

**Caryl Management Advisory Committee
Meeting of March 10, 2021 – 9:00 a.m. via Zoom**

MINUTES – Approved

Attendance:

- Chris Boland, Jennifer James, Frankie Liu, Bob Springett, Ruth Townsend, Kathy Weld, Mark Ghiloni, Karl Warnick.
- Also: Ford Spalding - Community Center Building Committee Chairperson, and Janet Claypoole, COA Director.

Approval of Minutes:

- The meeting minutes from the CMAC meeting on Feb. 3, 2021 were approved as presented.
- The meeting minutes from the CMAC Management & Operations Subcommittee meeting on Feb. 26, 2021 were approved as presented.

Topics:

The committee discussed at length the operating budgets and management models/job description for the future community center based on the information collected from Lexington, Wellesley, Weston, and Stow. For Lexington, Weston and Stow, both Recreation and COA/Human Services co-reside in the community centers, and there is a great deal of coordination between the two departments.

Budget for the current Caryl Community Center

Kathy and Karl explained the budgetary structure for the current Caryl Community Center (CCC). CCC is a town building under the care and custody of the Board of Selectmen. Its maintenance costs are under Town's Building Maintenance operating budget, while funding for major maintenance projects is from Town's capital budget. CCC utility costs are a separate line item in the Town budget and are offset by income from licensees. Any maintenance work that needs to be done for Parks & Rec or COA is communicated to Karl (Building Maintenance Department). Salaries/wages for Parks & Rec and COA employees are paid from the tax levy. Parks & Rec's revolving fund is used to pay for (1) upkeep and maintenance for Parks & Rec/community programs (approx. \$500,000), and (2) the relevant program vendors (approx. \$300,000).

Discussion about Community Center Management

The Committee discussed the similarities and differences of operating models for the community centers in Weston, Lexington, and Wellesley. The community centers in Weston and Lexington host both Recreation and COA departments in one building vs. in Wellesley, Recreation and COA each has their own building. Salaries for key personnel in Recreation and COA are from the tax levy for each respective town, as is maintenance of the buildings, while surplus revolving funds from running programs and services to the communities are primarily used to subsidize

budgetary gaps (the differences between the budget allocation from each town's General Fund and the expenses of running its community center).

Frankie explained that the budget for Lexington Community Center, which is home to the town's Recreation & Community Programs Department and its Human Services Department, has two funding sources: One is the Town's tax levy (General Fund), and the other is the Recreation Department's Enterprise Fund, which subsidizes the operating budget for the community center. The majority of funding is from the General Fund. (For further details, please see the meeting minutes from Feb. 26, 2021 sub-committee meeting with Lexington.)

The committee also discussed the high-volume usage of Lexington Community Center, the positions in place to manage its day-to-day operations, its marketing strategy to attract people to use the building as a communal place, and how Dover might leverage Lexington's experience for its own community center operations.

Members discussed potential staffing for the future CCC. It was noted that Parks & Rec and COA are overloaded with their current responsibilities and services to the community, and that additional resources will be required to ensure the smooth operation and better marketing for the CCC in the future. Significance was placed on the level of the position needed to run the community center, whether it should be a manager position, or a staff level, and to whom this person would report. The following was agreed:

- One (1) position should be created with overall responsibility for overseeing the day-to-day operations and upkeep of the community center, working with Parks & Rec, COA, and custodians to take care of customers, help with scheduling, and resolve conflicts and issues. It would be a staff position (e.g., coordinator) rather than a managerial one to start, and would report to the Director of Parks & Rec.
- Two (2) custodians may be required to support the community center for day and evening shifts, as well as weekends, and to prepare rooms for different Rec & COA programs.
- Part-time volunteer positions will be necessary to help with greeting people and directing them to their program locations, positions that could be filled by COA volunteers (mornings and early afternoons) and high schoolers (as part of their community service).

Next steps: Ford requested a proposed management plan and operating budget from CMAC for consideration at the Building Committee's meeting in April 2021. The Management/Operations Subcommittee will meet on Wednesday, March 24, 2021, to put together (a) the job descriptions for manager/coordinator, custodial, and volunteer roles for CCC operations; and (2) an operating budget for the CCC. These will be presented for approval to the full CMAC at its next meeting on Wednesday, March 31, 2021, before going to Ford's committee.

Adjournment: The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Frankie Liu