalding mentioned his meeting with Max Olmstead of The Dover Church who supports are meeting with parishioners at the June 9th & September 8th after church social time and also at other church events.

Ford Spalding mentioned his meeting with the Dover Building Inspector on May 28. His notes were emailed out in advance of our meeting this evening. The following are the notes as presented:

Notes on Meeting: Ford Spalding meeting with Walter Avallone, Inspector of Buildings 05/28/2019

Issues to Address:

- Must meet all ADA requirements. All entrances need to be accessible.
- Fire doors need updating
- Need an update Fire Alarm system
- Will need (probably not able to get a variance) a Fire Suppression (Sprinkler) systems to include an in ground water storage system.
- The Generator need to be replaced. Its primary responsibility is for emergency lighting. Should it provide power throughout the building for full use of the building?
- Needs a full updated HVAC system. New Boilers. Heating system. Air Conditioning?
- We need to take a hard look at the wooden roof structure. Roof replacement?
- Septic system will need to pass Tittle Five for the future / anticipated use of the building.
- Bones of the building structure may be fine but needs a full examination. Must also determine what rooms can be expanded and/or changed to meet programs and future use.

The following are our current meeting dates for 2019:

6/13, 6/27, 7/11, 7/25, 8/22, 9/5, 9/12, 9/26 & 10/10 It is understood that there are some conflicts which will need to be adjusted nearer the time.

Our next meeting date is June 13, 2019 at 7:30 pm in Room 108 of the Caryl Community Center.

The Meeting Adjourned at 9:20pm

Respectfully Submitted By:
Ford Spalding, Chair