

Heath Building Use Committee  
APPROVED Meeting Minutes  
November 20, 2023 at 1:30 PM  
Jacobs Municipal Building  
Cafeteria

In accordance with Open Meeting Law, a public Heath Building Use Committee Meeting is posted for the date, time, and place specified above. This meeting is in person only. Masks are optional but recommended. Time permitting, the following items will be addressed. Any items we are unable to cover will be rescheduled to a later meeting. Unanticipated items may be considered only if the committee deems that they require immediate action.

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

Approval of October meeting minutes. Review of Agenda.

- One addition to the agenda is Susan Gruen's report on other licensed kitchens in the area.
- Minutes from 10/23/23 were approved as amended.

Report on other rental kitchens in the area

- Susan called several local kitchens asking about their rental rates.
  - Charlemont Warfield House Inn – only can use their kitchen if you are renting their facilities.
  - Federated Church – their kitchen is not available for public use.
  - Daughters of Hawley – they are not using their commercial kitchen.
  - Shelburne Falls – they have no commercial kitchen that they know of.
  - Colrain – they have no commercial kitchen.
  - Buckland – they have no commercial kitchen.
  - Ashfield – they did not return Susan's call.
- Pam recommended that we do not refer to the JRMC Kitchen as a "Commercial kitchen", but as a "Licensed Kitchen" which is what the license says. JRMC Kitchen technically is not a "commercial" kitchen. We have been using the wrong title. A "licensed kitchen" means food can be prepared and served.
  - Alice will change the name on the Hilltown Kitchen website.
  - Pam will work with Pat McGahan to change the name on the Town webpage.
  - Pam will look at the application forms to see if they need updating.
- Susan will also ask the Heath Union Church about their kitchen.

FY2024 Membership

- There is still a need to bring in more members to the BUC. There are new people in town but most of them are busy young families.

Policy Review—What changes, including pricing, would we like to recommend to the Select Board?

- Review of Rob's request for kitchen space. He felt our rates were too expensive. He has a pizza business and wanted to use the kitchen to prepare his pizza dough. After we update the rental rates perhaps we can follow up with him again.
- We have rates for commercial rentals and rates for personal events.
- There was a discussion of the utility usage of gas and electricity during a rental. Renters who live in town are taxpayers and are already paying for utilities. Renters who do not live in town would pay a higher rental rate.

- Alice reviewed the policy that was discussed at the last meeting.
  - Hourly rate \$30
  - 4-hour block rate \$90 (which is a 25% from the hourly rate)
  - 8 hourly / daily rate \$180 (which is a 25% from the hourly rate)
  - Alice's suggestion is to list just these set prices on the webpage but have a formula ready to address any requests outside of these set times. She has researched Connecticut, New York and Boston kitchens and they all use similar time frames, but with different financial figures. The formula is the same, but the figures are different.
    - Weekly would be up to 4 days, \$550 (which is roughly 25% from the daily rate)
    - More than 4 days would be the weekly rate of \$180 + the hourly / daily / weekly rate, minus a %25 discount.
    - Monthly (of 4 days a week) would be  $\$550 \times 4 = \$2,200 - \$550 (25\%) = \$1650$  (so buy 3 weeks, get one week free).
    - Freezer rental for a monthly rate would be \$200 based on the amount of electricity the freezer is documented for using.
  - The suggestion is to propose this formula, after additional thought, to the Select Board and give these rates a try to see if they attract more business.

#### Annual License Renewal

- Pam has talked with Randy at FRCOG. He says there is no reason to re-license Community Hall Kitchen at this time while it is closed for repair.
- Pam and Alice will meet with Mary Sumner for the filing of the paperwork for re-licensing of JRMC kitchen. Randy will come and do the inspection.

#### Building Updates

- Community Hall – currently undergoing mold remediation.
- Susan made a motion to submit the following statement to the Select Board “The BUC would like to see Community Hall remain open and available to the community throughout the winter unless it can be shown that there would be significant savings, i.e., at least over one thousand dollars, by winterizing the building.”, Lyra seconded it. All were in favor.

#### Rental Updates

- One rental request from the Heath Historical Society for Community Hall in January.
- One approved rental application from Victoria Burrington for a Holiday Bizarre on December 2<sup>nd</sup>, 2023. She paid the commercial rental rates because artisans will be selling their goods.

#### Determine next meeting date and agenda items.

- Next meeting via ZOOM Monday 27, 2023 at 5 pm. Elissa will set it up the zoom meeting.

#### Adjournment

- Lyra made a motion to adjourn the meeting at 2:50 pm, Alice seconded the motion. All were in favor.