

BUC Meeting Minutes-Approved

July 29, 2021, at the Community Hall

Called to order at 5:35

Members present: Mary Sumner, Susan Gruen, Pam Porter, Pat McGahan, Robin Jenkins, Victoria Burrington, Lyra Johnson-Fuller.

Corrections from last meeting. Pam asked for motion to approve minutes as amended. Pat moved, it was seconded. All in favor of approving minutes, with Robin and Mary abstaining from vote.

Rental Procedure: There will be a committee member assigned to each rental. Pat agreed to be requests manager. Pam asked for motion for Pat to be requests manager and Lyra the treasurer, and proposed that Lyra reports on finances periodically. Victoria moved, Lyra seconded. All voted in favor. Pat will finish writing document and bring to next meeting. Discussion regarding the difference between a cultural council sponsorship and events by persons receiving cultural council grant. The application process for sponsorship is different than receiving grants from Cultural Council, separate paperwork. The Heath art show is not sponsored by C.C. technically, so they would need to pay rent in future. Pam suggested that if a group wants reduction in rent they should contact BOS to ask to waive rent, they make decision. Not in our hands, but we support their request this year, going forward for next year we will have to follow state regulations. Applicants of C.C. should know they'll need to pay rent. No more than 15% (or 20%?) of C.C.'s total grant can be used to sponsor an event, this hasn't been done as we're aware in Heath. In the past the fee for art show rent was waived because it was a town sponsored event. Have applicants ask select board to sponsor the event so insurance covers event. Victoria asked for donation for care and maintenance of building. Pam will be the one to talk to Harry Hallman about this application process. Pam will talk to chair of C.C. Barbara Gordon, Robyn, and Eileen about sponsorship, etc. We're in support of Heath Art Show.

Current rentals: Received check from caterer renting the kitchen at 18 Jacobs, Mary is in communication with them about touring kitchen. August 10 or after would be good to have inspection. Pam will address situation of Jonathan Diamond using the cafeteria this past week. Susan asked that the balcony be cleaned before Historical Society Event, ask Hilma. Susan will let Ned Wolf know cleaning procedure. Put cleaning check list on next agenda.

Our committee's charge: Discussed clarifying membership. Composition comprised of 7 members annually. We can have 2 ex-officio members, one of which may include COA coordinator or senior center coordinator. Minor correction. Discussion: it's in requirements to have insurance. Jonathan Diamond carries his own insurance. Under umbrella of town insurance if it's a town sponsored event. Our committee doesn't look over policy, we have copy on file for every event Jonathan does. We could get clarification of what falls under town sponsored events. Will review charge again in 6 months.

Final read on Requirements for Short Term Rentals document. Should we keep the \$30 fee for a rain date hold of building? Discussion. Wording change. Calendar should say contact committee about

tentative holds for rain dates. Take fee off. Pam entertained motion to approve final requirements document as amended and post on website. Pat moved, Susan seconded. All voted in favor of approving document and posting.

Mary will post the Agenda PDF file.

Community Hall updates per Susan: Regarding the stove: Susan emailed Doug Mason, he was concerned that the stove failed inspection, wanted written statement evaluation. Inspector Mr. French couldn't specify what was wrong with it and didn't write a report. Randy Crochier thought that the stove is great and it can be a community kitchen. It may have failed because it doesn't have an automatic pilot. Susan will be in touch with Harnett about the model. She hasn't been able to find model number on stove so far. Do we need community coffee pot Randy C. is giving away for free? Convection ovens are also available. There's a steam table upstairs. For senior meals a new cook is needed, need job description for, how often do we want to do meals for seniors? Victoria will ask Margo how this all went before. Susan will be in touch with Harnett & Mr. French, find out why wasn't red tagged?

Update from Pam: They're still working on heat pumps in Community Hall, and figuring out roof leak in men's room. Tim is doing his check list. Pam will request that Tim clean balcony before 8/7/21. Mowing, disturbed earth need to be worked out. Susan has concerns about signs, etc. She will ask Hilma.

Susan said outside front stairs of Community Hall need repair, we haven't heard about progress towards.

Victoria will get the signs for kitchen at 18 Jacobs laminated.

Mary said there was a person interested in using freezers at 18 Jacobs, 3 folks total. Pam will talk to Hilma about. Commercial kitchens will be at the top of the agenda for next meeting.

Next meeting date: 8/9/21

Pam asked for motion to adjourn. It was moved and seconded.

Adjourned at 7:15

Respectfully submitted by Lyra Johnson-Fuller