

Heath Building Use Committee Meeting Minutes  
Thursday March 30, 2023, 4:30 at Community Hall

Meeting was called to order by Chairperson Pam Porter at 4:40 pm  
In Attendance: Pam Porter, Lyra Johnson-Fuller, Alice Thompson, Elissa Viarengo  
Absent: Susan Gruen

1. Review of Agenda and approve 2/23/23 minutes.
  - Meeting minutes for the February meeting will be tabled until the next meeting.
2. Member news
  - Alice – working with friends to get her restaurant opened soon. Will be offering wine and snacks as she now has a liquor license.
  - Lyra – has been busy with her new position of COA Special Programs director.
3. Report of Chair
  - Community Hall – repairs to pipes and water damage to elevator area have been completed. We are waiting on an estimate for tile floor repair work. In the meantime, CH remains closed and the BUC is not to accept any requests for new uses or rentals.
  - Sponsorship policy will remain in effect at this time until the SB revisits the issue.
  - Community Hall Warrant Article – the SB voted to place the article on the ATM Warrant to turn the Community Hall fund into a revolving fund.
  - Request for BUC discretionary spending on Jacobs Road – no action at this time. The intention is to ask the SB to permit the BUC discretion to spend up to \$1,000 on equipment and improvements that would enhance the rentability of the spaces.
  - Grants – a grant in the amount of \$17,500 was submitted for a Mass Cultural Council Matching Grant and we are awaiting determination. Monies granted would be used to restore the storm windows at Community Hall.
4. Financial Update
  - None presented as Susan Gruen was not present.
  - There has been rental income for birthday parties and Jacobs Road.
  - The revolving fund at Jacobs Road is being guarded because oil prices have skyrocketed.
5. Requests and Rental Updates
  - No inquiries regarding the kitchens. There was discussion about if we should be advertising more. Perhaps follow up with the ice cream rental possibility, check with local farmers, spread the word through local farmers markets with flyers.
  - Parks and Rec have submitted an application to use space at JR for making pickleball equipment.
  - We have one more birthday party scheduled at JR.
  - Renter feedback indicates the need for more cleaning supplies. We can indicate that there is a closet in the kitchen that doesn't lock for mops and supplies.
  - Calendar review – Hilltown is now using space twice a week. Lyra needs to follow up with Harry Hallman about the September Art Show. Tai Chi and Bones & Balancing are going well.
6. Policy and Procedure updates
  - None
7. Town Web Page Updates
  - Alice has been added as a member
8. Hilltown Kitchen Web Site Updates
  - None

*Minutes taken by Elissa Viarengo*

9. Building Updates

- Community hall – We need to be shown how to unlock the front door. Lyra will ask Tim.
- Jacobs Road – We now have dishes and flatware. We still need plastic glasses. Lyra moved a motion to make a request to the SB that we be allowed to purchase glassware for \$156. The motion was seconded by Elissa. All were in favor. If the SB grants the BUC permission to access \$1,000 of the JB revolving fund, Lyra moved a motion to use \$156 for the glassware. Alice seconded the motion. All were in favor.

10. Determine next meeting date and agenda items.

- April 17<sup>th</sup> no longer works for Pam. Due to conflicting schedules, a meeting for April has not been set, but the BUC members will check in with each other to see if there is a reason to meet. A meeting has been set for Monday, May 15<sup>th</sup> at 4:30 pm at Jacobs Road.

Elissa made a motion to adjourn the meeting at 5:26 pm. Lyra seconded the motion. All in favor.