

Special Meeting Minutes
Academy School Community Design Center
June 5, 2019
3:00 PM – Town Campus Room A
Subject to Approval

Members Present:

Chair: William Stableford
Catherine Flynn-Donovan
Dick Passero
Roselyn Cama

Members Not Present:

John-Michael Parker

Others present:

Al Goldberg, Board of Selectman
Bill McMinn, Facilities Director
Woodie Weiss, Energy & Efficiency Committee Chairman

Call to Order:

The meeting was called to order at 3:04 p.m.

1. Approval of Minutes of May 31, 2019
Motion to approve: Catherine Flynn-Donovan
Second: Dick Passero
Vote: Motion was unanimously passed
2. Discussion with Scott Erskine, Director of Beach & Rec Department, regarding preparation and submission of CIP Proposal.

Scot: Staffing plan becomes tricky in that a new Community Center would operate at maximum hours and the current staffing is considerably less. Staff likely to be extended to evenings, weekends, community groups, evening supervisors = 2-3 people. He will do his best to extrapolate for the CIP submission.

Catherine in a subsequent study has projected revenue generation from existing programs. Scot's goal, likely to continue is a net gain of 25% profit on all programs offsetting operational costs.

Michelle Flynn a Madison Resident was invited to comment. She operates a consulting firm focused in building operational budgets for profit/ non-profit organizations. She suggests an aggregate number for determining expenses that span 7 days/week for over 8 hours a day. Likely 6am – 10pm 5 days a week. 8-10 pm on weekends or 84 hours/week for max opening. Utilities, staffing, janitorial services over split shifts, grounds/landscaping and security can present an expanded budget from current operations. Property management services might also be considered. Have Bill McMinn look at his cost analysis on a square foot basis. His numbers seem low. Michelle estimates \$6-7/foot or \$371,000. We thanked her for her shared wisdom.

3. Discuss and Take Action to Prepare for our two-stage Public Information Session on June 12 at 3:00PM and 7:00PM.

Bill submitted the agenda, we need to get folks to meetings. All creating slides for this presentation should have them to Lauren by Monday.

4. Discuss and Take Action regarding meeting conjointly with Academy “neighbors” the Madison Historic District Commission, the Madison Historical Society, and the Deacon John Grave House Foundation.

Meeting will be set on June 17 at 3:00-5:00 pm.

5. Discuss and Take Action re: estimating the number of future hours of consultation services needed from Colliers and QA+M Architects.

Will be presented to BOS.

6. Public comment
None.

7. Adjournment.
Request to adjourn made by Catherine Flynn-Donovan, seconded by Dick Passero.
Meeting was adjourned at 5:00 p.m.

Respectfully Submitted,
Rosalyn Cama

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