

Heath Building Use Committee Meeting Minutes  
Thursday January 19, 2023, 4:30 at 18 Jacobs Road Cafeteria

Meeting was called to order by Chair Pam Porter at 4:35 pm

In Attendance: Pam Porter, Susan Gruen, Lyra Johnson-Fuller, Alice Thompson, Elissa Viarengo

1. Approval of 12/8/23 meeting minutes. Review of Agenda.
  - Susan Gruen made a motion to approve the 12/8/23 minutes, it was seconded, no discussion. Susan Gruen, Pam Porter, Alice Thompson and Lyra Johnson-Fuller voted in favor of approving minutes, Elissa Viarengo abstained.
  - Elissa Viarengo agreed to take meeting minutes and post approved minutes on BUC webpage.
2. Financial Update, if figures are available.
  - NOTE: all funds should be submitted to the Rent Manager
  - a. Jacobs Road: Rental Income and BUC Expenses
    - No changes to report
  - b. Community Hall: Rental Income and BUC Expenses
    - CH Fund has \$3,004.
    - Heath Agricultural Society submitted a check for \$180 in rental fees for monthly meetings and a \$60 security deposit check.
    - Victoria Burrington submitted a \$20 donation.
  - c. Donations-Uncles Concert sponsored by Heath Historical Commission
    - \$180 was collected during the concert. Susan Gruen has possession of it at this time.
3. Requests and Rentals Updates, if any
  - a. Kitchens-Alice Thompson
    - No inquiries for JR kitchen rental use at this time. The one potential renter who wanted to use the kitchen to craft pizzas was confused by the insurance requirements listed on the BUC webpage.
4. Insurance requirements for one time business rentals
  - Businesses or non-Heath residents pay rental fee of \$50 per hour.
  - Heath residents pay rental fee of \$50 for three hours.
  - For one-time rentals the BUC determines if the waiver signed by the renter is all that is needed. In some cases, an insurance rider may be required in which case renters may be required to show a certificate of insurance, naming the Town of Heath as also insured. In most cases, the waiver signed by the renter is all that is needed.
  - Based on usage, the BUC can recommend to the renter that they confirm with FRCOG that they have all the permits and licenses they need. It is not the BUC's responsibility to review those permits and licenses.
5. Web Page Updates
  - a. Policy and Procedures updates
    - Alice Thompson, Pam Porter and Pat McGahan will meet to review and update the webpage regarding sponsorship, permits, certificates, and insurances.
    - Reviewed who has to pay for rental and who doesn't. Town Boards and Committees do not pay. Programs that are organized by town organizations can be held without a rental fee. Heath Agricultural Society, Heath Cultural Society, Heath Historical Society and Exhibit Commission (Art Show) would be required to pay a rental fee.

6. Generating income for Community Hall: Rentals, grants, donations, fundraising, town budget
  - Clarified that rents generated from Community Hall should be used for maintenance expenses. Funds generated from grants, fundraising and town funds should be used for repairs and big-ticket items.
  - The idea was raised about the BUC doing some fundraising at some point.
7. Building Updates
  - a. Jacobs Road
    - i. Keys
      - JR lock box has two keys in it. One for front door, one for main office.
      - In BUC mailbox is the key for the JR Kitchen.
    - ii. Kitchen Manager
      - Nothing to report.
    - iii. Dishes and Flat Ware-request for 18 Jacobs Rd. Funds
      - No movement as of yet
  - b. Community Hall
    - Nurse may have storage need for exercise equipment. Elissa Viarengo will communicate with her about that so that we can use space efficiently for CH.
    - Pam Porter will ask Hilma for a key to be placed in lock box.
  - c. Getting rid of stuff
    - i. Milk Carton Cooler
      - It can be disposed of. Select Board has been made aware of it.
8. Determine next meeting date and agenda items.
  - Next meeting Thursday February 23, 2023, 4:30 pm at Community Hall.
  - Elissa Viarengo made a motion for the meeting to adjourn, Pam Porter seconded it, all members in favor.
  - Meeting adjourned at 5:30 pm