

## **Heath Building Use Committee (BUC)**

Report to Heath Select Board

March 30, 2021

In response to the Select Boards recent request, here is a report on the Building Use Committee's recent activities. Since Dec. 1, 2020 we have met roughly every other week. While the buildings are closed to public use, we have focused on doing the work necessary to position the town to be able to offer the buildings for use as soon as they are reopened.

- **Policy and Procedures:** We are working on reviewing, updating, and integrating Policy, Requirements for Use, Applications and Fees for Community Hall and 18 Jacobs Road. We intend to bring new and consistent policy and procedures to the Select Board for approval soon.
- **Calendar:** We have purchased a calendar that allows us to track building use at both 18 Jacobs Road and Community Hall. This calendar is in use and available for public viewing at our committee web page: <https://townofheath.org/p/88/Building-Use-Calendar>
- **Commercial Kitchen:** We have been working to have the kitchen at 18 Jacobs Road ready to offer when the building is opened. See Appendix 1. Commercial Kitchen Update.
- **Community Hall Kitchen:** The Select Board voted to accept the commercial range and convection oven at Community Hall, and it has been installed.
- **Storage and Disposal of Unwanted items:** To make room for commercial renters and for town use, storage space at both Community Hall and 18 Jacobs Road needs to be cleared of surplus property and consolidated. Preliminary plans for working on this at 18 Jacobs Road were approved by the Select Board as a part of the report on the School Building Use Committee's report, Initial Investigation into MARKETING SPACE AT 18 JACOBS ROAD, SAWYER HALL AND COMMUNITY HALL. (See Appendix 2, RECOMMENDATIONS, #6; and Appendix 3, ORGANIZING STORAGE AT 18 JACOBS ROAD.) We understand an inventory of items at Community Hall was made by volunteers in October and submitted to the Select Board, but the BUC was only made aware of the existence of the inventory at its March 22, 2021 meeting and has not yet reviewed it.

Because the buildings have not been open, we have not been able to move very far beyond inventories that were made last fall. In keeping with the town's Policy on the Disposal of Surplus Property, an inventory of recreational equipment at 18 Jacobs Rd is being made by Lyra Johnson, a BUC and Parks and Rec committee member and Learning Hub Volunteer, so that the Parks and Rec Committee can identify equipment that they want the town to retain.

### **18 Jacobs Road Rentals and Requests**

At this point, for the remainder of FY2021, we have one commercial renter, one storage rental, and a proposal for a Spring Youth Recovery Silks and Script Writing Workshop at 18 Jacobs Road. For FY2022, we expect the commercial renter to continue its agreement at least until the fall. We also have a request for two Summer Youth Recovery Workshops in July and the first couple of weeks of August. We have not inquired whether the storage rental will continue, but do not have any reason to think it won't.

In addition, we have on request for a private family event and one from the Heath Fire Fighters for use of the kitchen for a drive through pancake breakfast.

We have not marketed the commercial kitchen but have been assured by CISA and Franklin CDC they will list and promote our facility when we are ready to offer it.

### **Community Hall Rental and Requests**

We have not completed any work specifically on marketing Community Hall for commercial rental and have received no requests from commercial interests.

We have had one private request for a weaving class for elementary students and are aware of several other possible requests for private and community use, including at least three programs proposed to take place at the Community Hall that have received funding from the Heath Cultural Council.

### **Request for Vote on Access**

We have recently received and voted to recommend to the Select Board for your approval, several requests for use of the buildings. It would be most helpful at this time if the Select Board could provide an indication of when and under what conditions the town buildings will be open for public use. We are requesting a vote to allow BUC members access to both buildings for cleaning, creating signage, consolidation of storage and in general, getting ready for the re-opening of the buildings in what we hope will be possible, conditions being favorable, in the not too distant future.

Respectfully Submitted,  
Heath Building Use Committee,  
Barbara Travers Chair

## **Appendix 1.**

### **Commercial Kitchen Update**

March 22, 2021, Item #5 amended March 29, 2021 at BUC meeting.

I have been researching equipment have information to share that is based on conversations with Tim Lively, manufacturers and dealers and Randy Crochier. There are a couple of tasks we ready to get going on fairly quickly.

### **Notebook and Signage**

Tim was able to provide a list of all of our equipment and a folder of all the manuals which include model numbers and some serial numbers as well as instructions for operation, cleaning and maintenance. This will help us with the project of making a notebook and signage. We need to have a couple of committee members working on this.

### **Equipment**

All of our equipment is original to the kitchen. That means it was installed in 1996 and is 25 years old. While this means it may be challenging to find parts for repair, according to Randy, it is not that old by commercial equipment standards. We will need to take things on a piece-by-piece basis and balance the cost of repairs against the cost of replacement in order to figure out what we can afford and how to get the best bang for our buck.

1. Ansul System: Repairs were completed by Tom Wyman and charged to the Mohawk Transitional Funding account.
2. Hobart Dishwasher: Repairs were made last year. Tim has the chemicals for descaling it and said he would do it last week.
3. Steamer: Tim says it needs a new motor. This is a repair he has done before and he believes he can do again. He estimates the cost of the motor at about \$500.
4. Southbend Liquid Propane Convection Oven: Randy recommends putting this piece of equipment at the top of our repair list, ahead of the walk-in refrigerator and freezer. He says the refrigerator and freezer are not essential to our offering the kitchen for rent. The oven is also not essential to get started. "You just offer what you have," he said.

The good news is that we have had the pledge of a significant donation to help defray the cost of either repair or replacement of the oven.

Tim has been told that to repair the oven would require replacing the entire circuit. The cost of that part is about \$1500. Labor is about what is quoted above for A-Tech. Randy recommended also checking prices on a newer used model. Gillette Equipment of Holyoke returned a quote on a used model of \$1800 plus \$150 to deliver and take away the old model. I've asked for the year of that model and am waiting to hear back. Any

necessary plumbing and electrical work would be separate. Also, the steamer is bolted to the current convection oven and there would be a cost to disconnecting it and re installing it on the new oven. In the long run, repair might turn out to be the simplest and least costly option.

5. Walk in Freezer. Tim says the freezer needs repair, the motor is not running, and it probably needs freon gas. I spoke with the manufacturer about the cost of operating it. He could only provide a rough estimate, saying the cost would be about \$275 a month.
6. Three Door Refrigerator: Because we have a full-sized refrigerator and an under the counter refrigerator and a milk cooler, it's not immediately necessary to repair the three-door cooler. We could consider it down the pike if we are getting rentals and there is a demand for it.
7. When and if repairs are made, we do not have to keep these pieces equipment running all the time. We can turn them on when we have a rental. That will help with our electric bill.
8. At some point, we may need to request funds in order to have a repairman come up and give us an estimate on the cost of repairs to the fridge and freezer.
  - a. A service visit from A-Tech Service and Parts of Windsor, CT. is \$119/hour plus \$170 for travel.

### **Cleaning**

The kitchen needs a deep clean and we need to coordinate with Tim to do this within the next couple of weeks.

### **Fees**

We can save the discussion of fees for our next meeting. For now, I can just share Randy's thoughts about it. First, we aren't going to know what the cost of operating the equipment is until we start using it. We can make adjustments then if we need to. Second, the fees at the Guiding Star Grange do not include a SERV safe staff person and Randy felt their fee structure might be a good model to consider.

Respectfully submitted,  
Pam Porter

## Appendix 2.

### RECOMMENDATIONS

From the SBUC report to the Select Board, MARKETING SPACE AT 18 JACOBS ROAD, SAWYER HALL AND COMMUNITY HALL, submitted on December 1, 2020.

1. Move forward with offering the Kitchen at 18 Jacobs Road for Commercial Rental. Vote of the Board requested.
2. Decide what spaces we need for town use and which we can offer without the disruption of our ability to function as a town now and into the future. Objective analysis of the spaces that are essential to our functioning as a town will help the town make a realistic plan about what we can offer for lease or rent and what we need to reserve for town use unless or until an alternative location can be developed. (See Table, page 15.)

For example, if the Board determines, that the gymnasium is the only space in town that can accommodate Town Meeting, then that space would only be available for occasional rental and not for a permanent long- term lease. The Post Office is an example of a function we could lose if we tried to move it from its current location so that is a space we would not want to offer under any circumstance. The Library on the other hand, could exist in either space. Therefore, we could market the library space at 18 Jacobs Road and still be able to have library space at Sawyer. The reverse alternative is also true. This kind of analysis could be done on all our town services and functions to help us decide what spaces we can offer for development and lease and which we need to retain until an alternative plan is created. The table on page 15 is offered as a preliminary analysis of town functions and the space they might or must use.

3. Consider engaging Timothy Grader or another professional realtor to work with the town on developing and marketing its buildings and promoting the town.
4. Promote Heath! and market rental spaces and more by developing our online presence. We live in a wonderful town with attractions we should be sharing through the many links to our web site that already exist. With the help from community members with web skills and/or the economic development expertise of FRCOG or CDC or others, appoint or authorize someone to explore and update Heath's web presence. Then as funds allow, pay to list our offerings on more web sites.
5. Move forward with using grant money to address accessibility issues at Sawyer and Community Hall. Ensure that the water issues are fully and finally addressed.

6. In accordance with Town Policy, authorize members of the Building Use Committee to continue the work of organizing storage at the former school, retaining and/or selling or disposing of remaining furniture and equipment not needed by other town committees and departments and to deposit any revenue realized from sales in the 18 Jacobs Road Revolving Account. Vote requested.
7. Conduct a Community needs assessment to ascertain ways that town buildings might be used to support business and commercial as well as community interests of town residents. Following the completion of this report, Pam spoke with Amy Shapiro of Franklin CDC who recommended working with herself and Jessica Atwood of FRCOG to create and tabulate such a survey. She also said that because Heath is in a food desert, a new CDC grant might be available to help an interested party or parties establish a healthy food store in one of Heath's buildings.

## Appendix 3

### Organization of Storage

From the SBUC report to the Select Board, MARKETING SPACE AT 18 JACOBS ROAD, SAWYER HALL AND COMMUNITY HALL, submitted on December 1, 2020.

#### Attic Storage

- Music stands – check for possible need with Mohawk, Hawlemont, PV Symphony
- Sell or dispose of:
  - kiln
  - sewing machine
  - fish tanks & accessories
  - electric typewriters (2)
  - light table
- Designate storage space for
  - maintenance
  - town records
  - Jacobs Road needs
- Gym closet
  - Have Parks & Rec go through the equipment to see what should be saved for their use. Set aside space in gym closet for the items Parks & Rec wants to preserve for their use
  - Distribute, sell, make use of new bike helmets, sizes Small and Med
  - Dispose of old baseball equipment
  - Make a determination regarding white panels that belong to the art group
- Storage closet off atrium
  - Town Clerk storage
- Stage
  - More music stands to make available to others
  - A-V stands, overhead projectors
  - Call Greenfield Transfer Station to Ask about older model TVs
- Current classroom being used as storage
  - Not addressed at the time of walk through, but has several kindergarten size chairs to be disposed of