

Caryl Management Advisory Committee
Meeting of April 28, 2022 – 9:00 a.m. – Great Hall, Dover Town House
MINUTES – approved

Present: Chris Boland, Jen James, Ruth Townsend, Kathy Weld, Mark Ghiloni, Janet Claypoole, Karl Warnick, Chris Dwelley; Katie Ritzer, DSHS senior, completing senior project with Parks & Recreation.

Approval of Minutes: The minutes of April 6, 2022 were approved as presented.

Job Description Discussion: Kathy noted the macro context in which CMAC's discussions and ultimate recommendations to the BOS regarding staffing need to be made: 1) that the "care, custody, and control" transferred from the Dover School Committee to the Board of Selectmen by a Town Meeting vote in 2002 has always applied to the building maintenance and upkeep, and that the Parks and Recreation Commission, as an elected board like the BOS, has sole jurisdiction over the programs, activities, and personnel of the Town Department it manages within the building; and 2) that any future changes to the current structure and management of municipal building maintenance will affect staffing and position descriptions being considered for the CCC.

Chris Boland and Ruth Townsend presented a draft job description for a new position of "Assistant Director–Community," created by overlaying, verbatim, a previous draft job description for "Director/Coordinator" (from Chris Dwelley, Bob Springett, and the former "working group") onto the current "Assistant Park and Recreation Director" job description. They stated that the combination fits the role, responsibilities, and reporting structure that are needed. Chris cited state and local law regarding the scope of P&R jurisdiction over its own programming and staffing. Both Chris and Ruth emphasized that the new building does not mean a shift in the programs provided; that the key focus for both P&R and COA in at least the last 12 years has been, and will continue to be, on providing high level recreation/community services for *all* ages; the new staffing position(s) should be under P&R; and that creating another management/operations department reporting to the BOS would create gaps in accountability and diminish service.

Some concern was expressed that this new draft job description seemed to equal or even exceed the managerial responsibilities contained in the current P&R director's job description. Mark and Chris B. will review the new draft further and consider possible re-distribution of responsibilities.

CMAC plans to address the common misunderstandings people have about P&R/COA services and goals at one of its next meetings, using a collection of thoughts circulated to CMAC members and titled "Points to Consider and Definition of Success"; the results of that discussion will be included in CMAC's presentation to the BOS in June.

Action Steps:

- Jen will pursue information on CCC security and tracking – methods/tools and their costs – for our consideration
- Chris B. will meet with Mark re the distribution of responsibilities between the Director – Parks & Recreation and a new Assistant Director – Community

- Chris B and Kathy will review and edit the new Assistant Community Director job description to reflect the desired distribution
- Mark will pursue rental fees at other community centers for gym/recreation and large community spaces to help guide our decision-making.
- Kathy will get overtime custodial costs from Karl – time-and-a-half, plus double overtime
- All: Review and plan responses to “Points to Consider and Definition of Success”

Topics for next meeting(s): Decide draft rental fee schedule; review security and tracking information; update draft operating budget; address top 10 myths; prepare statement on rationale for CMAC’s existence.

Next meetings: In person Wednesday, May 11, 2022 and Wednesday, May 25, 2022, both at 9:00 a.m., in the Great Hall, Dover Town House.

Adjournment: The meeting was adjourned at 10:12 a.m.

Respectfully submitted,

Kathy Weld