Present: Chris Boland, Jennifer James, Bob Springett, Ruth Townsend, Kathy Weld, Mark Ghiloni, Karl Warnick; Ford Spalding.

Approval of Minutes: The minutes of January 26, 2022 were approved as presented.

Hours of Operation: Currently the CCC is open Mon.–Thurs. from 7 a.m.–10 p.m., Fri. 7 a.m.–4 p.m., and Sat. 8 a.m.–4 p.m. It is staffed by P&R and COA employees Mon.–Fri. 8 a.m.–5 p.m. During discussion it was noted that there is currently no custodial staff on weekends. Parks & Rec has a lot of Saturday activities, so the building should be open and have some custodial presence, which would require overtime pay. Sundays from November through March have always had a lot of afternoon-evening rentals; Karl warned it would be difficult to get custodial staff on Sundays and would require double overtime payment. He also noted that all custodial staff have foundational knowledge of the supervisory and security policies for our municipal buildings.

There was full committee consensus on having the CCC open from 6 a.m. to 10 p.m. on weekdays, which would accommodate those residents who wish to start their day with some form of exercise. It would be fully staffed from 8 a.m. to 5 p.m. as at present. Custodial staffing shifts of 6 a.m. to 2 p.m. and 2 p.m. to 10 p.m. were suggested. Exact Saturday and Sunday coverage is still to be determined, and the possible use of security keypad for people to access the building during off-hours will be explored.

Management Model Discussion: At this point in the meeting, Bob raised the subject of the CCC management model, opining that we need a building manager to whom all CCC staff report, someone who has responsibility for everything that happens at the CCC, from day-to-day operations to the planning and promotion of an expanded suite of "community programs" presumed to be beyond the scope of P&R and COA, such as "book clubs, bridge, penuckle, business space."

He also informed CMAC that the working group he had suggested at the last meeting (1-26-22), had been formed, had met once already, and would be meeting tomorrow (March 10); and further, that it planned to present its recommendations directly to the Board of Selectmen. In response, CMAC's four other citizen members voiced two major concerns:

1) that the working group had already held one meeting and scheduled another without notifying CMAC/P&R member, Jennifer James, who had been promised a spot on the group; and
2) that the working group is planning to submit its recommendation directly to the Board of Selectmen, a course of action that CMAC members consider to be a direct usurpation of CMAC's advisory role to the Selectmen on matters related to the CCC, and a reneging on the assurance made at the last CMAC meeting "that any findings, analysis, and recommendations from a possible new committee should first be presented to CMAC as the CCC advisory body to the Board of Selectmen" <u>before</u> CMAC's final presentation and recommendations to the BOS.

Jen contacted the Town Administrator and plans to attend the working group meeting March 10.

The other members also disagreed with the building manager model and reiterated their reasons for preferring to open the new CCC with a coordinator position rather than a manager position (see minutes of January 26, 2022 and March 10, 2021):

1) The coordinator position meets the needs that have been identified, such as scheduling spaces, managing the welcome desk, collaborating with P&R and COA directors on programming, and handling overall CCC marketing/communications.
2) We already have well-qualified staff to handle current and expanded programming of all kinds and for all ages.
3) We already have a competent buildings superintendent who oversees maintenance and repair issues in our five municipal buildings and deploys and supervises custodial staff where and as needed.
4) The coordinator position will be far less costly for the taxpayers than the manager position.
5) The coordinator position gives us more flexibility, and allows room for growth.

Rental Fees: The current CCC fees for space use are based on resident or non-resident status, and single or recurring use. Space used for Town programs and meetings takes priority in scheduling and is free; all other users pay a rental fee, with non-resident non-profit, civic, and charitable organizations paying twice the hourly rate that the same resident organizations pay; and a lower rate is charged for recurring use. The year 2019 brought in approximately $3,100 from rentals of the few non-dedicated spaces available.

We anticipate the operating costs of the new CCC, including new salaries and expenses, will add approximately $256,600 to the Town budget in the first year. Without the income we've had in the past from licensees with dedicated space to offset all utility costs, we are looking to maximize income from space rentals without discouraging use. Given all new facilities, and new personnel to advertise them, we are now in a better position to justify higher rental rates.

Chris provided a quick pro forma to show how we might meet a yearly rental income goal of $30,000 (approximately the most recent income from the CDC), using current fee rate:

- $25/hour for residents, $50/hour non-residents, assuming an 80/20 resident/non-resident use = blended rate of $30
- $30 x 3 hours per day of total paid space use x 360 days (5 closed days) = $32,400 annual revenue
- Seasonality assumption: more than 3 uses/day in winter plus fewer than 3/day in summer = approximate average of 3/day for the year

Other: Bob shared the recommendation he made to the Board of Selectmen at their meeting of March 3, that upon the completion of the new Caryl Community Center, there be some form of special recognition of the current Community Center Building Committee and all its various predecessors of the last 20 years.

Adjournment: The meeting was adjourned at 11:05 a.m.

Respectfully submitted,

Kathy Weld