

Meeting called to order 6:30 pm.

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

1. **Public Comment** – no public comment
2. **Approval of Minutes from Previous Meeting** – December 7, 2016 Minutes accepted
3. **Correspondence** – Terri shared that she had been at the Basketball Boosters meeting the previous evening where it appeared that there was some frustration on Jim Ray's behalf in regards to the relationship between himself and Community Services. Russell shared that he is aware of Jim's frustration and has a meeting scheduled with Jim & Leslie Young scheduled early next week to discuss these issues. Russell shared that there have been an equal amount of frustration from the CS side of this relationship and attributes much of this to communication. The goal is to get all of the concerns on the table and come up with a common understanding around issues. Further discussion followed on the topic so that he committee could better understand the issue. Sarah shared that she had a citizen tell her that the CS Office Staff was super nice. Amy shared that her child is involved with the Shawnee Peak program and it has been great as usual and Kelly is awesome.

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

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

**Brochure** - Russell shared that they are working on the next brochure it is due to go to the printer by next Wednesday, to the PO the end of the following week so everyone should have the brochure in their mailbox weekend of the 18<sup>th</sup>. In addition Russell shared about a recent exercise the staff did in evaluating the brochure production. Currently the brochure is produced by Alliance Press in Brunswick (they also print the Cape Courier). They produce many of the brochures for our peer departments. Their strengths are turn-around time and price. Their short-coming can be quality. Russell suggested that the brochure is just one form of communication (in addition to web & social media) with the residents. As a comparison he went out to get prices from traditional paper-red production companies. He discovered that to produce that style brochure within the current budget line the brochure would have to be 16 pages (no color) as opposed to the current 40 pages with color. The staff once presented with all of the information discussed 3 options. 1) Continue with current plan, 2) paper-fed but only 16 pages & 3) paper fed 40 pages but limited run (maybe 1,000 copies) which would eliminate the ability to put the brochure in everyone's household. Those of our professional peers who choose the paper-fed options are the ones that have limited production runs. After lots of discussion the staff decided that we really wanted the brochure to

be in all households so we would stay with the current production plan and take into consideration some suggestions from Alliance Press in regards to our color choices. Sarah asked about the opportunity to advertise in the brochure. Russell shared that because of our bulk-mail non-profit postage status which provides us with the lowest postage rate, also comes with restrictions on selling advertising.

**Playground Update** - Russell shared all of the equipment has been orders and set to arrive on-site end of March/Early April. He shared that in the end there were 3 bidders on the project. The low bid, which was considerably lower than the other two, had failed to include all of the specs in the bid. When Greg Marles, facility director, went to qualify the bids the mistake by the lowest bidder was discovered. At that time, the contractor had the option to fulfil the specs as requested or withdraw. Final result was they withdrew their bid. The winning bidder was then selected (S & S Construction) and once the contract was signed Greg & Russell made adjustments to the plan in order to move the overall project price within the budget. We are anticipating that construction on the project will begin in April. Trish suggested dedicating the playground to Mick McGovern as he was so instrumental in making it happen.

**Mini-Bus** – Russell shared that the mini-bus is expected to be on-site no later than the middle of April. Kathy is already planning trips for the seniors in May utilizing the bus.

**Cape Care** - Russell shared that Gay Sampson would not be back with Cape Care for the 2017/2018 school year. Her husband Nick has taken a job running a call center in Montana. She will be finishing out the school year (leaving in June). Russell will be sitting down with Kelly Phinney in the next couple of weeks to re-evaluate the overall look of the program staff and put together a plan moving forward. Russell hopes to advertise for fall staff in the next month with the hope of having staff in place before the end of June. Amy added she had heard around town of people looking for after-school care because Cape Care was full. Russell reported that the After-care Program was maxed out (50) every day of the week with waiting lists. It has been a great year for that program. In addition, because of the strong numbers the staff has come to the conclusion that although our license allows for us to have more kids in the program (however staffing has been a shortfall in the past) even if we had more staff we are not sure the facility could really hold any more kids.

**Summer Camp Fee Structure** – Russel shared that CS was going to try something new this summer. CS is going to offer a discount to parents who sign up and pay for all 7 weeks in advance. Most of the participants don't do it this way but the plan is to offer up a reward for anyone who does. In addition, one other summer note camp will be running from u am 0 4 pm this summer (had been 9 – 3 in the past).

**Pool Update** – Russell shared a complaint/concern from a lap swimmer that he had received a few weeks back. There were some concerns raised about conflicts between pool members and CS programs. Russell & Andrew sat down with this citizen to hear the concerns and spent a couple of hours working through their

issues. In the end the citizen understood that in order for the pool to be successful multiple groups/users need to be able to live harmoniously within the pool environment. On a positive note, things appear to be very peaceful at the pool and have been that way for a couple of months.

**CS Committee Goals** - Russell asked if the Committee thought they needed to have some sort of goals to be working towards. Sarah offered that she wished more people would talk with the “us”. Trish offered up that maybe one goal could be that one of the committee meetings during the year could be an open forum type of event? Sarah added maybe a nice alternative would be writing an article for the Courier stating these are your CS Committee members and here are their emails. They will be meeting next month and email them if you have anything you would like brought up. Amy added that she was concerned about an unstructured open forum that maybe the better idea was Sarah’s approach of here is who we are and here is how you reach us. Trish added that it might be nice if new TM Matt Sturgis could attend an upcoming meeting. Russell said he would contact Matt.

**Other** - Sarah asked if there was something the committee could do to introduce CS to new homeowners in town. A lengthy discussion followed about what the options were and how to make it happen. Russell suggested that after a recent change of address for himself he received like a welcome packet from the PO. It was an envelope filled with post-card size advertisements from various businesses. He wasn’t sure if this was specific to his community or the PO in general. Sarah agreed to research that option.

**Next Meeting-** The next meeting is scheduled for Wednesday the 12<sup>th</sup> of April at 6:30 pm in the CC Conf Room

Meeting adjourned 7:30 pm