



Our vision is a healthy, vibrant community for all ages and interests.

Our mission is to provide multi-generational programs and services that contribute to personal wellbeing and the quality of community life.

**Kittery Community Center Board of Directors**  
**Regular Meeting • October 20, 2021 • 6:00pm • Function Room KCC**  
**Masks Required while inside the KCC**

*Proposed motions are offered for convenience and accuracy. They do not necessarily reflect the opinion of the Chair or members and can be used, ignored, or amended as needed.*

**I. Call to Order & Welcome**

**II. Public Comment & Board Presentations**

- A. Discussion by members of the public (chair will impose a 3-minute limit per person)
- B. Response to public comment (as needed)
- C. Presentations (as needed)

**III. Modified Consent Agenda**

- A. September 15, 2021 Meeting Notes
- B. Reports & Committee Updates
  - 1. KCC Director’s Report/Updates - September
  - 2. VAC Meeting Notes/Updates
  - 3. KAFC Meeting Notes/Updates
- C. **Proposed Motion:** “Move that the board accept the consent agenda.”

**IV. Chair’s Update**

**V. Discussion/Action Agenda**

- A. KCC Master Plan Updates (as needed)
- B. KCC 10th Anniversary Celebration (May 2022) Update – (as needed)
- C. Capital Improvement Plan (CIP) Process FY 2022 process & update
- D. Older Adult Programs & Services Committee Development Process
  - 1. Review data from September Older Adult survey
  - 2. Initial scoping meeting with service providers and stakeholders - December

**E. Upcoming Meetings:**

KCC Board	November 17 at 6:00pm	KCC
VAC	November 2 at 8:15am	KCC
KAFC	November 15 at 6:15pm	KCC

**VI. Board member announcements/comments**

**VII. Adjourn**

**Current Active Board Projects**

- KCC Strategic Plan Progress Report
- KCC Rental Policy Revision
- Kittery Fields Use Policy Update (KAFC)
- KCC Board Bylaws Updates KCC 10th Anniversary Celebration (May 2022)



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**Kittery Community Center Board of Directors  
Draft Meeting Minutes • September 15, 2021 • 6:00pm • Function Room KCC**

**In Attendance:** Steve Workman, Bob Guay, Rose Eppard, Jeff Pelletier, Maribeth Girard, Mike Downs, Jeremy Paul, Kendra Amaral, Danielle Hoffman – Perspective board member.

Notice Given: Gerri Luke

**I. Call to Order & Welcome**

- Welcomed potential board member Danielle Hoffman, explained consent agenda

**II. Public Comment & Board Presentations - None**

- A. Discussion by members of the public (chair will impose a 3-minute limit per person)
- B. Response to public comment (as needed)
- C. Presentations (as needed)

**III. Modified Consent Agenda**

- A. June 16, 2021 Meeting Notes – Approved as amended

**B. Reports & Committee Updates**

1. KCC Director's Report/Updates – September
  - Invoices/payments now doing online- Brightwheel/much easier on staff
  - Mike inquired if SAFE program open to public- No SAFE students only
  - Taste of Kittery- 15 restaurants signed up \$15/ \$25 with alcohol & commemorative glass
  - Woodland Farms Brewery has created a 375th beer for the event-taste test on tap (pun intended)
  - Website is up for the 375th
  - Soccer-Seacoast United very helpful to parents. MOJO drills for coaches-video drills
  - 2-3 Sales already for VAC exhibit
  - Busy day this Thursday 9/16 at the KCC-Soccer, VAC Reception, Kittery Water District Voting & Dean Rykerson lecture in The Star Theater
2. VAC Meeting Notes/Updates
  - Letters to 14 galleries in search of new member-only 2 responded, no names forthcoming
  - Re-working VAC contract and checklist-Board approval necessary on final contract. Val is working on, will bring to next meeting
  - \$1000 grant (third place) awarded by Northeast Credit Union for Walking Track Project. Thank you to Kent Stevens-wrote the grant application
  - New Show: Joyce Amend-Pouring my Art Out- Reception 9/16 5:30-7pm. There was a nice write up in last week's Sentinel on the artist.
  - Last Show- Seacoast Moderns netted 2 art sales – the reception went very well
  - Gerri is working to find a contact at Traip. So far, no luck on Teacher/student liaison
  - Sample vinyl print for the Walking track has been produced, but Sarah has been out of town so no further progress to report.
  - Chair stated that nice to see the banners around the track are going to happen and appreciate the work folks have done and thanked those.
3. KAFC Meeting Notes/Updates
  - Rules & Regulations/Subcommittee meeting
  - See what other towns do and see what it would take to update
  - Discussion regarding lack of mowing fields-due to rain
  - Emery Field quality-shape it is in

- Memorial Field- Field Hockey, etc.
- Game Field at Memorial-How?
- Phase 1-done. Phase 2-Parking lot. Phase 3-Concession/not sure a concession would get a lot of use
- Soccer@Shapleigh
- Field Complex-how can we do it
- Artificial field?
- Game facility where all sports can be played
- Survey? Another Study? Feasibility?
- Goose poop (couldn't resist)
- Kendra noted artificial field is not maintenance free
- Field Maintenance- Staffed to maintain fields if everything goes perfectly. No resources for DPW constantly maintain.
- Roll up sleeves, best way forward
- Community schedule
- Rose inquired are artificial fields an injury issue- Kendra said no
- 4-5 Strategic action plans put forward
- November 15th @ 6:15pm Athletic Committee meeting
- Chair thanked that group, for digging in, good work.

**C. Motion:** Bob Guay and Kendra Amaral moved that the board accept the consent agenda as discussed.  
**All Approved**

#### **IV. Chair's Update**

#### **V. Discussion/Action Agenda**

##### **A. KCC Master Plan Update & Next Steps**

- Kendra announced that after some delay related to Covid, the Town is ready to move forward with hiring a landscape architect to develop a master plan for the KCC Campus. Kendra is developing an RFP to advertise and hire a consultant and she would like a small committee to work with her to review submitted proposals.
- Rose & Maribeth volunteered to work with Kendra and review proposals.
- Elements of the plan will consider parking, playground, athletic fields, performance space, passive recreation opportunities, traffic patterns, drainage, etc. Once complete the document will guide decisions about use of KCC campus space and funding of projects.

##### **B. KCC 10th Anniversary Celebration (May 2022)**

- Jeremy and Chair reminded Board that 2022 is the 10<sup>th</sup> anniversary of the KCC and we would like to be better prepared than the 5<sup>th</sup>.
- Open house demos/tap people using the building
- Enlist children performance, PMAC, karate demos
- Big event maybe/Concert at the Star
- Commemorative item
- Big cake/beer
- Food truck event
- Maribeth volunteered to work with Jeremy & Val on some ideas to bring back to committee in the coming months

##### **C. Older Adult Programs & Services Committee Development Process**

- Chair announced that he intended to initiate an initial planning meeting with service providers and other stakeholders assisting older adults in Kittery to see who is interested in participating.
- Opportunity: Sr. Living places to network, healthy aging. State of Maine-Action on Healthy Aging/Support older folks
- Coalition/Collaboration is a good way to get money. It makes us much more marketable for grant funds. Money is available to support older adults. Kendra mentioned we have been talking about this for a while and should move forward
- Danielle volunteered to help on this initiative

- Jeremy mentioned items in storage trailer from senior lounge- chairs, puzzles, games
  - Use rooms left open, preschool room-Craft time, movies, senior social center.
  - Program different things for seniors
  - Maine Senior Expo-October in gym
  - Kittery Estates-Bus to pick up people for events
  - Survey older adults this Fall
  - Rose mentioned Pontine Theater/Raise grant \$ and travel to do shows
  - Kennebunk Savings-Grant program 65+ (apply for that)
  - KCC moving away from a lounge, more social setting

D. Upcoming Meetings: Meetings will be at KCC, however COVID protocols are in place and could change.

KCC Board	October 20 at 6:00pm	KCC
VAC	October 5 at 8:15am	KCC
KAFC	TBA at 6:15pm	KCC

**VI. Board member announcements/comments**

- Bob asked if we are going to review active board projects. He suggested the following projects or ideas be considered:
  - Build up nest egg for VAC
    - Simplify going after \$, giving committee freedom to go after opportunities.
    - Paint night-Artist that is showing their work, offer a paint night
    - Agree we can do more fundraising
  - Needs to be back on agenda
  - Someone to look for grants
  - Loop in Supporting Arts
  - Foresee as expenses for the VAC committee
- Bob asked if we had an action plan based on Winter program survey? Was told not yet, but was being used to consider programming. Bob also suggested that we should review this against our strategic plan to see where we are at.
- Jeremy reported that the Community Refrigerator located outside the KCC by the gymnasium is being used. Yesterday 1st sign of middle school aged kids putting trash in it, other than that no issues.
- Danielle- work out next steps to be appointed to board. Meet with Chair & Councilor for interview is next step; Kendra will ask Council to designate councilor at 9/27/21 meeting. Board agreed that one meeting prior to being interviewed is adequate based on Danielle’s previous experience on the school board.

**Upcoming meetings will be at KCC, however covid watch in place**

**VII. Adjourn** – Jeremy & Bob moved to adjourn at 7:05pm



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Director  
Recreation Supervisor

Jeremy Paul  
Valerie Lachapelle

## Director's Report for KCC Board of Directors--October 20, 2021

### Fall Soccer

A great fall soccer season wrapped up on Saturday, October 16<sup>th</sup>. The weather was very cooperative and there was no need to reschedule any of the practices or games. There were 100 children who participated this year from the Pee Wees (ages 3 and 4) to 3<sup>rd</sup> grade.

### Taste of Kittery

The Taste of Kittery was held on Saturday, October 9<sup>th</sup>. This was the kick off event for the Town's 375<sup>th</sup> birthday in October 2022. There were over 400 tickets sold, the weather was perfect and many requested it to be an annual event. A good time was had by all!

### Halloween Celebration

Our annual Halloween Celebration is scheduled for this Saturday. We are again partnering with the PNSY MWR program. There will be two smaller sessions this year; one from 10:00am-11:30am and one from 12:00pm-1:30pm. Registrations are going well and we are expecting 150 attendees at each session.

### STAR 2022

We have started to confirm the STAR 2022 calendar and we are looking forward to having more groups return in 2022. Highlights include:

- Threshold Stage Company with two performances (March/April and October/November)
- Seacoast Film Festival (March)
- Seacoast Wind Ensemble (March)
- NH Fiddle Ensemble (May)
- Seacoast Rep (June-early September)
- Nicole Clark Wedding (September)
- Traip Academy Spring (May) and Winter (December) Recitals, as well as their Fall Drama (November)
- The Dance Annex' Nutcracker (November/December)

We are also looking to reschedule the Fall Family Entertainment Series that was postponed this October.

### Fall Classes

Our instructors are very popular! Fall classes have gone very well with a majority of them being filled to capacity with wait lists.

### Harvest Luncheon

The annual Veterans Harvest Luncheon is set for Thursday, November 4<sup>th</sup>; a turkey dinner with all the fixin's! It will be a drive through event similar to last year. Our SAFE Afterschool program participants are again working on placemats to honor our many veterans.

### Winter/Spring Programming

A timeline has been set to work on our Winter/Spring Programming guide. The goal is to get all information in by December 13<sup>th</sup>, so that we can get the guide out to residents at the beginning of January.

**Voting**

A reminder that we will be hosting the Town vote here on Tuesday, November 2<sup>nd</sup>, from 8:00am to 8:00pm.

**KCC Basketball**

Registrations are underway for the winter basketball season. This season will start in November and conclude at the end of January. We are working with the Kittery Travel Basketball group this year to help foster a more cohesive basketball program.

**Active Adult Survey**

The responses from the Active Adult survey we sent out are now in our Chair's hands! We had over 150 responses!

**MERPA Fall Workshop**

Val, Kyle and I are participating in the MERPA (Maine Recreation and Park Association) Fall Workshop. This workshop is usually held in person in Lewiston, but they are being done via zoom this year.

Sessions include:

- Power in Aging; Changing the Conversation About Growing Old in Maine
- Communicating a Culture of Values and Inspiration
- Creating Pride of Place-A Collaborative Effort
- Marketing Your Programs
- Teen Programming Roundtable
- Working WITH Youth Sports Parents

**Best,**

**Jeremy**

Jeremy Paul, Director

## VAC Meeting Minutes 9/7/21

Attending: Faith Harrington, BJ Glanville, Mary Connors, Valerie Lachapelle, Anne Kazazis, Rose Eppard, Gerri Luke

1. August VAC meeting minutes were approved.
2. No August KCC Board meeting for Rose to review.
3. Local Gallery outreach letter
  - a. It was agreed that we continue to announce that we are open to new members at our Artist Receptions.
  - b. Response to Rose's letter was minimal and it was decided to pause on this effort until further discussion
4. 375<sup>th</sup> plans: Jeremy will reach out with updates.
5. Morgan Gallery:

### Current – end of August: Seacoast Moderns "Seeing and Affirming the Artist Within"

Two pieces have been sold. Annie assisted with the take down and suggested next time we limit the "take down" time.

### September – December 15, 2021: Joyce Amend "Pouring My Art Out"

The opening reception will be on September 16<sup>th</sup> from 5:30 to 7. Art will be hung on September 9<sup>th</sup> at 10 AM and Annie will help since Sarah will be out of town.

### January – end of March 2022: Anita Loomis: "Boldly Looking Ahead"

Mary is the liaison, she will coordinate hang date and opening reception date, if there is one.

### April 2022: Traip Show

Gerri hasn't received any response from the teachers yet. She will try to go through the Traip main office.

### May – August 2022: "29 Mainers" by Erin Moore

Faith is the VAC liaison.

Faith and BJ will meet to discuss if a community talk will be planned and what that would look like, Faith will report back. "Kneeling" artist has not responded so will not be included in this show.

### September – December 2022: Jim Ryan

Gerri and Annie are the co-liaisons. Jim is very responsive and will be given our contract once it's updated

Betsy Wish Cookbook: no update on this project.

10. Deck the Walls:

Possible show this Fall. Gerri has the contact information she needs.

11. Walking Track

Sarah has received a 4 x 6 vinyl print for us to review at our next meeting.

12. Treasurer's Report:

The balance of \$2364.20 is unchanged. But will be updated once the commission from the latest show is received as well as the \$1000 Grant award.

13. BJ presented the "Checklist" for feedback. We edited the Sales description to include "the artist responsible for sales and delivery of artwork. Any work sold during the show must be replaced with similar content if not kept up until the end of the exhibit."

14. We also discussed our Contract and made revisions. Val will update and redistribute prior to our next meeting

15. Meeting adjourned at 9:29am. Our next meeting is October 5th.

Draft