

Building Use Committee (BUC) Meeting Minutes

February 8, 2020

Present: Barbara Travers (Chair), Pam Porter, Pat McGahan, Mary Sumner, Victoria Burington, Robin Jenkins (joined at 5:38 pm), Eileen Lively

Absent: Lyra Johnson-Fuller, Susan Gruen

Meeting was **called to order** at 5:34pm

Mary Sumner was appointed as minute taker for this meeting.

Reviewed agenda: deleted reviewing the charge and meeting norms; added under item number 8: Jon Diamond's request.

Passed over minutes review as Lyra was not here.

Continued the reading, review and editing of the 'Building Use Policy'.

Pat asked that we go over the edits she had made from last meetings discussions.

- Reviewed the Wi-Fi section, discussed how to add and list the different buildings.
- Updated the sentence about funeral receptions to be more specific of no charge to town residents and families
- Municipal use- fixed order of the bullets for the form, also hyper link to the documents
- Private rentals: Short term- fix the name of form to be the application, reorder the position of the bullets to make document consistent; add hyperlink to document. Long term private lease- reorder the bullets and fix spelling mistake.

Began review and edit of next section of the 'Building Use Policy'.

- Community use: discussed need to have document consistent in how we refer to 18 Jacobs Road and Community Hall. Decided to strike out 'school' and just use 'buildings' in this document as this is the overall policy for all buildings, each building will have its own application and requirements.
- New wording proposed and worked through for defining community groups or events that are open to public.
- Fixed the name of the application form, add hyper link.
- Removed the 14-day prior requirement
- Added wording on 'fee may be required'.
- Small wording changes made in last section on adult supervision and signatures.

Pat will type up the changes and then we will need to review and approve the final draft. Once finalized and approved the new document will need to be reviewed and approved by the Select Board.

At our next BUC meeting we will begin this same process for the “Requirements for Use” document.

Vote on funds for calendar: Pam asked the Select Board for permission to use funds from 18 Jacobs Rd revolving fund to pay for the calendar. There are also funds in Community Hall monies. Briefly discussed the funds in the accounts and how to fairly split the cost.

Victoria made a motion to take 50% of the cost from the Community Hall Committee Func(tion) monies and 50% of the cost from the 18 Jacobs Road Revolving Fund to pay the cost of the calendar.

Seconded by Pam.

Roll call vote: Barbara-Aye, Pam- Aye, Pat-Aye, Victoria -Aye, Mary-Aye, Robin-Aye

Pam will review the expense reports to see what has been charged to accounts and the current balances. Pat can submit for reimbursement by using a bill schedule. Mary can help with both if needed.

Kitchen update: Pam reported on her emails with Zoey Sloat, a CISA member from Colrain who is excited to have kitchen space available in this neck of the woods for local farmers. There is a need to kitchen space, so getting ours up and running and having us listed on the CDC (Franklin County Community Development Corporation) would be good.

Pam is working on figuring out a good rate to charge for use; \$55 seems to be the going rate but we need to determine our cost (fridge, washers, etc.,).

Pam has an estimate to fix hood and it is being repaired. Briefly reviewed other items that need to be repaired and how to move the repairs forward. Should we have a kitchen sub group to get this work done? We will discuss further at our next meeting.

Discussed how to set a rate for use for commercial use (making jam to sell) verses function like a wedding, and how to account for the costs.

Public Comment: None

Other Business:

- Jon Diamond’s proposal- Barbara gave a brief update reviewing the basic history of the proposal that had come to the old SBUC back in November, reviewed dates, number of students, areas of use and noting the Board of Health met to approve the program for a two day period on Feb. 13 and 14. Brief review of Jon’s previous use of spaces and felt it was run well.

Discussed that with the BoH recommending the program, that the BUC should ask the SB to also support it, noting that the BUC will oversee the use and work with Jon.

Pam made a motion that we approve the program and send it on to the Select Board for their final approval. Seconded by Pat.

Roll call vote: Barbara-Aye, Pam- Aye, Pat-Aye, Victoria -Aye, Mary-Aye, Robin-Aye

Pam will work with the Select Board and Jon. Pam also noted we will need to re-vote this in at our next meeting, as it was added to this agenda.

- Pat would like to all think about a better name for 18 Jacobs Road.
- Victoria asked about using the kitchen for a Council on Aging Take Out meal for March 24.
- Reviewed meeting schedule: we had set to meet every week to get through all the document updates, but see where its hard to get the minutes and work turned around that quickly. Barbara proposed we go to every other week till we get caught up on agenda items and then review schedule again.

Next meeting is February 22, 2021 at 5:30 pm

Pat made a motion to adjourn at 7:11 pm; seconded by Pam.

Roll call vote: Barbara-Aye, Pam- Aye, Pat-Aye, Victoria -Aye, Mary-Aye, Robin-Aye

Meeting adjourned at 7:11pm

Respectfully submitted: Mary Sumner