BUC Meeting Minutes (Approved)

Oct. 4, 2021 at the Community Hall

Called to order at 5:15 p.m.

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

Per Pam: Mary will get accurate financial report as soon as possible; it’s been delayed because of the change in town accountants. Pam will ask Hilma and Mary this week.

Minutes review from last meeting: Susan had questions re: fire alarms at Sawyer Hall. Corrections noted by Lyra. Pam entertained a motion for the minutes to be approved as amended, it was moved and seconded. All voted in favor of approving minutes as amended.

Jonathan Diamond had asked to use 18 Jacobs Rd. for theater group on Oct. 2 & 3, he has paid $150 for rental of.

Follow up re: Heath Art Group, per Pam. They have rejected the suggestion of a Library sponsorship for next year. Pam also had the suggestion that they could do 7 blocks for $210 instead of $900, or apply for a sponsorship from the Heath cultural council or library. Sponsorship can be as hands off or involved as they’d like. There are lots of ways we can do sponsorship. Pam would like to write article in Heath Herald to clarify to community. There are five or more Heath committees as options for sponsorship. The art group (and others) can request sponsorship to the appropriate committee’s chair, it would have to be a vote of the committee. A formal written document for a committee’s sponsorship might be good, but meeting minutes might be enough. We will try to communicate these ideas again to the art group.

Calendar report from Pat: Heath committee and historical society meetings were entered into calendar in the last month since we’ve last met.

Pat mentioned thinking about changing the wording of municipal vs. private, live in the community vs. live outside of, for rental agreement.

Mary emailed a report on caterer rental of 18 Jacobs Rd. kitchen: The overall use of kitchen use was a success. Caterer needed longer than he thought he would, 35 people were added, so he was stressed. There was a glitch with the oven. Food permits: can update permit as update kitchen. Rental Doc should suggest they follow the law for permits. Steam table leaked, we’ll need to post out of order signs on equipment. Steam table pump might need to be replaced (it was noted that it was the steamer that actually needed to be fixed). Convection oven didn’t work because caterer didn’t activate hood. We should have trouble shooting steps, sign that makes clear the hood must be activated. Fridge space was a bit tight (wall fridges are out of service, just needs Freon). If the food is being served off-sight, caterers need more time, he had to clean up until 10:00. We could add a block option for longer day. The motion was entertained to not charge caterer for extra time he used, Pat moved, Lyra seconded. All voted to not charge him extra. We need to make better check lists, make clear to take all food and trash, none left behind. Security deposit is lost if food or trash is left. Did we charge a security deposit? (Mary not here to ask) Spare key wasn’t working for kitchen locks/closets. Caterer is asking to have a partial refund due to “stress”. Mary and Pam can talk this over, all members okay with that. Then we can vote as a committee. . Mary said that a food establishment permit needs to be obtained until it can be a commercial kitchen officially for each use.

Update from Susan: Regarding the range, Doug Mason has somebody who may want it. Doug will come get it this week sounds like. Senior meals are not at Community Hall for now.

We’ll come back to signage with Victoria and Mary.

There are no new rental requests.

Pam was asked about renting/borrowing furniture (chairs and tables) for Ted Merrill’s funeral held in Heath. Three members consensus was that it would be more than we can handle. Ag society loans out fairground furniture on a casual basis, but there was a paper they signed about damages. Pam felt like it we could do it. Pam made motion to propose we rent chairs and tables to community, Pat moved , Lyra 2nd. The majority voted nay to rent/loan furniture.

Pat showed us template for commercial kitchen website, looks nice. Next we’ll add words, photos, menu, etc. It has photos of equipment available and certification. We went with a one day ServeSafe certification. It’s titled Hilltowns Kitchens, we can change it, but hoped the keyword “hilltowns” might reach west county folks. Pat would like to work on photos and words with someone. Mary or Pam could help with written part, we can look at other examples from commercial kitchens, such as Holyoke Commercial kitchen and Shelburne Falls. Mary’s daughter Kaylin was going to take photos of the kitchen; Lyra can help with the visual. Pat can put “website under construction” on site for now.

We charge an hourly rate, Mary had suggested a flat fee. We should have the expectation that weddings/events will need the whole day, and to not schedule anything else for the same day.

Facilities update: Town Clerk and Coordinator will be moving their offices to 18 Jacobs Rd. Pat isn’t sure if it’s temporary. Heath Emergency Center was deemed uninhabitable and was shut down. They will have to move to 18 Jacobs Rd. Still waiting on plan for the heat pumps for Community Hall. Heath’s Green grant will be used for Community Hall.

Brainstorm going forward: work on website, signage, getting kitchens in order.

Hilma said that at this point we will hold onto the furniture at 18 Jacobs Rd. until we know what is needed there.

Do we need to put limit on how many people can be in the Community Hall space?

 Commercial kitchen should be our focus for the next meetings. Pat will send Lyra info/link for kitchen website. Pam thought town web rental page looks good and is clear. We could add a “click here to find out about sponsorship” link. Pam and Pat discussed the processing requests procedure.

Lyra, Pam, and Pat voted to adjourn at 6:44, Susan had left earlier.

Respectfully submitted by Lyra Johnson-Fuller