

School Building Use Committee

Meeting Minutes

November 21, 2019

Present: Pam Porter, Pat McGahan, Lyra Johnson-Fuller, Mary Sumner

Absent: Larry Sampson

Meeting was called to order at 5:35pm

Passed over approving minutes from October 17, and 24, 2019

Reviewed and approved minutes for October 10, 2019 and November 14, 2019 as amended.

There was no public comment.

Reviewed correspondence from Select Board to Jon Diamond concerning rental agreement and Jon Diamond's reply. Jon is changing his request to be for every Friday and every other Saturday (deleting Wednesday use) and asking for fee to be reduced to reflect the lower usage. Select Board will review and decide.

Reviewed new use requests; one municipal use request from Building Facilities Task Force for 12/5 at 6:00pm

Pam noted and the committee reviewed the Scheduled Use Report of 18 Jacobs Road for October – December 2019 that she had given to the Heath Energy Advisory Committee and Select Board.

Discussion over the whole SBUC needing to review municipal use requests. Municipal requests do not need approval.

Discussed procedure for reviewing and approving routine requests for meetings, one day events, gatherings. Now that our policies are in place one SBUC member can be our Request Manager and approve requests. A motion was made by Pat, seconded by Mary for the Request Manager to be able to approve and coordinate routine requests on behalf of the SBUC unless there are questions or issues. All in favor.

As Lyra has been receiving requests it was decided that she will be the Request Manager. Lyra will check for requests on Wednesdays, all phone requests will also be directed to Lyra; she will review requests and enter them onto the paper scheduling calendar and send out a group email to update SBUC; Pam will add requests to google calendar. With this procedure we should only need to meet every other week or once a month.

Due to the Town website being down paper applications and policy for non-municipal use will be made available at the Town Hall. Pam will put copies out.

Reviewed and discussed the latest edits to the draft Building Use Policy. Minor wording edits were made to have it read easier. A motion by Lyra, seconded by Pat was made to submit this policy to the Select Board for approval. Approved unanimously. The fee schedule that was approved at the November 14, 2019 SBUC meeting is also being submitted for SB approval.

Reviewed, discussed and made edits to the proposed Community Use Fees. A motion was made by Mary, seconded by Pat to send this SB for approval. Approved unanimously.

Looked at events coming up. Noted the December 22, 2019 Solstice event. It was decided to discuss in detail at our December meeting when more information will be available. Discussion around who, and how to determine who, will open building for events. With the change in only needing the Request Manager to approve use, and possibly not meeting each week, there is a concern as to how we will keep track of which SBUC member will open building for each request. We will need discuss in detail at next meeting.

Pam noted that a roof patch was decided upon by the SB as whole roof repair bids were unreasonable. The school building is also to be included in the green Communities grant work; the Energy Committee has been charged with getting the school included in that program. Pam and Pat also noted that the issue with the heat turning off on timer has been solved so that heat is available during meeting times.

Next meeting date was set for December 2, 2019 at 5:30pm

Pam left the meeting at 7:05 pm

Reviewed and discussed the School Building Use Requirements which were previously approved. We need to make sure this document follows and reflects the School Building Use Policy. As Pam had the final copy of the policy, and there was confusion over changes needed, further discussion was tabled until the next meeting.

Meeting was adjourned at 7:20pm on a motion made by Pat and seconded by Lyra. All were in favor!

Respectfully submitted by Mary Sumner

Attachments: