

# APPROVED

Kittery Community Center (KCC) Board of Directors

## MEETING MINUTES

Regular Meeting – Aug 12, 2020

KCC Large Function Room

**In attendance :** Bob Guay, Brian Kilroy, Jeremy Paul, Maribeth Girard (prospective new member), Kristi Mathieson, Steve Workman, Mike Downs, Jeff Pelletier

**Absent:** Jean Lincoln, Kendra Amaral, Jan Lamont-Rodonets (all excused)

**1) Call to order, Welcome, Introduction – 6:07 PM**

**2) Public Comment & Presentations/Introduce Prospective New Members – None**

**3) Consent Agenda**

- **Meeting Minutes** - Item J. revised - Town awarded Healthy Maine Act grant, KCC received a portion. Kristi - moved, Mike D. - seconded accepting revised minutes.
- **KCC Director's Update** – Jeremy submitted a detailed report that included the following:
  - o Working with schools to support re-entry, cancelled pre-K. Cleaned out rooms. Sea-coast Rep gave up one room. 8 classrooms to help after hours, K-5. Will support school curriculum. Brian asked about communication with parents - direct or through the School Dept. Some initial confusion. Steve asked about KCC use of Red/Yellow/Green. Unclear at this point. Surveys going out to see if families will sign-up for 1-3pm After-School Program, free for those that want it.
  - o Got more Healthy Maine money for tables with plexiglass dividers.
  - o Upgrading WiFi to accommodate more kids.
  - o Will need 20 staff for After School Program but won't be near that on 9/1. Currently have 12 staff.
  - o Village building now unoccupied.
  - o Kittery Together going well. Amazing Race next week. Concerts at JPJ Park planned.
  - o Fall hours to be finalized next week.
  - o CIP process: health & fitness equip. Kitchen equip. STAR Theater equip. Playground equip. Gym sound system. Building wide intercom. 110-115k.
  - o Quote for rigging inspection: \$1800, getting another estimate.
  - o Met with KSD regarding fall sports.

**4) Chair's Comments**

- Jeremy & Staff have done a great job during the pandemic.

**5) Discussion / Action Agenda**

- Draft Bylaws for the merged KAF committee - Steve: work in progress on vision & mission. Inserted advocacy into mission.

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- Discuss policy, procedures and pricing structures at KCC – deferred to next meeting.
- Draft update to the KCC Bylaws – deferred.

### 6) Subcommittee Updates

- VAC:
  - Supporting the Arts at KCC: more bids for a grid inspection in the Star Theater needed. Kent may assist with a possible grant.
- KAF:
  - Kittery Athletics & Fields (KAF) Bylaws update for the merged committee.

### 7) Board Member Announcements / Comments - None

### 8) Meeting adjourned – 7:35 PM

Next Meeting: BoD- Sept. 16th, 6:30 pm at KCC  
VAC- Sept. 1<sup>st</sup> 8:15 am (ZOOM)  
KAF- Sept. 14<sup>th</sup>, 6:15 pm at KCC



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Director  
Assistant Director  
Recreation Supervisor

Jeremy Paul  
Todd Henley  
Valerie Lachapelle

## **Director's Report for KCC Board of Directors** **August 12, 2020**

Nice to see everyone again. Hopefully the summer is treating you well. It's hard to believe that September is right around the corner.

The biggest update from the last meeting is the decision to support the School District as they make plans to re-open with a shorter school day. We are repurposing a number of the classrooms to provide afterschool care for Kittery's students in Grades K-5 from dismissal time until 6:00pm if necessary. This will allow working parents to maintain their jobs knowing that there are alternatives for their children after school. Although it could be as early as 12:00pm when school is released, there is no cost to Kittery families until our SAFE program begins which is fee-based at 3:30pm. Unfortunately, this means not having a Preschool this year. As things move forward, we will be sure to keep everyone posted on the progress. The first day of school is slated for Tuesday, September 8<sup>th</sup>.

The #KitteryTogether programming has been going smoothly and we are seeing consistent numbers at these events. We also assisted The Dance Hall in their preparations for concerts at John Paul Jones Park. We have confirmed with the Shipyard MWR that the trailer/stage will stay through October 24<sup>th</sup> and we look forward to programming more events outside through the Fall.

The Piscataqua Dog Obedience Club has moved out of the Cole St., Community Center. There is no intent to have any further use of that building.

We are finalizing our Fall/Winter hours and will start to publicize those shortly. We will be extending operating hours in conjunction with supporting the schools and increasing our activity offerings. Fall/Winter hours will begin on September 8<sup>th</sup> and we're looking to start instructor-led classes October 5<sup>th</sup>.

As discussed at the last meeting, I am including some general topics/projects that have been submitted in recent years for the Town's Capital Improvement Program:

- ❖ Fitness Equipment-to replace aging/failing equipment, etc.
- ❖ Kitchen Equipment-to replace equipment that may fail
- ❖ STAR Theater Equipment-upgrade and expand the sound capacity and lighting system giving priority to LED fixtures
- ❖ Playground Equipment-some of this has been shifted to be included in the overall facility master plan
- ❖ Gym Sound System
- ❖ Building Wide Intercom
- ❖ Replacement of Exterior Doors-for safety and security reasons
- ❖ Increased Parking at KCC-as with the playground equipment, this could be included with overall facility master plan
- ❖ East Wing Heating and Insulation Upgrades

**Sincerely,**

**Jeremy**  
Jeremy Paul, Director