

Building Use Committee Meeting Minutes-Approved

January 24th, 2022

Virtual meeting called to order at 5:05 p.m.

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

We decided to skip review of last meeting's minutes, not all members had a chance to go through.

Financial report from Mary for school building use revolving fund and Community Hall committee functions line item. No money in or out from July 1 through Dec. 31, 2021 for Community Hall. We took in \$4,329 from fees/rentals/donations for 18 Jacobs Rd. Mary will follow up on report. The lease with Jonathan Diamond began on January 1st. Tri-wire stopped renting in October. Susan asked about rental clarifications. Pam will look into details of amounts that were deposited. Rent of \$2,500 per month will start going into the JR revolving fund. The cleaning fee is not in our jurisdiction, BOS will determine, Jonathan is responsible for cleaning. Pam asked Hilma whether we should ask for a small budget, she is able to access what is needed.

Update on heating/ventilation replacement at Community Hall: The money the town has from the grant cannot be used for this project because the specifications of project were changed. The process took longer than hoped for many reasons. Since we weren't able to get the ventilation we hoped for at Community Hall, Pam feels windows should be next to be fixed so we can open them. Susan reminded us of the CH window report, it would be \$1800-2000 per window to fix; we will ask BOS to please prioritize planning to make windows at CH operable. Mr. Haywood did the assessment of CH windows. One idea was that we could possibly seal half of the windows. Facilities committee could take over this and look into. Susan has an itemized report per window. A motion was made to have Pam write a letter to the BOS requesting assistance with community hall windows. Doug's stove is still at the CH, his truck wasn't working. We'll leave the stove there for now.

Pam reported on what Jonathan Diamond has rented for space at 18 Jacobs Rd: Three classrooms, part of gym closet, the gym and open space are shared. He'll use the kitchen some on certain days. The kitchen remains locked. The process for shared space: look at calendar, reserve ahead of time, and inform Pat or Pam via email. Income from Jonathan renting can be used for utilities and repairs for the building. Pam will send lease to us when she's able to get it. It's a 1 year lease. Others can't have exclusive use of open space, but can schedule meetings/events. There is the café/kitchen and gym available to rent at this point. Keys need to be worked out and find a new home. List of gym closet equipment-Lyra will do. Municipal use supplies are provided by the town Pam found out. Pam will ask Craigslist expert Pat for selling pre-school chairs. We can put up a flyer in town for folks who might like chairs. Robin will ask Hilma what they're charging and make a flyer.

Mary will put in the application for a food safe permit. Pam wasn't able to do the Servsafe certificate yet. Pam will meet with Pat about the website, and Mary will review documents for the website. We can notify CESA and the CDC and send the link when up and running.

Pam emailed the article she wrote for the Heath Herald with the original agenda.

Town clerk needs to request voting dates, etc.

Agenda items for next time: Monthly financial updates would be helpful. Find out if money from the grant could be used toward air purifiers. Randy Crochier had offered equipment before, Susan said we could ask him if we need anything. We need dishes, Victoria will send list of what we need to Susan.

Next meeting: Monday, February 28th.

It was voted to adjourn at 6:17 p.m.

Minutes respectfully submitted by Lyra Johnson-Fuller