

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
January 21, 2015 6:00pm – Meeting Minutes
KCC in Second Floor Meeting Room

Approved by Board
4-15-15

Present: Steve Workman, Janice Grady, Kent Stephens, Christie Salema, Mark Schremmer, Jean Lincoln, D. Allan Kerr, Dot Avery, Michael Downs, Nancy Colbert Puff, Maureen Convery (via conference call)

Absent/Notice Given: Jeff Thomson

Guest: Jenny Freeman

Call to Order 6:05 pm by Steve Workman

1. Jenny Freeman – Preliminary discussion about community garden(s) on the KCC Campus

Jenny Freeman is a resident interested in starting a community garden in Kittery, and wonders if the Board would be open to possibly locating one on the KCC site. She has scheduled a March 2nd session through Kittery Adult Ed to gauge community interest. Depending on people's interest, this may not be possible for this season.

Jenny explained that many communities have successfully implemented community gardens, and since the KCC already has attendance here, that the location would be ideal. She described a project to develop gardens at Wagon Hill was made possible through a Timberland grant, where volunteers put the beds together, donated soil, etc., but in the end, there was no community there. They sponsored evening presentations, pot lucks, and other events, but it was tough to promote due to the location.

As a result, she will start with identifying the community interest, and go from there. There will need to be rules and regulations etc. There is water access at KCC, but full sun is needed.

Dot supports the idea, and has been approached about developing community gardens at the farmers market. Originally, the market was intended to use its proceeds to fund community gardens. There are seed grants available. The thought is to charge \$10-\$35 per plot to cover expenses.

Kent asked who would be managing this? The KCC? A non-profit? Steve thinks the KCC must retain some oversight, as landowner, even if volunteers largely run the details.

Kent asked about where on the KCC site? At least 8 hours of sun would be needed – he thought the ball fields were one of the only places that got that amount of sun. Discussion ensued about location: in front of east wing and possibly in front of the building. Michael joked that the ball fields were NOT an option. Jenny emphasized this idea is merely a concept at the moment.

Don asked what is planted in the gardens - flowers? Jenny responded vegetables, etc. People who do not have full sun in their own yards participate. At the KCC there could be cross programming with children, maybe dedicate some beds for the food pantry.

Kent noted there are opportunities for corporate support, and for businesses to be involved in community. Jackie Noonie (sp?) may want to be involved.

Discussion included that soils would need to be tested. There may be a possibility to use compost from the Resource Recovery Center. Jackie may want to help work on landscaping. There may be a need for fencing to keep critters out – possibly could be grant funded.

Jenny is currently enrolled in master gardening class and hopes to develop a network of people who can provide advice. Dot suggested reaching out to the permaculture program at Traip. There will need to be rules to ensure appearance and maintenance.

Steve asked if the Board would express willingness to explore the idea with Jenny? He reiterated the need for the Board to maintain its stature as a key player. We can pull in expertise as needed.

Jenny would like to have something more solid to present to the Board. She will have more information after the information session on March 2nd.

2. **Minutes for December 17, 2014**

Minutes were provided, but they were lengthy, and not all felt comfortable voting without a thorough review. **Steve moved to postpone approval to the next meeting, Jean seconded, and all voted in favor.** Steve noted that the agenda listed all meeting dates for 2015.

3. **Minute Taker for February**

Jean Lincoln volunteered to take minutes at the February meeting.

4. **KCC Update: Operations and HVAC problems and facility damage**

Janice provided an update:

- Fitness memberships have been successful: 546 members for 2015. Adult residents =146, non-residents = 47; senior residents = 231, non-residents 95, and youth residents = 23, non-residents = 4. As of last Friday, \$37,787 was made from membership sales. Dot asked if these were full year or per visit memberships? Janice answered they were full year, and that there were not many per visit memberships sold.
- Janice reported on the recent lecture in the Star Theatre by Kim Sanborn of the Historical Society – while the room was packed, there were several flaws that emerged through the evening. Todd has walked through the presentation with the presenter, but was not present for the lecture.
 - Additional chairs were needed – people had to volunteer to put more chairs out. Reception should have called in the custodian to help.
 - The presenter and the person in the AV room had trouble advancing the slides properly, and the lighting was improperly adjusted during the event. People grew impatient.

Lessons learned include:

- KCC will develop a checklist for lectures to make sure people are well-versed in how to run the projector, etc.
- There are 5 presets for lighting – they should not be touched, once set.
- The theatre would benefit from a VCA outlet in order that the presenter can control the projector from the theatre – now, the only control is in the booth, so two trained people are needed to run a presentation.

Steve commented that as a Board member, when he is in building, he feels he should be part of solution. Board members should have a higher level of responsibility when in building. It helps to have people coming forward to assist.

Jean asked about the price of VCA installation? Janice - will get price. Kent offered that it is likely to be a couple thousand dollars – there needs to be an electrical line installed that will carry a signal to projector.

- Janice explained that there have been a lot of issues with the heating system in the building. The east wing project is complete with the installation of 2 new, efficient natural gas fired boilers, but temperatures in the rooms have not been adequate. She detailed that temperatures in the east wing when first installed were near 50 degrees when the outdoor temperature was 16. Troubleshooting resulted in raising the water temperature of the loop to its maximum of 185 degrees. This, plus setting the room set points higher have made the rooms much more comfortable (~68 degrees), but we still need to see how the system will operate on colder days.

Steve explained that in retrospect, the cast iron boiler was probably operating with a water temperature loop of 200-240 degrees. We purchased efficient, gas boilers, but they will not run over 185. We were sold a system with the operational capacity and efficiency, but that works with different rules. There is also a secondary make up air unit system has not been operational since 2004. It was discontinued by schools long ago, probably because it was difficult and expensive to operate. It appears to have included supplemental heating loop, which was part of the original design. Phase 2 of the east wing project is to address a new cooling and air exchange system, but Phase 2 not in place yet. Unfortunately, our contractor did not identify this as a potential problem.

Janice described a conversation with the contractor, who defended his work by saying he did what was asked, which was to install efficient boilers, not to engineer the entire system. Kent expressed he felt this to be disingenuous, since they also sold us temp controls, etc.

Steve commented that tenants have gone through several uncomfortable weeks, and we still need to identify the ultimate solution for this issue. Part is funding, where we add baseboards or another forced hot air, exchange system.

Jean described that she is involved with a church in Portsmouth that is doing a full building analysis before it embarks upon any projects. The KCC needs to prioritize these projects, and without the overall picture, it is difficult. The analysis the church is doing costs close to \$50,000, but she feels it is worth it.

Steve said some planning has been done, but sometimes timing is an issue. Windows are in the Town's Capital Improvement Program, but not yet funded. The grant submitted requested funded for windows, and we received funding for the boiler.

Jean noted that a good engineer could save money in long run.

- Janice described the KCC has also had major issues in the new building. In December, 2013 the safe room flooded. It was caused by a damper stuck in the open position associated with one of the new unit ventilator (there are 9 total in building). At the time, we had no reason to believe this was caused by anything other than a "fluke." Insurance paid to repair the damage.

On 1/9/15, a pipe in the music room burst. There was damage to that room, the custodial closet, and the front atrium. We were fortunate that it did not spread further – there was no disruption overall. The Fire Dept. responded within 15 minutes and got rid of water. The leak was also caught in a timely manner by a receptionist walking around and doing a building check before closing at 9 pm.

One 1/13/15 the KCC had a massive flood. Another pipe burst at the arts and craft room ventilator. The 3rd fitness room, storage room, and studio 2 had some, but not a lot of damage. The water proceeded downstairs into banquet room, which had 2.5 inches of water on the floor. It is completed demoed now. This is the 2nd time the floor needs replacement. It affected the preschool, and there is major disruption to operations. We are working with the architect to fully assess the situation, figure out why this is happening (and who may be at fault), and come up with a comprehensive solution.

Mike asked if all 9 units were new? Yes, except for the 1st one, which had been totally refurbished.

Jean asked about our approach?

Janice described that the architect is now involved. People have been moved, and everyone has been accommodated. We are now getting repair estimates. Repairs have been of high quality.

Dot expressed that good solutions may take time and should not be rushed.

Don asked about the cost for repairs. Janice estimates in the area of \$50,000. An insurance claim has been submitted. We are still working on a solution – one might be to introduce glycol (aka antifreeze) into the system, but it may reduce heating effect, and must be maintained properly. We are concerned about that route, since we have fittings that leak, and cleanup would be more difficult. Glycol is more corrosive than water, and if not maintained properly, could compromise the system. At present, a temporary fix is in place, as the sensors have been set to stay open under low temperatures to keep the water flowing.

Nancy commented that we have been asking a lot of questions, and that the KCC is certainly not at fault. Why the KCC system is not functioning properly remains to be determined

5. Seacoast Home Show May 2 & 3 2015

Steve described plans for the home show, in collaboration with the York Chamber. He sent the Board a mock up advertisement in the packet. He noted that the Chamber has never hosted one before. It is scheduled for end of cycle of home and garden shows, and is 2 weeks after Dover home show. It is a week before Mother's Day, hoping to capture people looking for gifts.

The gym layout allows for ~ 48 booths. This is the primary vendor space. The main lobby will run concessions - by the KCC with proceeds all going to the KCC. We will serve the food. The Star Theater is booked with yogi space programmed – they will be provided with a separate entrance and parking, and about 50 people will be in attendance there.

The banquet room will be used for lecture presentations. There may be 4 to 5 booths in front with garden demos.

Parking needs to be planned – they are considering running a shuttle. They may request to work with Driscoll Realty's lot at Post Office Square, or perhaps Traip. The rest of center will remain open. There is on-going discussion re: profit sharing, right now 40-50% is being considered. If the program is a sellout, the event could net \$16,000 to \$13-14,000 for booth rentals. Expenses include are party setup, advertising, misc. The department will donate space, and some labor. The Chamber and its staff, members, and volunteers will work on all aspects of booking, marketing, etc.

Steve reminded everyone that this will be of some risk, as it is a 1st time event for both the Chamber and the KCC. However, the benefit can be substantial. Ticket admission will also provide revenue. We are pushing limits of facility, but there will be a great opportunity increase its exposure. The Chamber has waived its membership fee for the KCC, and wants to be partners with KCC. Todd now has direct access to post events to chamber membership network.

Don and Dot asked about event expenses. Steve stated that A plus rentals will be hired to set up booths, and provide basic needs for the event.

Don asked about attendance - what kind of crowd will it attract? How many? Steve responded that most home shows occur in massive places, like the Whittemore Center. The one in Dover is at the ice rink. Kent noted that this venue is more attractive.

Nancy expressed some concern about parking coordination, and asked of a police detail might be appropriate. Since the Star will be full and take up possibly 50 spaces, and the booth volunteers another 40-60, there runs a risk of not having enough parking for attendees. She felt the neighborhood should not bear the burden of illegal parking, and that maybe a pass-holder system should be in place with all others directed to the satellite/shuttle locations. Dot suggested assigning parking in advance. Steve commented that all the details will be worked on.

Dot offered to volunteer w/concessions. Steve mentioned another risk was wear and tear to the building, and they were working to guard against that.

Kent move to approve the collaboration with the Chamber to host the home show on May 2-3, 2015. Jean seconded the motion, and all voted in favor.

6. Blue Note Big Band Proposal

Steve described the proposal, noting that he is also musician. This band is an outgrowth of the former Good Memories Band. Finding rehearsal space is a challenge for bands. The proposal is to offer free use of rehearsal space in exchange for free performances at the KCC. Or, another thought was to use our name in conjunction with the band – but Steve explained KCC is not interested in the “house band” option at this time. Since the Theater is mostly booked, the music room might be a possibility for rehearsal space. The room is insulated, except in the areas going into booth, and where pipes are. Music can be heard from the AV room can hear music, so rehearsals could not take place when the theater needed the AV room.

Jean asked if this would rule out other bands from playing at the KCC?

Steve answered no, there are no exclusive rights.

Kent asked why this group? Many others could be considered, including those based in Kittery (Ben Baldwin, Darwin's waiting room, etc.).

Steve answered that this band has approached us – no others have. Bands of this nature typically charge up to \$1500 for performing – and the KCC would get this free, and would reap all profits from tickets.

Kent has never heard of group. He did not understand why we would offer free space when we charge everyone else. He is opposed.

Christy suggested that if we want to offer rehearsal space, why not solicit other bands?

Dot asked how often they would use the rehearsal space? Steve responded weekly.

Jean said at this point, she is not for it.

Mike made a motion to authorize the Chair & KCC Manager to negotiate and enter into a one-year agreement with Blue Note Big Band for rehearsal space in exchange for band performances at KCC fundraisers/events, seconded by Christy. **The motion was defeated, 0 in favor, 9 opposed, and 1 abstention (Steve).**

7. **Black Bear Energy Proposal**

Steve explained the proposal, which is for the KCC to be pilot site for the Black Bear Energy Box, a portable, solar energy system for use with emergency shelter. Steve has met the project proponent (Eric) through Jean and her involvement with the installation of solar panels at York Middle School. They are developing engineering plans, hoping to be done by spring. They have met with representatives of Senator Collins and King's offices (Cathy Goodwin and Bonnie Pothier) to talk about the potential to promote the project throughout Maine. Now, they want to do 3 pilots: one in York, one on Peaks Island, and one at the KCC.

The request at present is for energy usage data, and a letter of support to use in grant applications.

Steve mentioned that he spoke with Jeff Thomson, who supported moving forward. Dot expressed full support for the idea of using solar energy here.

Jean is supportive, but noted the need for a roof analysis before panels are installed.

Nancy noted she is also supportive of the potential for renewable energy, but her experience is that many details need to be carefully examined before moving forward, and the information provide this evening does not go into much detail at all. If the KCC is to write a letter of support for grants and they learn that the details are not acceptable, it will be in a tricky situation, politically, of rejecting grant funding.

Steve responded that there are many unanswered questions, and that Eric has offered to attend the February meeting to explain the project in further detail.

Nancy moved the item be postponed to 2/18/15 agenda, and Don seconded the motion. All voted in favor.

8. **2020 Strategic Planning Retreat – Part II – January 31, 8:00am – 1:00pm at Sheppard's Cove**

Steve presented draft strategic plan in preparation for the retreat. He noted there is not much development of Sections 1 and 2. Section 3 is the best developed, and Section 4 largely captures public input. He also included an article relating to "Big Picture" strategic thinking that he hopes Board members will read. He stressed that the Board will be challenged to think strategically, which will mean development of measurable, achievable goals. E.g. "Reduce electricity consumption by x %." Not, replace outlet in ___ room.

He is working on the format of the retreat, but will want to begin with a [Gregorc style delineator](#). He has incorporated this testing into facilitation programs in past. It helps to recognize that people think differently, and have different styles of thought. Hopefully, it trains people to avoid talking past each other.

November 2014

Inquiry and Request for Response

FR: Curt Mackail
business manager and member
The Blue Note Big Band
Portsmouth, NH
cmackail@gmail.com
603 778-3749

This is a general inquiry to see if the Star Theater and Kittery Community Center may wish to explore a mutually beneficial relationship with a newly formed jazz big band based in the Seacoast.

BACKGROUND

In September this year a 17-piece jazz band formed under noted director and trumpeter Dennis Perriccio. The band is composed of professional musicians from southern Maine and Seacoast New Hampshire and is a registered business with the State of New Hampshire.

Mr. Perriccio is well known in professional jazz circles in Boston and the Northeast for his work with some of the great names in big band jazz. He has toured and recorded with such top-flight groups as the Artie Shaw Orchestra directed by Dick Johnson, The New Harry James Orchestra, the Benny Goodman Tribute Orchestra, Hal McIntyre Orchestra (a Glenn Miller band offshoot,) and many of Boston's top jazz and swing groups. Mr. Perriccio, 62, is a retired US Air Force Band member who also continues to work widely as a member of Boston theatrical "pit" bands, in session work, and as a master-class trumpet instructor.

The new group, currently named The Blue Note Big Band, is now establishing a repertory under Mr. Perriccio's direction in preparation for a series of spring and summer debut performances throughout Seacoast New Hampshire, southern Maine, and Massachusetts' North Shore. The group will perform a blend of swing era classics, recognizable contemporary jazz selections, vocals, and special-occasion pieces. This new group will extend a high-quality, professional concert experience to its audiences and will be highly marketable to a broad demographic mix.

This inquiry concerns two related matters: rehearsal space and potential sponsorship.

- 1) *Might the Star Theater and Kittery Community Center be interested in becoming "home" to the band?* the band seeks a relationship where the theater provides rehearsal space once weekly for a couple of hours in exchange for performances by the band at Star

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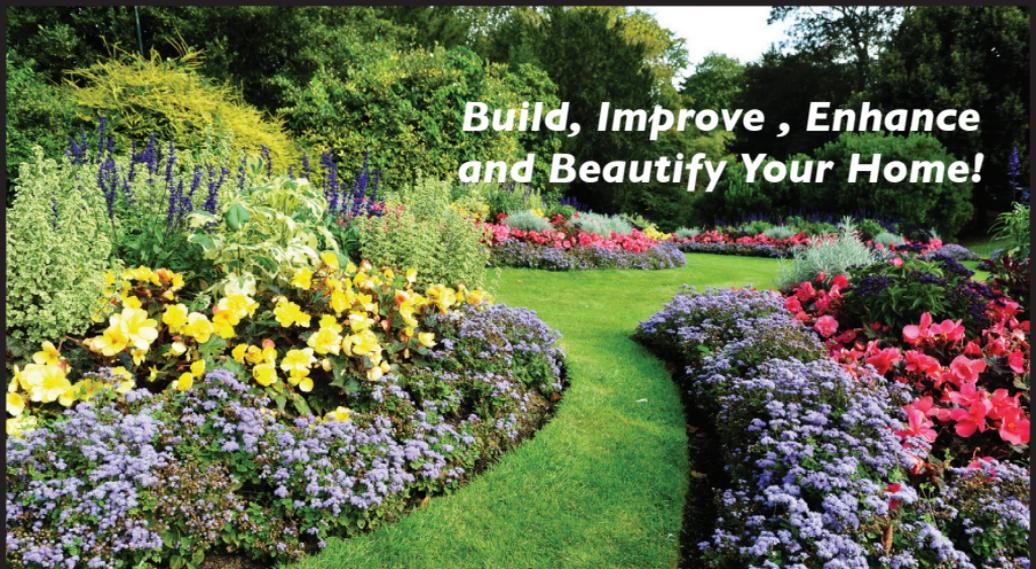
Theater or Kittery Community Center events. In this scenario, we would mutually agreed upon a certain number of no-fee performances as a form of “rent.” The Kittery Community Center would be free to stage, promote and profit from these events in any manner. If fundraising is a priority, for example, these free performances could be used as ticketed, public events. A significant amount of money might be gained with very little cost and overhead.

- 2) *Might the Star Theater be interested in sponsoring the new band?* This basic idea is that we would name the group “The Star Theater Big Band” or “Star Theater Jazz Orchestra” or something similar. In exchange for bearing the name of the venue whenever it performs, the band would ask a modest investment in display materials, branded shirts or apparel it would wear during performances, music stands bearing your brand image, other promotional collaterals, and some material expenses. This relationship would provide the Star Theater with obvious marketing and free media benefits when the band appears at other venues.

Thank you in advance for considering these ideas. I hope they may spark some interest. If that is the case, I'll be pleased to follow up in any way. My personal contact information is below.

Curt Mackail
326 Water Street
Exeter, NH 03833

cmackail@gmail.com
603 778-3749



**Build, Improve, Enhance
and Beautify Your Home!**

SEACOAST HOME & GARDEN SHOW

Hosted by the Greater York Region Chamber of Commerce & the Kittery Community Center.

Saturday & Sunday, May 2 & 3, 2015

10:00am-4:00pm

Kittery Community Center, 120 Rogers Road, Kittery, ME



*The Seacoast Home & Garden Show
is the perfect place to find the best
in convenience and savings.*

*Great home building, remodeling
and landscaping exhibits and ideas
for the home of your dreams!*

*A great opportunity to find
a gift for Mother's Day!*



Tickets:

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

Date January 21, 2015

Regular Meeting

QUORUM IS 6 VOTING MEMBERS

Name	Voting	Ex-officio	Visitor	Representing
Steve Mahman	x			
Michael Downs	+			
Anthony	x			
Jean Luciani	+			
D. ALLAN KERR	x			
MARK SCHREINER				
Christie Salema	x			
Nancy Abbott post	✓			
KAT BERRY	✓			
Janice Grady		x		
Maureen on phone	x			

Notice Given - Unable to Attend

Jeff Thomson - sick		

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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
Regular Meeting • January 21, 2015 • 6:00pm
 KCC in Second Floor Meeting Room

I. Call to Order & Welcome

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 (as needed)
- C. Presentations (as needed)
 - 1. Jenny Freeman – Preliminary discussion about community garden(s) on the KCC Campus

III. Consent Agenda

- A. December 17, 2014 Minutes
- B. Reports – None at this time
- C. Meeting Note Taker for February:
- D. **Proposed Motion:** “Move that the board accept the consent agenda [as amended].”

IV. Chair’s Update

V. Discussion/Action Agenda

- A. Update on HVAC related problems & facility damage
- B. Seacoast Home Show May 2 & 3 2015
 - 1. Update and profit sharing proposal
 - 2. **Proposed Motion:** Move to approve the collaboration with Greater York Region Chamber of Commerce for the Seacoast Home & Garden Show to be held at the KCC on May 2 & 3 2015.
- C. Blue Note Big Band Proposal
 - 1. Proposal review [See attached]
 - 2. **Proposed Motion:** Move to authorize the Chair & KCC Manager to negotiate and enter into a one-year agreement with Blue Note Big Band for rehearsal space in exchange for band performances at KCC fundraisers/events.
- D. BlackBear Energy Proposal
 - 1. Proposal review [See attached]
 - 2. **Proposed Motion:** Move to authorize the Chair to issue a letter of support and to work with BlackBear Energy on a proposal to make the KCC a pilot site for the BlackBear Energy Box.
- E. 2020 Strategic Planning Retreat – Part II – January 31, 8:00am – 1:00pm at Sheppard’s Cove
 - 1. Thinking/Learning Style Activity
 - 2. Retreat preparation

VI. Board member announcements/comments

VII. Adjourn

2015 KCC BOD Meeting Schedule (3 rd Wednesday of the month)	
January 21	February 18
March 18	April 15
May 20	June 17
July 15	August 19
September 16	October 21
November 18	December 16