

Building Use Committee Meeting Minutes

April 5, 2021

Virtual meeting called to order at 5:45 after technical difficulties.

Members present: Pam Porter, Victoria Burrington, Mary Sumner, Pat McGahan (recording), Lyra Johnson-Fuller, Eileen McVay-Lively (member ex- officio). Not able to attend: Susan Gruen, Robin Jenkins, and Barbara Travers.

Pam volunteered to facilitate this meeting, all agreed.

Reviewed notes from last meeting: Pat will look at recording to get the last few minutes of notes, incomplete. Pam suggested to add "or replace" re: kitchen repairs. Correct DESE to DECE. We will review and approve these at the next meeting. There was discussion about whether we need to submit attachments of documents with meeting minutes to Hilma. We need to have documents available for the public if requested. Mary will check. Pam will keep agenda, minutes, and documents of each meeting in a folder.

Weaving Request: Mary let Susan G. know that we had questions about her application, and about bathroom cleaning. Given the insulation project Community Hall will not be open until 5/1/21 or later, we need to let Susan know. Not on the agenda. Susan will let us know if it's school sponsored or private. Susan was going to call Barbara, not sure if they connected.

Jonathan's proposal: Described precautions, etc. Motion to accept: Pat moved, Victoria 2nded. Will there be a hot-spot/internet hub this summer? Unclear right now. He wants to use gym, café, outside, one classroom. Could we propose him use the atrium instead so that hot-spot can be in cafe? Let's talk to Hilma. Mary feels like it's too far in advance to approve for July. Another request for rental at 18 Jacobs Rd.: Sun., Aug. 1st Hilma Sumner requested to use space as back up place in case of rain. Jon said he's flexible about weekends. Jon has given us advance notice. Included in agreement is clause that the BOS has the right to close the buildings as needed. We need to have BOS approve. Motion to table for next meeting, or one after, not enough info. When is next meeting? April 12 & 26.

Task list? Commercial Kitchen from Pam: Community Hall: get in & see what needs to be done. Eileen was able to go into Senior Center today. Worked on filing cabinets, storage. COA needs to get in to do inventory & cleaning first before committee does. Eileen believes that thorough organization of cabinets/closets in kitchen can happen, maybe later this month. We need to hold off for COA. Eileen could go upstairs to take a look. Think about making it more attractive.

Task list for 18 Jacobs Rd.: Pat did inventory of room 135, took photos of for Hilma and committee, will email later this week. Share with other departments in town. We will ask Hilma to please advise us on how to offer items to other dept. in town. Pat can email list of items in inventory, what she feels is disposable. We can have a chance to take a look. According to the Governor's re-opening plan we can start to meet in small groups at Jacobs Rd.

Gym inventory: Lyra can do more of. Eileen suggested we keep things we can use. Cubbies, small chairs, etc. we don't need. We could have room 135 available for rent if we reduced the amount of items. Maybe Parks & Rec needs space in gym closet? Get rid of bike helmets because plastic isn't good any more.

Kitchen at Jacobs Rd.: Pam has notebook of instruction manuals so we can make signage for instructions on using kitchen. Victoria said manuals and instructions clearly visible out for people renting to see would be good. Serv Safe signs are on website. Tim is working on repairs for steamer and convection oven. Mary & Victoria will work on ServSafe signs for the building.

Fees policy: See attached document. Pam read through. Pam decided after researching the easiest thing to do is to word it that the general fee is \$5 per person. We don't have to say donations are collected...twice. Add where to send donations-to committee chair, etc. Looks good. Victoria moved motion, Pat 2nd, all voted to approve. Added paragraph: Pat said any use of the Community Hall requires use of bathroom, up to the 2 parties to see if they can both use the space, notify the committee of agreement. We should have point people for building use who are familiar with each building. Can we have option to not share building (two different floors)? It will be up to the 2 parties and the committee liaison to determine if it will work. We'll wordsmith this later.

Fees: per hour/per block \$30 for C.H. Downstairs without kitchen or upstairs without kitchen \$30 per block. Downstairs with kitchen is \$50 an hour. Kitchen only: \$30 per hour or block. Whole Hall with and without kitchen: people need access to bathroom. Make agreement between two parties about sharing bathrooms. Whole hall rental without kitchen \$50, whole hall with kitchen could be \$70. Pat requests we separate community hall fees from Jacobs Rd. fees. Vote to approve just content. Pat moved to approve, Lyra 2nd. All voted to approve.

Next time agenda items: tour of web page with Pat. Review all new requests. Review requirements: sections 1- 3, & 4-9 if we have time. Need census about alcohol statement in requirements. Ask about insurance for weaving class.

All voted in favor of adjourning.

Adjourned at 7:05

Respectfully submitted by Lyra Johnson-Fuller