

Caryl Management Advisory Committee Meeting

March 31, 2021 – 9:00 a.m. via Zoom

MINUTES – approved

Attendance

Committee Members: Chris Boland, Jennifer James, Frankie Liu, Bob Springett, Ruth Townsend, Kathy Weld, Mark Ghiloni, Karl Warnick.

Invited Guest: Ford Spalding - Community Center Building Committee Chairperson

Approval of Minutes

- The meeting minutes from the CMAC meeting on March 10, 2021 were approved as amended.
- The meeting minutes from the CMAC Management & Operations Subcommittee meeting on March 24, 2021 were approved as presented.

Review & Approval of Draft CCC Coordinator Job Description

The CMAC Management & Operations Subcommittee presented a draft job description for the coordinator position, created with input from Mark Ghiloni and Janet Claypoole. The following elements were added: 1) the ability to generate reports and analyze data, and 2) to recognize and relay social needs to the appropriate staff (i.e., COA and/or Park & Rec.). The document is a work in progress and will continue to be refined.

Further discussion: Will the coordinator provide budgetary support and if so, to what extent? Will the budget for the CCC be separate or part of the Park & Rec budget? It was agreed that the coordinator will participate in budgetary discussions at a level TBD. The Board of Selectmen will provide guidance on appropriate budget structure.

Initial Review of Custodial Requirements for New/Renovated CCC

The CMAC Management & Operations Subcommittee presented a draft job description for the custodial services positions, created with input from Karl Warnick. The subcommittee recommended hiring two full time custodians for the CCC and that a custodian be on the premises whenever the building is open.

Review & Approval of Draft CCC Operating Budget

Frankie presented a draft CCC operating budget that included three main areas of focus: the initial investment, the potential income generated from the CCC, and the additional ongoing costs.

Discussion: The committee discussed charging a membership fee for residents and/or non-residents and concluded that charging a membership fee for residents would not generate a lot of income and would not be well received by most people. In addition, charging non-residents a membership fee may be redundant if they are already paying more for classes and programs.

Review & Approval of Draft Slide for June Special Town Meeting: Summary of CMAC Recommendations for CCC Operations

Chris presented the CCC Operations slide for the Special Town Meeting. This town meeting will take place outdoors, so handouts will most likely be distributed, as a visual presentation could be challenging depending on the weather.

Next Steps:

Chris Boland will circulate the updated versions of the documents discussed in today's meeting, as well as the supporting material collected from meetings with the other town community centers.

Mark will talk to other Park & Rec directors to confirm a competitive salary range for community center coordinator position.

Ford invited the members of the CMAC Subcommittee to present at the Board of Selectmen and CC Building Committee meetings.

Upcoming Town Meeting

Ford and Ruth stressed the importance of having good attendance at the Special Town Meeting to be held on Saturday, June 12th @ 10am. They encouraged CMAC members to spread the word to their friends and neighbors. There will also be town presentations for the CCC renovation/rebuild on May 12th & June 2nd.

Next meeting: No date was set.

Adjournment: The meeting was adjourned at 10:32 a.m.

Respectfully submitted,

Jennifer James