

**BUC Meeting**  
(Unapproved minutes)  
October 18, 2021 at 18 Jacobs Road

**Called to order** at 5:03 p.m.

**Members present:** Pat McGahan, Pam Porter, Susan Gruen, and Mary Sumner.

**Absent:** Lyra Johnson-Fuller Victoria Burrington, Robin Jenkins.

Appointed Mary as minute taker for this meeting; appointed Susan as time keeper.

**No Public Comment.**

**Reviewed agenda.** We will pass over review of 10/4 minutes as Lyra is not here.

**Treasure's report:** Mary noted she is still reviewing the numbers and waiting for accountant and treasurer have had time to update reports.

**Rentals:** No new ones to review.

**Past rental update:** Pam reviewed the email from recent September 18 kitchen renter where there was an oven issue requesting a partial refund. Mary and Pam had met and reviewed the issue. Pam read her draft response to renter and asked for a motion.

Mary made a motion that we approve Pam's letter and refund \$100 to Laurie Richards for the rental; seconded by Pat. Brief discussion of the refund process and the amount to refund.

All were in favor of issuing a \$100 refund; vote was unanimous.

**Jacobs Road Kitchen:** Kitchen action plan- Pam reviewed the 'Action Plan' she had created for getting the final steps done so the 18 Jacobs Rd. kitchen is ready for rental: see attached plan. Pam noted under the tasks listed for October that she has met with Alice Lee, that Mary and Pam sorted the supplies and are working on signage, and Mary has followed up on keys with Tim. Pat reviewed her work on the website, noting Lyra's help on layout and design; Pat will send info on how the website can look to all for review and discussion at next meeting. The 'Action Plan' jobs for November and December were reviewed.

*Susan was called away from the meeting at 5:27pm.*

Briefly discussed how to create a list of the guidelines renters need for their operating responsibilities (first bullet on November 'to do'). Mary and Pam can review with Randy at FRCOG.

*Susan returned to the meeting at 5:36pm.*

With half of the committee not at this meeting we held off on assigning duties/follow-up to any of the remaining items on the Action Plan till more members are present.

**Facilities Update:** Pam did not have any news to report; the heating engineer for the Community Hall has been very slow so no update; and the discussions with Jon Diamond on long term lease is ongoing.

**Board of Heath update:** Susan noted that at the last BUC meeting there was a discussion about the air quality at Community Hall not being OK and if it could be used for a funeral reception. Susan spoke with Randy Crochier at FRCOG and reviewed again that with open window or doors the air is ok in the community hall.

Susan expressed her concern that misinformation is being presented to steer individuals away from using the space. Pam noted her emails with this particular family for the funeral and how she reviewed all spaces available. Pam was not aware that with the doors open the air in community hall would be ok. Mary asked if we should review our building use policy as she thought for fire code certain doors must be kept shut so we do not want to say open the doors on any of the buildings if that then violates fire safety and liability.

Discussion continued over several individuals having noted they have been encouraged to use the Community Hall over the 18 Jacobs Road site to get sponsorship for programs. Also noted were several conversations where the Jacobs Rd site was promoted as a safer location to have use occur there. All agreed there are concerns on both sides, issues for all uses with Covid especially and that the best way forward is to list the buildings without bias.

The BoH can advise on a case-by-case basis how many people can be in a particular building/space based on current Covid restrictions.

Discussions moved on to **sponsorship of programs**. Susan had created a draft of wording to consider for a policy helping to guide this process. Reviewed the draft noting a sponsored program needs to be related to the work on the sponsoring committee. Pam noted her edits on wording which she will send on to Susan to add into the draft. Updated some phone numbers and contact individuals for committees. Mary asked if we approve this policy change, where will we list it in our rental policy as we do not want to have a policy that then allows all the fees to be waived or gotten around as the whole point of renting the buildings is to help cover costs. Discussed how we do not want the fees to deter use and may need to review our suggested donation wording. Pam noted the previous conversations we had where we decided to strike suggested donation. Further discussed how this policy will affect things like crafty ladies or book clubs as they are private events, not really committee sponsored. More discussion will need to happen once this draft policy is further edited and reviewed.

Next meeting was set for November 1, 2021 at 5:00pm at the Community Hall.

Reviewed items for that agenda: school kitchen action plan, sponsorship document, Community Hall kitchen action plan, web page review.

Pam called for a motion to adjourn at 6:31pm. All were in favor.

Respectfully submitted: Mary Sumner- Building Use Committee member

Attachments: Draft Action Plan for 18 J Kitchen

Draft Sponsorship policy

**Attachment 1:**

Draft Action Plan for Jacobs Road Commercial Kitchen

Oct. 18, 2021

October:

- Consult with Alice Lee, Delicatessen owner, to get feedback from a potential user's perspective on what needs to be in place to support smooth use of the kitchen (signage, instructions, etc.)
- Sort kitchen storage closets so equipment available to renters is in one closet and equipment not available is in the other. Label closets. Post inventory on available closet.
- Create cleaning closet with mop bucket, broom, dust pans, trash bags, cleaning supplies. Label closet and post inventory
- Get a working set of kitchen keys to give to renters: Main entrance, kitchen entrance, equipment closet. Store in separate envelope from other building keys
- Complete signs, laminate, post—Out of order, Hood must be turned on to activate equipment, phone numbers if you need assistance, etc. "No equipment may be taken from the site without express prior permission:"
- Develop specific list of what is needed for web site: e.g., equipment list, price list, contacts, photos, and assign to BUC members
- Continue to follow equipment repairs: Steamer, three-door fridge
- Label equipment book and create tabs to label equipment pages

November:

- Develop guidelines for renters concerning their operating responsibilities. E.g. required licenses, Serv Save requirements, alcohol licenses, along with contact info.
- Check list for opening the kitchen
- Check list for closing the kitchen, including precise cleaning expectations/instructions
- Check list for BUC member managing rental
- Add Check lists to Equipment Manual, Town web page
- Use Web Site list to complete Web site
- Ask Randy to visit and give final assessment of what is needed for licensing

December:

- Complete anything Randy has suggested
- Apply for certified kitchen license to begin as of Jan. 1, 2022
- Final inspection
- Share web page link with CISA, CDC, others?

Attachment 2:

## **DRAFT 10/13/2021 Susan Gruen/ Pat McGahn**

**For those people applying for Heath Public Building use, please be advised that if your program benefits any of the following organizations, you may apply for a sponsorship. This sponsorship will allow you to by- pass the Public Building use fee, as well as any added Insurance.**

**The request should be in writing, and also explain how your program fits into the work of the commission you have asked to represent you.**

**If you have any further questions, please contact the Chairperson of the committee from whom you are seeking support.**

**The following Committee/ Commissions can represent your program if approved.**

- **Heath Historical Commission.... Jayne Dane 337-5736**
- **Heath Library Trustees..... Debra Porter 337 4715**
- **Agricultural Commission...Jessica O'Neil 339-4820**
- **Parks and Rec.....Kate Peppard**
- **Heath Board of Health.....Gene Garland**
- **Heath Cultural Council.....Barbara Gordon 337-4326**
- **Heath Fire Dept.....Nick Anzuoni 337-4461**
- **Heath Police Dept ..... John McDonough 337-4934**
- **Council On Aging.....Victoria Burrington 337-4367**
- **Conservation Commission.....Brian Devriese 337-5525**
- **Heath Selectboard..... 337-4934**

**\*\* Donations are greatly appreciated for the maintenance of the buildings used.**