BUC Meeting Minutes (approved)

July 15, 2021

Called to order at 5:30

Members present: Susan Gruen, Pat McGahan, Pam Porter, Victoria Burrington, Lyra Johnson-Fuller. Not present: Robin Jenkins, Mary Sumner

First part of notes by Pat McGahan:

Order of addressing the agenda items was changed. First item discussed was rentals.

* Short discussion that Art Class, Art Show, Foot Clinic are all town sponsored use.
* Private Community Use: HHS additional block approved, Victoria moved , Pat seconded.
* Kitchen use by caterer at JR was approved, a check was submitted.  Victoria moved , Pat seconded.
* Jonathan needs a rain plan because the group using electronics needs to be inside if it rains. Use of room 118 on rainy days was approved. Victoria moved , Pat seconded.

Web page discussion:

* Pat was made web admin
* Mary will post meetings
* Lyra will post minutes and be webpage admin backup
* Text on the *Building Use Requests* page was discussed and approved with minor changes, <https://townofheath.org/p/100/Building-Use-Requests>
* Agreement that use by Firefighters Assoc is a town sponsored use

Lyra’s notes:

Discussion about building use rain policy. Pam made motion that our policy be that if someone wants to hold the building in case of rain, it’s a $30 charge, Susan moved, Victoria 2nd. All voted in favor.

Building maintenance: We all have copies of brainstorm we did. All had chance to review. Will show to Hilma next. These are things that need to happen so that building can be rented. Pam will update list. Discussion about wording, check list needed? We suggest that a check list might be helpful way to keep track. When Tim is on vacation will there be coverage? Ask BOS. Balcony back stairs, fans cleaned quarterly at Comm. Hall.

Update from Pam: Electricians came today, need to have exhaust fans on to make oven work. Tim handled this. Oven at Community Hall has not been taken out yet. Donor said if it didn’t pass they would remove oven. Susan will check with donor. Donor talked to Hilma. Vent size doesn’t match oven per Susan. Waiting to hear if vent is okay. Brown bag lunches could start, have to check w/ BOS, is kitchen inspected? Folks could bring their own drinks. It would be nice to do when Claire is there. Once cleaning is done it will be ready. Victoria has signage to laminate. Marketing commercial kitchen at the top of next agenda. Ask Randy about whether we could also offer Comm. Hall kitchen in addition to 18 Jacobs.

Pat has done a great job w/ web page. Pam asked for a motion for Pat to be the official web page master, Victoria moved, Lyra 2nd, all voted in favor.

Web page updates should be a regular item for agenda. Lyra can be back up, will upload minutes to site. Mary will post agenda to site. We’re trying to go paper-less. Pat put up guide-line for use. It was agreed to change wording about free funerals for residents, tax payers, or immediate family or who are being buried in Heath cemeteries. Town sponsored wording change. Fees apply: strike whether the use is extensive or over an extended period of time. We are open to donations from community groups using buildings. Heath Cultural Council sponsored events will not be charged, groups should let us know if sponsored by C.C. Discussion about flat fees. Each building could be back up for each other. Private/Business use: Add political campaigning rally to this list, charge business rate. Any non income producing use by private individual is under private use.

Finance report: Pam obtained from Hilma an unofficial report on the Revolving fund for April, May, June, July. Discussed meeting dates and times-Mondays at 5:00?

Susan had to go at 7:00.

Minutes from last meeting corrections: under new requests: it **was suggested** since it’s free for all.

FRCOG: doesn’t check on food permits-should be BOH responsible for food permits. Mary agreed to follow up with the renter. Historical Society. All **voted** in favor-wording change.

All voted in favor of approving amended minutes.

Assign roll as treasurer. Pat is already request manager. Lyra can check box upstairs for checks and paper requests, will tell Pat when there’s a paper request, and handle checks received.

Pam made motion to adjourn, Victoria moved, Pat. 2nd.

Adjourned at 7:12

Respectfully submitted by Lyra Johnson-Fuller, with Pat McGahan