

Meeting called to order 6:30 pm.

Present: Sarah MacColl, Debbie Butterworth, Amy Lombard, Trish Brigham, Tara Simopulous, Staff Liaison Russell Packett.

1. **Public Comment** – no public comment
2. **Approval of Minutes from Previous Meeting** – September 21, 2016 Minutes accepted
3. **Correspondence** – No written communication. But, both Russell & Sarah had received oral feedback from various pool users on their pleasure with the final outcome of the renovation/update project. Sarah also had communication with the pickleball users that the fort needed a covered pickleball court.

#### 4. **Agenda Items** -

##### **Office Update** -

**Senior Health Fair** - Russell shared with the group that this upcoming Friday will be the 2<sup>nd</sup> Senior Health Fair sponsored by CS. Kathy Raftice is coordinating this event and has worked really hard and making it an awesome event. We have sold out all available vendor space. Our only concern at this point is the weather looks less than ideal for Friday.

**Tri recap** - Russell shared that the Kid's Triathlon went really well. There were 119 pre-registered participants but there were a few no-shows. Overall it was a great event, and that the group is already working on next year. Amy shared that she had heard a lot of positive feedback on the event around town.

**Overall Programming** - Russell shared that the fall has been really busy. Cape Care after-care is full every day with a substantial waiting list. We have hired some new staff and all seems to be exceeding our expectations. CS is always on the lookout for additional staff which might allow for us to increase our numbers. However, the facility in general is pretty maxed out so even if there were additional staffing options it might not lead to increased enrollment. In addition, Russell shared that the fall running program was once again very successful, there are lots of kids participating in weekend youth sports opportunities, as well as various after-school programming. He shared that one of the items they are struggling with is the new dismissal plan at Pond Cove which has created some obstacles for the CS staff. It has been getting better but still seems cumbersome for staff. Deb offered her assistance if the CS staff needs any.

Tara asked a question about online vs in-person/phone registrations and if there were any statistics about numbers. She mentioned that there is a charge to do

it online but not in person. Russell said he could probably get those types of numbers for the next meeting and then gave a brief history on Activenet (our online registration program) charges and how it works. Currently online users pay both an Activenet fee and a Credit Card fee (all wrapped into 1 fee). Any participant who enrolls in-house currently CS absorbs those fees (although the Activenet fee is lower in house than online). Russell is working with Activenet in trying to come up with a way to pass on credit card fees to the in-house users. At the moment there is no way to make that happen.

**Playground Update** – Russell shared that the plans have come back the Landscape Architect, he has taken them to the Town’s Code Enforcement Officer who has ruled that we do not have to go to the Planning Board for approval because our plan stays in the original footprint of the existing, to be replaced, playground. The next step is to work with Greg Marles (Facilities Director) in putting together a spec application. The Landscape Architect had solicited an estimate on construction from a contractor she has used in the past for baseline information. Unfortunately, based on that estimate it looks like CS will be short on the necessary money needed to construct the project as currently planned. The group bandied about some ideas for filling the potential financial shortfall. Tara asked about a potential gofundme campaign and whether we could even do that. Russell said he would gather information before the next meeting on that option. Russell was asked about a potential timeline, he shared that it was the goal to be under construction by end of May with completion end of June. Sarah asked about the current garden beds in the area and what impact this project might have on that. Russell offered up that the beds are part of the school department and he doesn’t see any impact.

**Mini Bus Update** - Russell shared that he & Greg have put together the spec application, later in the week he plans to sit down with the mechanic and PW for input and hope to have it all set to go early next week. The goal would be that bids will be in by the 18<sup>th</sup> of November and a winning bid selected Monday after Thanksgiving. Once a winning bid is chosen it is a 150+/- day process so we are hoping to have the vehicle on-site by end of May. Sarah asked if this was going to be a Senior Bus exclusively. Russell shared that it is a CS vehicle used primarily for seniors. However, it was the intent of the TC that could be potentially used for any CS programming.

**Reallocation Policy/Guidelines** - This is an item that came out of the Community Forum as we were asked about a standing policy that CS should have in regards to allocation of resources between competing needs. Russell shared that he had surveyed his professional peers both in-state and on the national level and he was unable to find anyone that had any kind of written policy in regards to this issue. The most common answer was that it is our programmer’s (staff) responsibility to handle all aspects of a program which would include resource allocations. Devoid of being able to find something to model Russell shared what would be his plan for dealing with a similar situation. All decisions would be made at the programmer’s level and use the following guidelines: 1) does the program meet a community need, 2) is it meeting its’ financial obligations & 3) is its’ enrollment such that it is either meeting - 50% of capacity or meeting the agreed upon (between staff & instructor) minimal enrollment numbers. Sarah asked about an appeal process. Russell’s suggestion would be that if an instructor wanted to appeal the decision of

made at the programmer level it would rise to him. However, if the previously mentioned guidelines were part of the process he would lean towards supporting the decision of his programmer. As a last item on this topic Sarah asked about CC space rental and how that impacts usage. Russell shared that all rentals go through the Facilities Department but there is a hierarchical schematic that places CS programming ahead of any outside user.

**Survey Recap** - Back in July Sarah & Russell met with the Town Manager and out of that meeting came the concept that maybe we (CS) should develop a consistent way to solicit feedback (a survey) with just some basic information required. It was decided that CS would develop such a tool and simply ask 1) what program were you in, 2) tell us something you liked, & 3) what could we have done better. Russell shared that following the Summer session such a survey was sent out to participants in Aquatic, Adult & Youth programs. In reading through the responses he was not surpassed by many of the comments. For example this summer a new AC unit was installed in the activity room so there were lots of comments about the new AC (both good and bad) for the fitness programs. However, out of those comments came the decision to find a way to better regulate the temp in the room (initially anyone could have change the temp meaning that there were days when Russell came in that the temp was 60 in the room). Senior responses revolved heavily around the need for a bus of our own (which it appears we will be able to solve). There were a number of youth responses about summer camp and how things logistically run (operationally). In Aquatic programming there were a lot of responses about getting additional space for programming. Overall a lot of great information and the CS staff will take these suggestions into consideration as we move forward. Trish suggested an idea in the future might be to extrapolate some of the more common comments and maybe turn them into a question and answer segment in the Cape Courier.

**Other** - The conversation took a turn to the Cape Courier (after the above comment by Trish) and a discussion followed about the type of responses that CS has received lately from their submission to the Courier. Trish shared that they are going through some changes and asked that in the future when Jane makes submission to the Courier she copies herself and Deb so that they can follow-up.

**Next Meeting**- Russell asked if the group could move back the next meeting one week from 11/30 to 12/7? He has a personal conflict on the 30th which he would like to accommodate if possible, The group agreed to move the next meeting back to Wednesday the 7<sup>th</sup> of December 6:30 in the CC Conf Room

Meeting adjourned 7:40 pm