

Community Services Committee
April 12, 2017

Meeting called to order 6:30 pm.

Present: Sarah MacColl, Debbie Butterworth, Amy Lombard, Terri Patterson, Staff Liaison Russell Packett, Guest Matt Sturgis Town Manager.

Absent: Trish Brigham, Tara Simopoulos, & Joe Whalen

- 1. Public Comment** – no public comment
- 2. Approval of Minutes from Previous Meeting** – March 1, 2017 Minutes accepted
- 3. Correspondence** – No community Correspondence. Sarah added just an observation that it appears that the Fitness Center census was up. Russell shared that membership continues to be strong and that while there might be an uptick in memberships it is also just as likely that those current members are just being more actively lately resulting in more use.
- 4. Agenda Items** –
 - a. Town Manager, Matt Sturgis** - Matt was invited to share his thoughts with the committee as the New Town Manager. First off Matt offered up his thanks to the committee for volunteering their time for the community. He shared that when he first came to work in Cape it was the year that the town purchased the building which is now the Community Center. Matt believes that the building, with the pool, is a great asset for the community. In addition he wants the committee to see him as a resource and to feel free to reach out to him should the need arise to advocate for anything that might be of concern for the committee of Community Services. He was really glad to see the arrival of the new CS bus. During the time of the Senior Advisory Committee's life he acted as its staff liaison and one of the items that that group saw as a major need was a vehicle like this for seniors. Matt also gave thanks to Mike McGovern, and Jessica Sullivan, for championing the financial commitment from the TC to make the bus happen. Further discussion followed with the committee about various things happening around town.
 - b. Sarah Report Out on Town Boards/Committees Orientation** - Sarah attended a meeting on 4/5 geared around an orientation for all of the Town's volunteer committees. Matt Shared what his initial opening had been to those who had attended the meeting which was the need to provide sustainable services for the community continue to work closely with the schools in the one-town concept, and to be available to the various volunteer boards and committees. Sarah added that the biggest thing she took away from the meeting was FOIA, FOIA, FOIA. It is all about what is considered a committee meeting and what isn't. How the committee needs to be transparent and everything done in the public eye. You don't start talking committee business with other committee members outside of these meetings. She further discussed how communication

might best be handled moving forward amongst the committee. Russell offered that the best approach would be to include him in any communication as his email account is part of public record and if every communication included him then there would be clear documentation if a FOIA request was ever made. Sarah added that the reason for everyone having the same information is that if the committee reached a decision on a topic it should have clear and concise documentation that was available to the entire committee. She did add that these rules are a little less restrictive for the CS Committee as it isn't a policy making board/committee. So while the committee may make recommendations to Russell, ultimately the committee can't enforce those recommendations. Matt added that the only boards in town that really must follow the FOIA guideline to the letter are those boards/committees where their decisions can be appealed in a court of law. In Cape that would be Planning Board, Zoning Board of Appeals, Board of Assessors & of course the Town Council. Some further discussion followed about acceptable communication between board members and community members. Matt added that it is certainly OK for a committee member to field a call from a citizen in regards to some aspect of CS. What would not be acceptable would be 2 or more members of the committee engaging in a meeting with a community member. In this case you have established a public meeting and you need to follow the guidelines for such a meeting. Sarah closed with the thing she came away with in the end is that there is much more a sense of a "gag Order". In other words, you need to be much more aware of what you say today than in the past.

- c. Office Update** - Russell shared that the brochure is out, all should have received in their mail by now. Spring programs are starting and registration has been busy. In addition Leslie has started her Summer Staff hiring process. Any employees who were asked back should have had their application already back in. In addition, any potential new applicants have until early May to get an application in. However, Russell shared that any potential new applicants would be best served if they got their material in as soon as possible. Russell added that since the groups last meeting he presented the FY18 CS Budget to the Town Council. At this point it seems that there will be little concerns for CS on what was presented. One item of note was that on the day he presented the budget Russell had been at a conference where a presenter asked the following questions "on average what % of recreation expenses budgets are tax-payer supported across the country"? In other words what % is tax-payer supported and what is user-fee supported. Around the table the committee offered up a range of percentages from 20-40. Russell shared that across the country that number is 70%. He added that when he presented the budget that night he shared this information then added that the CS budget being presented represents a 9.55% tax-payer support. The balance, 90.45% would be generated through user fees. Russell shared that at last month's meeting he had informed the group that Gay Sampson, lead teacher in the Preschool program, was leaving at the end of June to join her husband at his new job in Montana. He added that since the last meeting Gay's husband had quit his job, moved back to Maine, and Gay was not leaving the Cape Care program. This is good news for CS. One last item is that last month during the Correspondence portion of the agenda Terri had brought to the meeting a concern she had heard in regards to the relationship between Coach Ray and CS. Russell reported that since the last meeting he had sat down

with Coach Ray to talk about the concerns from both parties. Russell felt that it had been a productive meeting and believes that things are back on track in regards to the relationship between CS and Coach Ray.

- d. Playground/Mini Bus** - Russell commented that the mini-bus everyone saw on your way into the building. He added that after the meeting is adjourned he will take the group out for a tour. He added that the bus arrived on Monday. He registered it on Tuesday and we are good to go. Sarah asks what the final price on the bus was. Russell confirmed that the Town paid \$56,600 for the bus. Sarah added that she thought that was “such a deal” in order to provide better transportation options for the seniors in the community. Russell added that CS has already had some great compliments about the bus, and the seniors are eager to start using it. Russell added that unfortunately the first trip with the new bus will be taking place while Kathy is on vacation so she won’t get the opportunity to be on its maiden voyage. Terri offered up that the bus should be in the Memorial Day Parade filled with seniors. Russell offered to share the suggestion with Kathy. Russell then shared that all of the playground equipment is on-site. He added that he attended a pre-construction meeting earlier today outlining the project and the timeline. The project should start sometime next week with the removal of the current equipment and subsurface. After that will be the construction of a drainage system, followed by building of the sub-surface, equipment install, and finally top surface. With any luck Russell thinks the group will be touring the new playground at the May meeting.
- e. Cape Care 2017/2018** - Russell reported that for next year the 4 year old room is pretty much full and the 3 year old room is about 50% full at this time. In addition, the before/after care program is also showing very good numbers. These enrolment numbers are way ahead of previous years. A question was asked about the possibility of added. Russell shared that there are 3 major things that control our maximum enrollment numbers: 1) the facility, 2) the CS State License that dictates space/ratio/staff qualification requirements & 3) our ability to find good staff. When you factor all of those items CS has come to the conclusion that our maximum after care number is 50 per day. Russell shared that even if there was additional space he worried about finding quality staff.
- f. Goal** – Sarah pointed out that at the last meeting a goal was put forth to get something in the paper introducing the CS Committee and their contact information. She added that Sarah had failed at that goal. Sarah added that she will work on this for a future Courier publication.

5. Next Meeting - May 17, 2017, 6:30 in the CC Conf Room

Meeting adjourned 7:40 pm