

**Building Use Committee (BUC)
Meeting Minutes**

April 12, 2021

Present: Barbara Travers (Chair), Pam Porter, Pat McGahan, Mary Sumner, Victoria Burington, Robin Jenkins, Eileen Lively, Susan Gruen

Absent: Lyra Johnson-Fuller

Meeting was **called to order** at 5:38 pm

Mary Sumner was appointed as minute taker for this meeting.

Reviewed agenda.

Reviewed minutes from March 29, 2021; Moved by Pam, seconded by Pat to accept the minutes as amended (Pat had added in last part of minutes from recording, as Lyra's phone died). Roll call vote: Barbara-Aye, Pam- Aye, Pat-Aye, Victoria -Aye, Mary-Abstained, Robin-Abstained.

Reviewed minutes from April 5, 2021; Moved by Pam, seconded by Pat to accept the minutes as amended (wording edits). Roll call vote: Barbara-Abstained, Pam- Aye, Pat-Aye, Victoria -Aye, Mary-Aye, Robin-Abstained.

Continued the reading, review and editing of the 'Requirements for short term and community use'.

- Pam asked that we go over the edits we had made to the fees section as she felt we missed a fee for use of just the kitchen at Jacobs Road.
Discussed using kitchen as a light use (b-day party using only fridge to keep cake cold and sink to wash up) vs. commercial use (all appliances, cooking, use of sanitizer and utensils).
Eileen noted the dishes and cookware at Community Hall belongs to the Council on Aging. Items may not be available for use.
After further discussion a fee for light use (\$30) and full use (\$50) was decided.
- Reviewed the remainder of the document:
 - Eileen noted concern that the smoking section needed to be more specific to include all types of smoking and smoking products. Susan noted the Board

- of Health has a smoking policy; Mary was asked to get a copy of that. Victoria noted to have it say 'Town property' to cover the grounds as well.
- Mary noted the need to fix/update the mailing address for applications, to review building limits or note where we can find them, and asked for clarification of the doors not to be propped open, this is a fire code and needs to be clear its both interior and exterior doors.
 - Barbara asked about rules covering bingo, or gambling events; Pam noted document does say as covered by law.
 - Pat would like to remove the word 'use' from the title.
- Pam moved that we approved the corrected document as amended; seconded by Pat.
Roll call vote: Barbara-Aye, Pam- Aye, Pat-Aye, Victoria -Aye, Susan-Aye, Mary-Aye, Robin-Aye.

Pam noted this amended use policy now needs to be sent on to the Select Board for their review. Pat will make corrections and email final to Hilma.

Pam asked that we work on the municipal use documents and the applications at our next meeting.

Calendar review:

Using a screen share Pat gave members a brief tutorial on how the automated online calendar for events works. Noted how you can review by individual building, or by month.

Pat also reviewed the Building Use Committee web page. Reviewed each item/section on the page noting documents that are available to public and also documents we are working on that are pass word protected.

Brief discussion of how much information to list on the calendar. Brief descriptions of the type of event are OK but full information in applications will be kept password protected.

Applications for Use:

Pam recommended we review applications by the date the application is received not the date requested as rentals are first come first served, so we need to go in order received.

- Jon Diamond's application: Pam reviewed the discussion we had begun last meeting about Jon's summers theater proposal. Pam noted the hotspot ends June 30, 2021 but Jon's program will not use same area as hotspot, he is flexible, and it

wont conflict. Based on a discussion with Jon, Pam suggested a flat day rate to allow him more flexibility in accessing the building, allowing him to rent 7 am to midnight. Discussed that if added these would be staff hours not program hours, that use can be monitored by the 24 hours camera, agreement will be very specific in detail as this keeps boundaries for Jonathan, reviewed program timing and concern over delaying a decision might impact his program.

Pam made a motion to approve the summer program rental with the stipulation we negotiate a flat rate daily fee and that the fee be \$75 per room. Seconded by Pat. Discussion of current fee (\$60/day which is 2 blocks at \$30/block) and flat rate fee of \$75. Confusion over if the \$75 was for the whole space all day; Pam clarified it was per room per day.

Pam amended her motion to be a flat fee of \$75 per room per day.

Seconded by Victoria.

Roll call vote on the amended motion: Barbara-Aye, Pam- Aye, Pat-Aye, Victoria - Aye, Susan-Aye, Mary-Aye, Robin-Aye.

- Fireman's pancake breakfast: Reviewed application for drive through event to be held May 1 at Jacobs Road. Barbara note the Board of Health approval of plan. Pam moved we approve the application for the Fireman's event. Seconded by Pat. Roll call vote: Barbara-Aye, Pam- Aye, Pat-Aye, Victoria -Aye, Susan-Aye, Mary-Aye, Robin-Aye.
- Weaving program: Reviewed the new proposed date for the program (May 9). Discussed continued concern if the building will be cleaned in time noting the number of items that need to be cleaned out or put away, and the insulation project. Barbara noted we would like to move this forward and could possibly approve the use/date pending a safe determination on the building per Select Board.

Susan Gruen needed to leave the meeting as it was 7:00pm.

Discussion continued.

The weaving program is a private, not school event. Eileen asked if the required insurance was held by Susan for this noting classes like yoga and tai-chi have to provide insurance. Noted Jonathan has insurance for his class/program. As no one knew the answer on insurance Pam said she would check with Hilma on this.

Discussed further how to make sure the Community Hall is ready for rentals as some of the cleaning and repairs are beyond the scope of this committee. Briefly

discussed fee for this rental if approved. As we are still missing information to be able to approve this event discussion was tabled.

Next meeting is April 26, 2021 at 5:30 pm

Pam made a motion to adjourn at 7:10 pm; seconded by Pat.

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

Meeting adjourned at 7:11pm

Respectfully submitted: Mary Sumner