

**Caryl Management Advisory Committee**  
**Meeting of May 11, 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.

**Approval of minutes:** The minutes of April 28, 2022 were approved as presented.

**Rental fee schedule for new CCC:** During discussion, there was general agreement on the following points:

- Recurring use needs to be standardized and monitored; and the rate needs to be manageable for our past long-time, non-profit users.
- We can start with a slight increase over the current rental fees, which have been in place for 15+ years.
- In establishing rental rates, we should distinguish between large vs. small spaces, resident vs. non-resident, simple use vs. events, and between kid events such as birthday parties vs. large adult events. It was also suggested that there be a 3-hour minimum time for these larger events.
- The base rental fees for the gym/recreation space and the community room should be the same on weekends as on weekdays, but weekend rentals would require the additional cost of the 4-hour minimum custodial overtime.
- The comparatively smaller sizes of both our gym/rec and our community room spaces will affect what we are able to charge for their rental.
- Sunday rentals and other off-hour rentals must include custodial fees, which would be at the appropriate overtime rate for the particular day.

It was also suggested that we designate specific time blocks for certain popular activities, such as pickleball, so as to ease the frequency of set-up and take-down for such programs.

The goal is to have the facility fully used, and CMAC members stressed the importance of keeping fees competitive with those of other Town venues, e.g., churches, the Legion, the schools, as well as with local venues such as the Kingsbury Club. More research on the fees at these entities needs to be done. No specific rates were established at this meeting.

**Program software, security and tracking for the new CCC:** Jen James shared results of her research on these topics gathered from Dover and from the other town community centers we have been using for comparison. Both P&R and COA are happy with their current program software. Security and usage tracking systems were discussed, both methods, e.g., cards vs. cardless, scanning a QR code), and purposes, e.g., for collecting use/program data, user experience, as well as knowing who and how many people are in the building and where.

**Custodial services:** The Committee discussed the level of custodial help needed for both the maintenance and the security requirements for the new CCC—whether 1, 1.5, or 2 FTE; the possibility of having different weekly shifts, e.g., Mon.–Fri. and Tues.–Sat.; and the possibility of program-driven coverage mornings, evenings, and Saturdays.

With respect to the question of outsourcing custodial duties currently being considered by the Town, it was noted that this route had been tried in the early 1990's with poor results. CMAC

members agreed that while there might be need for an occasional “deep-clean” provided by an outside company, the current model of having our own Town custodial staff has fostered and maintained the level of care, responsibility, and accountability that we expect for the new CCC.

**Topics deferred to next meeting:**

Position description for Assistant Director – Community  
Discussion re Points to Consider/Success Criteria

**Next meeting:** Wednesday, May 25, 9:00 a.m. in the Great Hall

**Adjournment:** The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Kathy Weld