

Kittery Community Center (KCC) Board of Directors

**MEETING MINUTES**

Regular Meeting – Jul 15, 2020

KCC Large Function Room

**In attendance :** Chair Bob Guay, Kristi Mathieson, Jean Lincoln, Michael Downs, Jan Lamont-Rodonets, Steve Workman, Jeremy Paul, Maribeth Girard (visitor)

**Absent:** Kendra Amaral (excused), Jeff Pelletier, Brian Kilroy

**1) Call to order at 6:09, Welcome**

**2) Public Comment & Presentations/Introduce Prospective New Members** – Maribeth Girard, a prospective member

**3) Consent Agenda**

- **Meeting Minutes** - January 15 Meeting Minutes unanimously approved with one change. Item 5 third bullet Steve will be drafting the new bylaws for the merged KAF committee. Steve will bring a draft of the revised bylaws to August meeting.
- **KCC Director's Update** – Jeremy submitted a detailed report that included the following:
  - a. KCC closed March 16-July 6<sup>th</sup> – worked hard to determine/define essential vs non-essential services
  - b. Regrettably there will be no summer camps but need to balance having the community still involved and bringing them together at the KCC. This has been and continues to be very difficult. KCC offered a concert last week and a movie. 40 people attended first concert. Shipyard is helping with the movies. Updated that the KCC van painted-this week drove around and gave away popsicles.
  - c. KCC leadership met with the VAC last Tuesday about a community art project. Deck the walls and hallway are bare. Want to think out of the box and maybe get a virtual exhibit to get art up on the walls-working with VAC to do a community project for art considering the art work from this community project for the deck the walls.
  - d. KCC Leadership will be meeting with school leadership next week to talk about how to collaborate with the school. Supporting schools is a priority. Find out more on Monday.
  - e. 55-60% of our preschool participants were nonresidents.
  - f. April 1<sup>st</sup> – started to prep for the budget/for worst case scenario. We are crediting all fitness center memberships lost, refunding Fort Foster pavilion reservations (Note: most board members were unaware that the KCC coordinates Fort

Foster pavilion reservations). All STAR Theater rentals cancelled through summer but set up the room for town boards who might want to meet in person (18-20 people max at this point).

g. Seacoast Rep cancelled all programs (teen programs). No day camps on our facility. Pre-school staff furloughed (not laid off) but kept health benefits. 3 FT and 6 PT in the summer. Two receptionists that were furloughed. Cindy our Bookkeeper increased her hours to help.

h. One goal is to keep head start open in the fall.

i. Gorham Poland and Lewiston all ran summer programs but we did not. This was a good dry run. We have not done this.

j. Town awarded Healthy Maine Act got \$250k. KCC got a portion of it.

k. Steve commented that the BOD's do not want the KCC to be negatively impacted by COVID 19. Current revenue projected at \$850K (this includes summer camp for next summer and would be approx. 80% self-sufficient). Before this we were 100% self-sufficient.

l. CIP (capital improvement) process with the town – this is good timing to prioritize the KCC's needs –Jeremy to send a wish list from his walk through.

- Steve Workman discussed need for inspection of the rigging in theater – a potential liability at this point.
- Chair offered Supporting Arts sub-committee may be able to help with the cost of the inspection. Steve to get estimate.
- Jeremy did a walk through to see what we need for CIP. Wish list at the KCC at this point. Prioritized wish list. Playground account is separate. Have a donation account as well. Email the wish list from KCC. Present what needs to be done get a quote for someone to do the work.
- Our October Meeting must focus on the CIP wish list.

#### **4) Chair's Comments**

- The New Normal- new normal not well defined – we need to be flexible, compassionate, understanding and respectful towards others. We want to work together to safely offer services to members, community and schools.

#### **5) Discussion / Action Agenda**

- New approved policy for public landscaping requests on the KCC property. Approved at last meeting. The requests shall be no cost to the town or it needs to be elevated for approval.
- Continued discussion about facility locked doors and how we can communicate that to users. A suggestion was made to have a flag near doors that are open? Deferred further discussion as KCC is currently directing entrance to facility in a coordinated manner to decrease contact for all entering KCC during the pandemic.

- Draft update to the KCC bylaws. Board agreed unanimously to defer discussions on draft update of KCC BOD's bylaws
- Discussed selecting/prioritizing our Strategic Plan actions in the New Normal. No additional discussion.

#### **6) Subcommittee Updates**

- VAC: (we need a Rep with Maureen leaving), Jean will remain on the VAC as a BOD rep.
- KAF:
  - Kittery Athletics & Fields (KAF) Bylaws update for the merged committee. Bylaws to be drafted by Steve for next meeting

#### **7) Board Member Announcements / Comments**

- a. Jeremy requested an item on the agenda – to look at policy, procedures and pricing structures. We have had the same prices since 2015 but need to look at what this is.
- b. Jeremy to come up with wish lists about changes on these policies.
- c. Consider Non vs. residents. Policies and pricing changes.
- d. Steve reminded the board that we propose policies for the building and those proposals need to be approved by the town council. In the past we have worked with the council along the way. The current policies allow us to change prices without council approval. Only policy changes have to go to the council.

#### **8) Meeting adjourned –**

Next Meeting: BoD- August 12, 6 pm (not normal schedule but several could not make 8/19 so consensus to move up a week.)

VAC- August 4, 8:15 am (ZOOM)

KAF- TBD



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Director  
Assistant Director  
Recreation Supervisor

Jeremy Paul  
Todd Henley  
Valerie Lachapelle

**Director's Report for KCC Board of Directors**  
**July 15, 2020**

A lot has transpired since we last met and I hope that everyone has been healthy and safe.

Although our doors were closed to the public from March 16<sup>th</sup>-July 6<sup>th</sup>, staff at the KCC have been busy working from the office as well as remotely. The constants during this time have been patience and flexibility. Kendra and the Town's leadership team were of great assistance during this time.

We were disappointed not to be able to run Summer Day Camps or a Summer Preschool Session, but from that emerged our Kittery Together Summer Calendar. I have attached it for those who haven't seen it yet. To this point, we've had a concert, shown Footloose on a big screen and hosted Wildlife Encounters. In addition, there was a Scavenger Hunt at Fort Foster and this morning, we canvassed Kittery in our newly decorated van for a popsicle drop! We're excited for the rest of the summer's outside activities.

A quick recap of some highlights of the past few months:

- ☐ The STAR Floor was completed and we are pleased with the results.
- ☐ Our staff worked extremely hard on the #Kittery Together Summer Programming and we are extremely excited to be rolling this out.
- ☐ Van Wrap. Hopefully you spotted the van on your way in. We worked with Darci Creative on a colorful wrap to promote our brand/image this summer and for future programming.
- ☐ We are currently running a few small classes with instructors and patrons who are comfortable with the current social distancing guidelines.
- ☐ We are also hosting some small rentals that can be held following all necessary protocols. The Coastal Community Driving School which is usually held at Traip Academy is being held here this summer.
- ☐ Town Committee Meetings. We have set aside various rooms in the facility for committees to have in person meetings if they are so inclined.
- ☐ We opened the Fitness Suite on July 6<sup>th</sup>. Adjustments were made throughout the area to comply with the State guidelines. Based on current social distancing guidelines and safety recommendations, we can accommodate 20 patrons at a time in the Fitness Suite. We did credit all accounts for 4 months of non-use due to the closing for COVID-19. We will be re-opening the walking track in the near future.
  - ☐ Our staff has received a number of compliments on the set up and safety-first approach of opening the Fitness Suite.

Although it may feel like Summer just started, we are already working on preparing for the Fall and Winter. We are evaluating how the KCC can be best used to serve the Community, how our Fall/Winter programming will look based on current guidelines, and the impact that may be had on our rentals, special events, art showings, etc.

Attached, please find the budget that was approved by Town Council for the 2021 fiscal year which runs from July 1, 2020-June 30, 2021.

**Sincerely,**

**Jeremy**  
Jeremy Paul, Director