

Heath Building Use Committee
APPROVED MINUTES October 23, 2023, 1:30 PM
Jacobs Road Municipal Building – Small Conference Room

Meeting was called to order by Chairperson Pam Porter at 1:30 pm

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

Select Board Liaison: Elissa Viarengo

1. Approval of August 28, 2023 meeting minutes. Review of Agenda.
 - Alice made a motion to accept 8/28/23 minutes as amended. Lyra seconded it. All were in favor.
 - Elissa will post August 28, 2023 minutes on the BUC webpage one received from Alice with amendments.
2. Financial Update
 - Susan has none because she did not hear back from the town Accountant after emailing him last week.
 - Grant update: The town of Heath received a \$17,000 grant from the Massachusetts Cultural Council. Town Coordinator, Hilma Sumner submitted the grant application with the help of Heath resident, Barbara Gorden. The question was asked if the BUC should lead or participate in any fund raising since the grant awarded is a matching grant. Elissa shared that the Select Board is forming a Fundraising Committee and anyone who is interested should send a letter of intent to the Select Board as soon as possible.
3. Requests and Rentals
 - Kitchens-Alice
 - A catering company from Amherst may be interested in renting the JR kitchen, possibly long term. Pam responded that if it is a long term request, the renter would need to send a letter of request to the Select Board.
 - Other Rentals -Lyra
 - The Heath Fire Department have rented the JR kitchen for a February Spaghetti Dinner.
 - Pam shared that Victoria Burrington is thinking of renting the Atrium for a Holiday Fair in December 2nd, but no application has come in yet. Lyra is aware of it and will follow up with Victoria.
 - Calendar
 - Pam raised the question about the need for a Community Calendar for all community events to be posted. Elissa said that the new Facebook page "All Around Heath" could serve as place to announce community events under the "Event" tab.
 - Pam confirmed that the BUC calendar is for all municipal buildings only, but events in the Senior Rooms do not get posted.
 - Alice suggested that there should be a place on the BUC webpage where all community events are listed. Anyone can submit a notice to Pam and she can post them.
 - Pam will continue to post all the municipal rentals on the BUC calendar and Lyra will post all the Senior Center and Library JR room usage.
4. Policy Review
 - Pam stated the business rental rates are no longer listed on the BUC webpage and don't know where it went.
 - A long discussion occurred about adjusting the BUC kitchen rental rates for business rentals. The end result potential idea was \$30 per hour, \$90 for a block of 4 hours, \$145 for 8 hours.

Pam asked for members to continue to think about this and continue the conversation at the next BUC meeting.

5. Town Web Page Updates – Elissa – Business rate for rental is missing from town website.
6. Hilltown Kitchens Web Sites Updates - skipped over because length of meeting and members had to leave.
7. Building Updates
 - Elissa shared that the floor replacement project at Community Hall continues as there was some water damage and mold discovered from a roof leak that is being repaired.
 - Pam noted that the change in venue for the Community Square Dance because of the repair work at Community Hall was not reported to her. Information needs to get to her as the chairperson of the BUC.
8. FY2024 Membership
 - Pam stated again another new member is definitely needed.
9. Determine next meeting date and agenda items.
 - Two meeting times were offered: 11/6 at 1:30 pm or 11/9 at 1:30 pm. Members are to check their calendars and let Pam know what date is best.

Motion was made by Pam to adjourn at 2:47 pm, seconded by Lyra, all were in favor.

Minutes taken and submitted by Elissa Viarengo

