

The KCC’s vision is a healthy, vibrant community for all ages and interests.

The KCC’s mission is to provide multi-generational programs and services contributing to personal wellbeing and the quality of community life.

**Kittery Community Center Board of Directors Meeting Notes
Regular Meeting • December 17, 2014 • 6:00pm**

KCC in the Banquet Room

**Board Approved
4-15-15**

I. Call to Order & Welcome

Present: Jeff Thomson, Jean Lincoln, Mark Schremmer, Kent Stephens, Christie Salema, Steve Workman, D. Allan Kerr, Mike Downs, Nancy Colbert Puff.

Notice Given: Maureen Convery, Dot Avery, Janice Grady

Guests: Councilor Ken Lemont and Tom Clark (Chair of Arts & Culture committee)

Call to order 6:10pm

II. Public Comment & Board Presentations

- A. Discussion by members of the public (chair may impose a 3-minute limit per person)
- B. Response to public comment - None
- C. Presentations - None

III. Consent Agenda

- A. November 12, 2014 Minutes
- B. Reports
 - 1. General Manager’s December Report [See Attached]

Steve Workman apologized to Jean Lincoln for not sending her back the amended minutes after he reformatted them. Discussion then ensued about specific budgetary discussion from the November meeting specific to separating the budget. Jeff Thomson brought up brainstorming for the lecture series at the KCC—Dennis Robinson, would be a good candidate. And he suggests the Stonewall Kitchen proprietors would be good and that Jeff’s son, Dave, will be home in May and can speak to the ‘history geeks.’

Allan Kerr was very impressed with the survey responses and how great the KCC staff performs. Kent Stephens thinks that Janice deserves a commendation for creating a great working culture here because the staff is so good and that they deserve kudos. The Board asked Steve Workman to convey this sentiment to the entire staff of the KCC.

C. Proposed Motion: “Move that the board accept the consent agenda [as amended].” *Accepted, motion made by Jeff Thomson, D. Allan Kerr seconds
Vote: All in favor (7).*

IV. Chair’s Update

- *Steve wants all to consider what will happen when we achieve success and the theatre is fully booked? Where will we put ancillary/KCC programming? He is working with staff to develop rental policy revisions that could allow additional uses of rented space when it doesn’t negatively impact primary use.*
- *Steve shares: Chamber of Commerce is interested in collaborative programs with KCC. Decision was made by the Chamber to not hold a winter bridal show at the KCC. They would like to do a home show and they are considering a date in April or May. Consequently, the operations side of running the KCC is getting more complex. Jean and Kent asked what compensation the KCC will receive from the home show collaboration. Kent added his concern that an event of this kind will be a big drain on the staff and the facility and cautions about the effects. Steve will be meeting with the Chamber to plan and finalize details. He confirmed that Chamber staff and volunteers will share responsibility for working the event*

and confirmed that if the event is successful it will generate revenue for the KCC through profit sharing. He will report back at the January meeting.

- On a related note, Jean asked how the KCC is going to meet its financial goals in general. She is concerned that the Board doesn't receive full budget reports. She would be for collaboration but without context of how we are doing financially it's difficult to respond. Steve explained that the department budget includes all operating costs, not just those associated with the operation of the facility. While he said that it was possible to provide such reports, the Board had to be clear what its responsibility was and what is not. He noted that the rental income and forecast reports that started in December provide information directly related to Board oversight so that should be the primary focus. Nancy agreed that she gets budget reporting monthly for the department and it is possible to provide this to the Board as long as roles and responsibilities are understood. Jeff concurred and reiterated that we need to be careful that the Board isn't responsible for programming. The Board's scope is somewhat limited, he adds. Steve reminded the Board that the finalization of the strategic plan includes issues related to budget preparation, optimized reporting for the Board, etc. and will continue to evolve as that plan is implemented.

V. Discussion/Action Agenda

A. Meeting Reports

1. Follow-up on Consent Agenda report(s)

Steve reminded the Board that the purpose of a consent agenda is to streamline meetings, but that it only works if information is sent in advance, reviewed and any issues resolved prior to vote. When an item in the consent agenda requires additional discussion it is to be removed and placed on the Discussion Agenda.

2. Missing reports

Steve reminded the Board that reports had to be provided in advance for inclusion on the the consent agenda. Discussion ensued to find out how best to get monthly Arts & Culture committee updates (as well as GM report & Library updates, when applicable). It was decided that Tom will email A & C reports to Steve. The goal is to have the Board agenda out the Monday before each meeting.

B. 2015 Election of Officers

1. Nominations for Chair, Vice-chair, Secretary

- Steve opened the floor for nominations for 2015 officers.
- Allan Kerr said that he approached Kent Stephens about nominating him as Vice-chair earlier. Kent relayed that he would not be able to do it due to other obligations.
- Christie re-affirmed that she would not seek re-election to a third term as secretary. No one was willing to accept the full-time secretary role so it was suggested that the position become a rotating one with each director taking responsibility for a meeting. Steve noted his support for this approach as long as it was understood that each set of minutes would follow an established model to preserve continuity of reporting.
- It was moved by Jeff Thomson and seconded by Nancy Colbert Puff to make the secretarial position a rotating position for 2015.
- **Vote: All in favor (7)**
- Nancy volunteered to be the January note taker. The consent agenda will now include an item to appoint the note taker for the following meeting.
- It was moved to have Steve Workman and Jeff Thomson maintain their current roles as chair and vice chair respectively. Both accepted the nomination.
- Allan Kerr shared that he still feels uncomfortable having a member of the Town Council as Vice-chair and therefore while he would not oppose Jeff's re-appointment he would abstain from voting.

4. Voting by individual position or as a single slate of nominated officers

- *Steve closed nominations and moved the vote to elect Steve Workman as chair and Jeff Thomson as vice chair for 2015.*
Vote: Yes: 6
Abstained: D. Allan Kerr

C. 2020 Strategic Planning Retreat – Part II

1. Purpose/Retreat outline proposal

- *Steve recapped where we are with the development of the plan. While much has been done to date there is still a need to develop a series of high-level/big picture goals for each section of the plan. These strategic goals will then allow us to sort and prioritize the many ideas/needs/etc. that were established during the visioning sessions and subsequent operation of the KCC. He suggested a 4 hour gathering to work on this by the beginning of February. He is trying to figure out how best to best approach the remaining tasks in order to maximize our time together and produce the best results.*
- *Board agreed to get together Jan 31st from 8am to 1pm. Jean will check to see if Sheppard's Cove is available and report back to Steve. The department will provide lunch.*
- *Jeff would like to have a completed plan for presentation at a May Town Council meeting. Steve will continue to complete the plan in April.*
- *Jeff asked if Steve will be able to identify what we've accomplished and put together an itinerary for 31st. D. Allan Kerr also would like a refresher about where we are with the strategic plan drafts the Board has reviewed to date. Steve will provide this information in advance of our retreat.*
- *Kent asked Steve if we should begin with a SWOT/SWOC Analysis (strengths, weaknesses, opportunities, threats/challenges) to help our minds focus. Steve explained the process to the Board and agreed that it would be a useful way to begin the retreat.*

2. Retreat participation

Steve suggested to the Board that Jeremy Paul who attended the first retreat and Scott Lincoln attend the retreat if this was acceptable to Janice. He feels that both of them hold key roles and insight that are essential to plan development and subsequent implementation. The Board agreed and Steve will follow-up with Janice.

D. Library Project Updates/Follow-up

- Allan Kerr presented an update and revised design plan for the library project. The plan shows changes made after a series of meetings with town council, planning department, fire department and KCC reps. Plans were moving forward to enter into a purchase and sales agreement for Fitzpatrick for the land adjacent to the KCC. [See attached report]
- Jeff informed the board that he wished to speak in his capacity as town council chair in order to discuss recent council meetings about the library proposal. At a meeting this past Monday the council met to identify 2015 goals which included the library proposal. He reported that at this time there is little support by the council for the plan that was presented. Jeff said that concerns about the size of the proposed building, location/impact to the KCC, a belief that the current library sites need to be explored in more depth and that there needs to be more public input, possibly a straw ballot (non-binding referendum) in June would allow a better gauge town support for a new library.
- Councilor Ken Lemont added that the councilors want to know the financial impact to the tax payers and he'd like to know how the KCC Board feels about the proposal as the body tasked with overseeing KCC operations.
- Nancy said she wonders what the KCC might choose to do with the land required by the new library proposal.
- Steve noted that the library proposal creates more parking, which the KCC needs and that the library has incorporated

changes to the design of immediate concern both of which are positive and reflect an improved working relationship. However, he regrets that we haven't been able to have a holistic discussion about land usage for the entire campus with or without the library. He said that our draft strategic plan clearly identifies a desire to acquire the Fitzpatrick property, but that possibility was circumvented by the proposed library acquisition, but still requires KCC property to work. He said this is the second proposal which was brought almost in its entirety for the KCC to vote up or down with little opportunity for input nor much willingness to adapt the design to better fit KCC objectives. In particular he is frustrated that he and others seem to get branded as opponents to the library when discussing concerns with current library design and process – when the real issue is good design process. He said he feels strongly that a library-KCC partnership has real potential, but that has not happened because of an insistence to hold to the current size and shape of the proposed building along with other missed opportunities grounded in what he believes is the library's insistence to remain independent from the Town, both physically and in principle, – a contradiction he feels as it receives almost all of its funding from tax dollars. He still doesn't understand the resistance to connecting the buildings and to including the KCC as an integral part of the design process in order to maximize opportunities for both KCC and the library.

- Jean would like the two facilities connected.
- Jeff Thomson is concerned about the "entering into purchasing phase of the project..." and asks for clarification. D. Allan Kerr states it's about buying the land. Jeff, as Town Council rep, recommends getting with the Town Council about this. Councilor Dennett pointed out at the last workshop that the Town Council has the option to not fund the library. There are questions that need to be answered for the council and shouldn't be put off. D. Allan Kerr agrees that the Library and the councilors need to meet. Lemont shares that at the past workshop how there were many unanswered questions. He was the one who asked that the KCC board discuss this at its next meeting. The Town Council is nowhere with the library idea. D. Allan Kerr offers that they are at the beginning of the process. The Town Council has to take a position on the parking lot of the proposed site and Ken Lemont is concerned. D. Allan Kerr clarifies that they are making sure they can have the land before taking it to the Town Council. And, he mentions that they are not far into the plan--it is preliminary. Jean asks if anybody from the library has worked with anybody from the KCC? Yes, Janice.
- Steve pointed out that he appreciates the position D. Allan Kerr is in having to respond to these issues. Steve said it would be good if we had a seat at the planning table for this project. He believes we can do better if working together. Jeff would like to see the best possible proposal and location here, and that the library explore this option and the Wentworth Street location to get public input through a straw vote. It would be a non-binding decision, purely a decision poll. Each option would include cost to build, cost to run, etc. Then people could chime in. D. Allan Kerr reminds all that the process has evolved and maintaining the current site has been explored. Steve offers that an operating budget for the library (new) hasn't been provided yet, even though it's been asked for. Jean shares that she served on the York Library Board for 6 years and that she doesn't think they operate with a large staff in their two story building.
- Steve asks how we proceed from here? Jeff offers that he asked for this to be discussed because the Town Council needs answers. The Town Council doesn't want the Rice board to enter into a financial commitment and have it backfire.
- Allan Kerr adds that the location proposed is his preferred location.

VI. Board member announcements/comments

- Jean noted that the Traip Academy art exhibit is up in the in the Morgan Gallery and spotlights the great rapport we have built with the school and the art teacher. Jean and other vested interests have been taking the students to various art galleries. Steve adds that there is a three paneled piece that is potentially controversial if one doesn't take the time to read the accompanying explanation. The panel examines an evolution of discrimination/social angst related issues and was thoroughly reviewed by Traip Administration for appropriateness. Steve wondered if there was a way to flag pieces that may initially appear controversial so that viewers are directed to the accompanying explanation. Kent noted that galleries have a history of making such notations and that it would be easy to implement their use at the KCC.

- Jeff asks about the January meeting date. Maureen is gone and discussion about having her Skype in would allow her to be part of the conversation without breaking the bylaws attendance rule. Next meeting is 1-21-15 at 6pm

VII. Adjourn - 8:16pm



120 Rogers Road, Kittery, ME 03904
207-439-3800 • Fax: 207-439-1780

Recreation Director Janice Grady
Assistant Director Jeremy Paul

General Manager's Report for KCC Board of Directors December 2014

- **Acoustics-** The banquet room has 15 acoustic panels installed on the walls. It makes a big difference. The materials were \$2,250 (paid by the fundraising \$\$) and the labor was provided in house by Scott Lincoln. I am waiting for a material quote for the meeting room on the second floor.
- **When the crisis workshop was held at KCC in November and 205 individuals were in attendance they could not believe the KCC. Many left saying they were going to have their workshops here etc. The attendees were mostly police, fire, and school personnel from Maine, New Hampshire and MA. It was a great marketing day for Kittery and town staff was very proud showcasing the KCC. The KCC staff took care of the food for breaks and lunch and people commented it was one of best and most organized trainings they had ever been too! This brings the recognition of the KCC to a whole new level. The KCC raised \$4,000 from this training after all expenses were paid and it was a designated fundraiser since it was totally paid out of the registrations not the budget.**
- **With the money raised from the workshop I have authorized the purchase and installation of six additional cameras to be installed in areas where staff is unable to view on monitors. All of the cameras record automatically providing us the opportunity to look back on footage when needed.**
 - **Outside the changing rooms/lockers on second floor**
 - **In reception area on the other side of the rounded wall closer to the front doors**
 - **In banquet room**
 - **The other two workout rooms**
- **I am suggesting that board members bring at least one lecture suggestion to our meeting to assist staff in continuing the lecture series. This would be for March, April and May and even into the fall. Jeff has already provided his speakers so he is off the hook. I am not asking you to book them just to offer up a couple of written suggestions. Our brochure is being developed now for programs held February-August. The brochure will be in homes mid- January.**
- **An on line questionnaire was sent to anyone who has used/rented a room at the KCC. Thirty people answered the survey. One person was upset with her rental because the room was doubled booked. (Can't blame her for that one....it was when we first opened) that brought our percentage down.**

How was your overall rental experience?	83.33	Excellent (25)
	13.33	Good (4)
	3.3	Satisfactory (1)
	3-3	Needs improvement (1)
Was all staff you encountered knowledgeable helpful, courteous and professional?	96.67	Yes
	6.67	No
Was rental set up according to your request?	93.33	Yes
	6.67	No
Did the Audio/Visual equipment meet your needs?	76.67	Yes (23)
	26.67	No (8)
Did the facility meet your expectations?	96.67	Yes (29)
	3.3	No (1)
Were rental expectations made Perfectly clear to your group?	100%	Yes (30)
	0%	No
Was facility neat and clean and well maintained?	96.67	Yes (29)
	3.33	No (1)
How did you hear about the rental facilities?		
	Friend	26.67
	Brochure	26.67
	Word of mouth	23.33
	Social media	6.67
	Paper	0
	Radio ad	0

Previously stated...

- **Goals were presented to the Town Manager by department heads on August 26th. I submitted three goals for the KCC for 2014/15.**
 - a. **Improve communication with and between all recreation staff and East Wing Tenants.**
 - b. **Provide a high level of customer service within the KCC.**
 - c. **Increase marketing and promotion of the KCC. Enhance usage and reach out to private, public, profit and not profit organizations, neighboring chambers and businesses.**
- **Using (c above) as an example the following is a list of nine strategies to accomplish the goal:**
 - a. **Compile a list of organizations and businesses to target.**
 - b. **Solicit community and cultural based organizations in NH and Maine to let them know what the KCC has to offer. Target small acting and musical groups for the theatre.**
 - c. **Produce a brochure specific for the above organizations to market the amenities offered at the KCC. Get quotes from organizations that have utilized the KCC and use those comments in the marketing brochure.**
 - d. **Schedule a monthly calendar of marketing strategies. Target at least one special strategy or group each month.**
 - e. **All appropriate events held in the STAR will be given a script to announce rental opportunities at the KCC.**
 - f. **A survey using Survey Monkey will be developed for groups who have used the KCC to complete after their rental to evaluate all services provided by the KCC and any suggestions for improvements.**

- g. Rental agreement will have a question asking the individual how and where they heard about the KCC rental opportunities.
- I am requesting that the board consider discussing how it can assist in the above goals as a future agenda item. For example; assisting the department with suggestions and contacts for the lecture series would be very much appreciated. If anyone has a suggestion of additional marketing ideas let's discuss them so we can continue to improve at marketing. All suggestions given thus far have been implemented and are working. What can a board member do to assist in getting the word out? Everyone needs to be assisting to make this work to our best advantage. The network /contacts that all of you have is filled with lots of potential speakers that would interest the public. These people would use the center if they are introduced to it. Let's work together as a team to insure the KCC is successful.
- Building usage information will be provided at this meeting and updated for each meeting.
- Building maintenance items are constantly being done on a weekly basis to attempt to keep the facility in great condition. As you might imagine it is at times daunting. One of the items is some screens on the front side of the building. They were damaged last winter by the icicles falling off the roof and smashing the screens on their way down. This has been on the repair list and we have had many conversations regarding what to do. The most obvious response might be to take out the screens. The concern is that the glass might break if that were done. The screens are protecting the windows. Scott is capable of replacing the screens instead of sending them out and I have asked that he wait now until spring.

An additional unfinished item is the tile in the bathroom downstairs where the tile was cut out of the floor to access the pipes. The company has been contacted countless times after our December flood last year. They had said since we have the tile they would repair for free. Well, maybe that would be so but we cannot get them to show up. Now Scott will work on replacing that. If he cannot do it then we will have to pay a contractor to do the work.

- A donation tile fell off the wall a while back and a new one was ordered immediately, however not a word from the artist as yet. It just happens to be Jean's tile. I am concerned that the artist has not contacted me after repeated phone calls. I will keep on this and if not we will come up with a solution.
- An additional safety feature being considered is emergency buttons. The following areas would be the first to receive them:
 - Reception to administration office
 - Preschool to reception
 - York County Community Action to reception
 - Head Start to reception
 - Maybe others for the work out rooms and track

Thanks,

Janice

Director/General Manager
Kittery Community Center

RICE PUBLIC LIBRARY UPDATE
17 December 2014

- **Met with police, fire and planning departments to discuss proposal, which resulted in “spinning” the design so that courtyard is now facing School Street to allow for emergency access. That side of building would be fire lane only, not thruway. Noted that one-floor design will make for easier evacuation in case of emergency.**

- **Part of plan would include RPL’s installation of new sidewalk along School Street for foot pedestrian access.**

- **Would also include RPL’s installation of new wheelchair ramp and access for KCC. This is in addition to additional parking for KCC and additional emergency access to annex.**

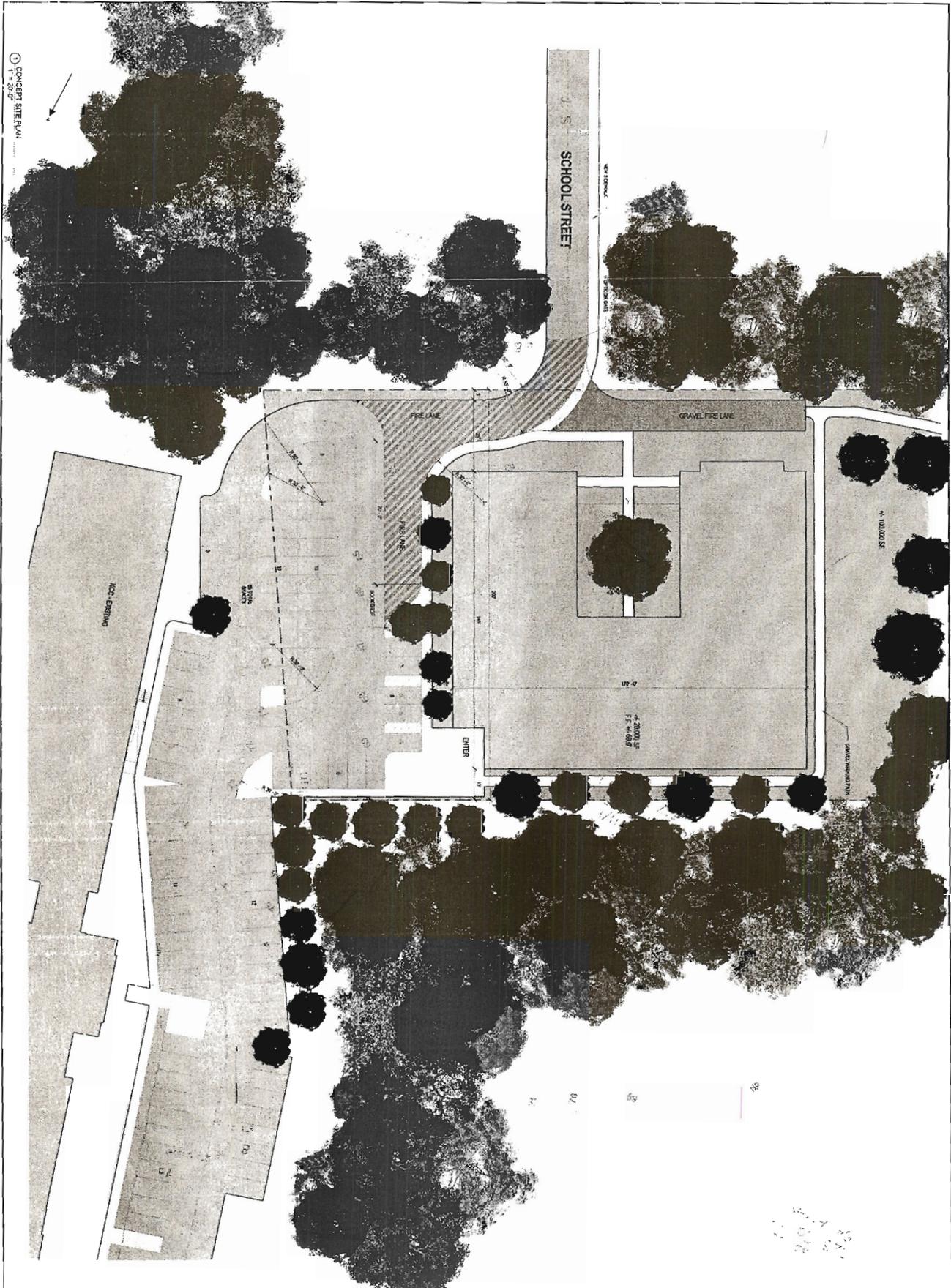
- **Property survey completed by Mr. Fitzpatrick, he’s awaiting results.**

- **Obtained legal opinion to verify RPL has the legal authority to sell Rice building.**

- **Entering into purchasing phase of the project, to be followed by drafting of a letter of intent.**

- **Reviewed with ARQ architects a site plan they developed to explore adding new construction on to the current Rice building – some nice ideas for the site’s future, but not conducive to the future needs of the library.**

Submitted D. A. Kerr 12/17/14



Owner
Owner Address 1
Owner Address 2
Owner Phone

RICE LIBRARY NEW CONSTRUCTION

KITTERY, ME

REVISIONS

NO.	DATE	DESCRIPTION

CONCEPT SITE PLAN

DATE	DATE

A0.1

CONCEPT SITE PLAN
SCALE: 1" = 20'

**Kittery Community Center Board of Directors
Attendance Log**

Date December 17, 2014

Regular Meeting

QUORUM IS 6 VOTING MEMBERS

Name	Voting	Ex-officio	Visitor	Representing
<i>Steve Mahman</i>	x			
<i>Paul Bucalini</i>	f			
<i>Kurt Stephens</i>	x			
<i>MARK SCHREINER</i>	x			
<i>Jeff Thomson</i>	x			
<i>Christie Salena</i>	x			
<i>Nancy Golby PVA</i>	x			
<i>Michael Davis</i>	x			
<i>D. Arthur [Signature]</i>	x			
<i>Tom Clark</i>			x	<i>KCC AAC Comm. Chair</i>
<i>Cynthia Lemont</i>			✓	<i>Town Council</i>
Notice Given - Unable to Attend				
<i>Janice Grady</i>				
<i>Maureen Convery</i>				

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- IV. Chair’s Update**
- V. Discussion/Action Agenda**
 - A. Meeting Reports
 - 1. Follow-up on Consent Agenda report(s)
 - 2. Missing reports
 - B. 2015 Election of Officers
 - 3. Nominations for Chair, Vice-chair, Secretary
 - 4. Voting by individual position or as a single slate of nominated officers
 - C. 2020 Strategic Planning Retreat – Part II
 - 5. Purpose/Retreat outline proposal
 - 6. Retreat participation
 - 7. Scheduling
 - D. Library Project Updates/Follow-up
- VI. Board member announcements/comments**
- VII. Adjourn**

2014 KCC BOD Meeting Schedule (3 rd Wednesday of the month)	
January 15	February 19
March 19	April 16
May 21	June 18
July XX	August 20
September 17	October XX
November 12	December 17