

Heath Building Use Committee Meeting Minutes  
Thursday February 23, 2023, 4:30 at 18 Jacobs Road Cafeteria

Meeting was called to order by Chairperson Pam Porter at 4:35 pm  
In Attendance: Pam Porter, Lyra Johnson-Fuller, Alice Thompson, Elissa Viarengo  
Absent: Susan Gruen

1. Approval of 1/19/23 meeting minutes. Review of Agenda.
  - Pam Porter recommended necessary changes:
    - Edits to clear up confusion regarding item number 4, businesses requiring rental insurance.
    - A correction for notes about the webpage updates should read: "Alice Thompson, Pam Porter and Pat McGahan will meet to review and update the webpage regarding sponsorship, permits, certificates and insurances."
    - The review of who should pay rent and who doesn't should be moved to the Policy discussion and a correction should read "Town Boards and Committees do not pay"
    - For generating income for Community Hall, need to mention generating income is generated from grants, fundraising, rentals, donations. Donations and rental fees should be used for maintenance and equipment, Grants and fundraising income should be used for big ticket items.
    - Under item 2, Heath Historical Society submitted a \$60 deposit, not \$180.
  - Pam made a motion to accept the minutes as amended. Elissa seconded the motion. All were in favor.
2. Members News
  - Lyra has accepted the position of Senior Program Coordinator for the Council on Aging.
  - Elissa has declared her intent to run for the Select Board.
  - Alice will be returning to work soon.
3. Financial Update
  - Pam has some questions about the financial report that Susan provided.
  - Budget reporting system is not helpful to us.
  - Expenses and income are not explained as the income is not coming through the BUC. Pam will follow up with Hilma.
  - CH fund is around \$3,000
  - Pam had a discussion with Hilma about the CH revolving fund. The account that has the \$3,000 is called the Community Hall Function Fund. This is where the BUC rents are deposited. It has always been used as a revolving account which means we don't have to go to town meeting to utilize the money. The vote to make it a "revolving" fund, never happened. Pam made a motion to request that the Select Board write a warrant article for town meeting that establishes the Community Hall Function fund as a revolving fund. Elissa seconded the motion. All in favor.
  - JR has a revolving fund but the BUC has no control over it because it is such a big account. Hilma reimburses the BUC expenses for Jacobs Road.
  - Elissa mentioned at one of the recent Select Board meetings the purpose and future of the BUC was questioned about its relevancy. Pam feels Jacobs Road doesn't need a BUC committee because of Hill Town Player's lease, no other rentals get approved without checking with Hilma first. The focus of the BUC could just be on Community Hall. Communication between Hilma and Tim with the BUC is not great about things that happen in Jacobs Road.
  - The BUC could request that we have access to a revolving fund, funded by rentals not leases, for Jacobs Road. Pam made a motion to request that the Select Board write a warrant article for town meeting that requests a revolving fund, funded by income from rentals, be established for Jacobs Road that the BUC can utilize. Elissa seconded the motion. All in favor.

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*Minutes taken by Elissa Viarengo*

4. Requests and Rentals Updates if any
  - Alice reports there are no rental request updates for JR
  - Lyra reports that Harry Hallman submitted two applications:
    - An application for the art show September 1<sup>st</sup> – 9<sup>th</sup> to be sponsored by the Heath Historical Commission.
    - An application for A memorial art show for Del Viarengo May 19<sup>th</sup> – 27<sup>th</sup>. Because this falls within the category of a reception after a funeral, it requires BUC approval to be a free rental, without sponsorship. Pam made a motion that the request for this event be granted free rental. Lyra seconded the motion. Pam, Lyra and Alice voted in favor. Elissa recused herself from the vote.
    - The application for the art show needs to be completed regarding the serving of alcohol. Elissa will return the application to Harry for completion.
  - The Heath Agricultural Society is no longer interested in using Community Hall for their monthly meetings. The fees collected for rental and deposit will be returned to them.
  - Lyra reports that there may be two birthday parties.
5. Policy and Procedure
  - There was discussion regarding the confusion over sponsorship. Because the BUC was notified that free sponsorship of events was rescinded, all the sponsorship information was removed from the BUC webpage. In fact, the sponsorship policy was not rescinded and is still in effect. Pam and Pat McGahan will replace it all.
  - There was discussion about fundraising during events for Community Hall revolving fund vs. collecting rents. When committees host events, they want to fundraise for their groups, not for Community Hall. They could have a choice, either pay the rent or raise funds for Community Hall.
6. Town Web Page Updates—Elissa
  - Elissa now has access to the BUC webpage, can make changes and can post minutes.
7. Hilltowns Web Site Updates—Alice
  - Alice can be the editor of the Hilltown Website.
  - Alice will talk to Pat about making sure she gets the emails sent to her.
  - All members should be visiting the Hilltown and BUC webpages to be familiar with them.
8. Building Updates
  - Community Hall is currently closed. Hartnet Plumbers have been called to locate all the leaks. An insurance adjuster needs to come and evaluate the flood damage. The elevator also needs to be evaluated.
  - A pipe burst at Jacobs Road in the art room. It was caught very quickly.
  - Elissa evaluated the amount of exercise equipment Claire Rabbit has that she would like stored at Community Hall. It is a small amount and can easily be stored in Claire's old office with other items such as extra folding tables and chairs.
  - The cleaning of Community Hall should be on the insurance bill for after flood clean up.
  - Alice will soon be using the kitchen at Jacobs Road for COA lunches.
  - Still need to acquire dishes and flatware. Discussion of new verses donated and any grants available. Need 50-100 servings. This can be discussed more at our next meeting.
  - If the matching grant comes through for the windows at Community Hall, the BUC will need to figure out how to raise funds.
9. Determine next meeting date and agenda items
  - Next meeting Thursday March 30, 2023 at 4:30 pm, hopefully at Community Hall and for April's meeting, Monday April 17<sup>th</sup> at 4:30 pm.

Pam made a motion to adjourn the meeting at 6 pm. Elissa seconded the motion. All were in favor. Meeting adjourned at 6 pm

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*Minutes taken by Elissa Viarengo*