

*appd as amended  
7-11-16*

**Meeting Minutes  
Community Center Committee  
West Newbury, Mass.  
June 15, 2016**

Meeting called to order at 6:17pm

Attendance taken: Richard Cushing, Marge Peterson, Susan Babb, Joel Grossman, Mary Harada, Vanessa Goldstein. Jill Eichhost arrived after meeting called.

There was one member of the public present.

**1. Approval of minutes**

Marge Peterson made a motion to accept the minutes of April 12, 2016 seconded by Richard Cushing - Passed unanimously.

Marge Peterson made a motion to accept the minutes of May 10, 2016 seconded by Mary Harada - Passed unanimously.

**2. Board of Selectman representation**

*July* Marge notified the Committee that Glenn Kemper would no longer serve on the CCC or any other town committees. Richard stated that he would reach out to *Julie* Mizner to make an appointment to appear before the town Personnel Committee regarding the Committee administrative assistant position. Marge stated that she would notify the town selectmen that members of the CCC would be meeting with the Personnel Committee.

**3. Administrative Assistant - Job description and pay rate**

Marge distributed her job description and Vanessa's suggested revision. The Committee reviewed Vanessa's revision and made suggested edits to the document. Vanessa agreed to make the edits discussed to the job description. Marge Peterson notified the Committee that Jean Nelson was interested in the job and her rate would be what she is currently making (\$27.04).

**4. Visionary Facilitator Selection**

*Berthe* Susan and Vanessa distributed a written summary of their selection of the CCC visionary facilitator and recommended Mary *Berthe* for a flat fee of \$3,000. Jill motioned to move forward according to the written summary and splitting Mary's fee in to two payments seconded by Susan Babb - Passed unanimously. Susan suggested the Committee present a letter of agreement to Mary. Vanessa agreed to write the letter of agreement. Vanessa suggested

the first meeting with the visionary be postponed until after the summer due to vacations and agreed to help find the best date in the fall via Google Doodle.

**5. Report on site visits**

Marge notified the Committee that some members recently visited the Tewksbury Senior Center. Joel suggested visiting the community center in Merrimac, Mass.

**6. New business**

Marge notified the Committee that Tom Flaherty gave her the names of two Pentucket students that want to join the CCC. The Committee discussed stakeholders it would invite to the first visionary meeting. Vanessa proposed creating a progress report to give to attendees of that meeting and agreed to write it.

**7. Public comment**

A member of the public asked whether the COA Director runs the community centers that the Committee visited. Richard said that is the case in Newburyport. The same member of the public asked about what the name of the Community Center will be. The name is TBD.

**8. Next meeting**

The next meeting will be July 11, 2016 at 6:30 pm.

**9. Adjournment**

Meeting adjourned at 7:24 pm

*Recorded  
by Vanessa Aldstein*