

Heath Building Use Committee Meeting (Final)

February 1, 2021

Meeting held virtually/ by phone conference, called to order at 5:34 p.m.

Members present: Barbara Travers: not recording, Pat McGahan: recording, Susan Gruen: not recording, Mary Sumner: not recording, Victoria Burrington: not recording, Lyra Johnson-Fuller: not recording, Eileen McVay-Lively (ex-officio member): not recording, with Pam Porter joining us at 4:43: not recording. Robin Jenkins was not able to join us.

Barbara said Kara Leistyna has resigned from committee. We went over our committee's charge again.

Minutes from last meeting corrections: add "submitted by" to minutes, specify that Randy Crochier is from FRCOG., Susan asked to get to do list from building assessment from Pam. Add to Eileen member ex-officio, strike the sentence "heat pump is supposed to be worked on", make clear that Doug Mason offered equipment at Community Hall. At the bottom of page 3 Pam would like it to be clear we have a policy form that's separate from the building use form. All members voted unanimously to approve minutes as amended.

Revision for Community Hall document: Pat had started with Community Hall documents, some of which was incorporated into the 18 Jacobs Rd. forms. A lot of thought and effort was put into them. We can start where we left off to create Heath Building Use policy. Each document is on our website and was approved by Select Board. The intent is that we have a document set that represents all buildings.

Members agreed to go through Community Hall document next and stop as needed.

Pat read scope, types of use, all agreed it sounded good. Scheduling and private rentals are a priority. Our page should be added to the town website. There was discussion about the waiver for internet use, this applies to 18 Jacobs Rd., but in the future there could be WiFi at the Community Hall. Was it mentioned in waiver to not compromise town WiFi? It was clarified that the public library is the provider for the WiFi in the town center. After people review policy (for minors) and sign the waiver, at the bottom is the waiver of responsibility. Barbara had concerns about security risks when people are using internet outside building. We could say specifically that the waivers are available inside with an agreement for the community member to sign stating they will keep within in town guidelines for internet use. Waivers are signed once and kept on file.

Eileen spoke about the Senior Center downstairs at the Community Hall. The nurse has hours there on Tuesdays and Thursdays. Before the pandemic there was a Bones and Balance class, Tai Chi, an art class for seniors, the senior meals and brown bag lunches. The foot clinic was held there, as well as sewing and craft groups. Voting took place there, as well as pancake breakfasts. Upstairs in the Hall was a holiday craft fair, Dining with History, and a community art show. Pam mentioned there are three over-arching activities that happen there: community events, municipal, and private rentals/parties. Eileen said it would be good to combine the senior center with Community Hall, rather than keep them separate, it would be easier. We must have one calendar to avoid over booking. Voting, vaccination

clinics, etc. need to be put in calendar. Mary pointed out there needs to be coordination if there are two different events happening upstairs and downstairs because of bathroom use. Eileen is the calendar coordinator for Comm. Hall. Pat and Pam kept on-line calendar for 18 Jacobs Rd. It's our roll to keep calendar, everyone in group could enter events/manage. The applications come through us, people are able to look at calendar on-line, but not request an event. We can remove "request an event" from calendar. Are there fees for cancelations?

Barbara asked about record keeping, we can add to agenda for next time. Lyra knows about application process and record keeping.

Pat did a lot of research to find best on-line calendar to use. She looked for a calendar that could have multiple users, was inexpensive, and had certain features like color coding. Google calendar was tried and found to be limited and not easy to use. Susan asked how much money we have to use? Pam said Comm. Hall has the equivalent of a revolving account and 18 Jacobs Rd. has a revolving account as well, however we have to gain permission from the Select Board to use. Pam made a motion to give the current calendar a year-long trial, Victoria seconded. Discussion: Will \$120 to pay for come from 18 Jacobs Rd. account? We don't know yet. How much is in Comm. Hall account? It was agreed to put on agenda for next week to ask Select Board for \$120 from 18 Jacobs Rd. fund.

Mary received an email from Randy Crochier who said he knows folks in Colrain who are interested in using a local commercial kitchen. Pam made a motion to connect with interested people, Barbara seconded, all members agreed. Pam had found an electrician who said it would be \$500-\$700 to fix the kitchen hood on stove at 18 Jacobs Rd. Mary will email Pam contact.

There was an email from Robyn Provost-Carlson about town offices moving that she would like us to review, all members received previously. We can share our cleaning policies, otherwise we don't have jurisdiction for Sawyer Hall.

All voted unanimously to end meeting.

Meeting adjourned at 7:05

Respectfully Submitted by Lyra Johnson-Fuller