

Heath Building Use Committee Overview

Charge:

To assist the Select Board in the promotion, management, and oversight of the use and rental of Heath Community Hall, 18 Jacobs Road and other municipal property that the Board designates as available.

Composition:

The committee directly manages short term use requests, agreements and fees. Short term leases for nine months or less and are not automatically renewable. Long term uses, agreements and rentals require Select Board review and approval.

The committee is comprised of seven members appointed annually of whom one is a member of the Council on Aging. The Senior Center Coordinator, if one is appointed, acts as an ex-officio (nonvoting) member.

This committee works in coordination with the Building Maintenance Coordinator, Town Coordinator, and Town Facilities Committee and reports regularly to the Select Board on any activities and income.

Outline of proposed tasks:

Maintains and shares calendars for all available buildings

- Coordinates with Select Board, Town Clerk, Town Coordinator and Senior Center to prioritize Town uses (i.e., elections, Annual and Special Town Meetings, municipal trainings, Board and Committee meetings, etc., Senior Center hours and events, Clinics, Town Nurse).

Assists the Board in exploring, promoting and facilitating potential town and community use as well as marketing and rental of all available municipal buildings and grounds.

- Ensures building uses and rentals conform to town policies and fees.
- Updates building use policies and rental fees at least yearly and recommends appropriate revisions for Select Board review and approval
- Researches and recommends professional marketing agents and acts as a liaison as directed by the Select Board.
- Assists as directed by the Board in the development of marketing strategy that includes all available space
- Monitors condition of premises and shows building to potential users
- Assists in developing and recommending long term rental and lease agreements for Select Board review and approval.

Oversees short term building use and rentals.

- Accepts and approves applications for short term use of Community Hall and 18 Jacobs Road, and other buildings designated by the Select Board as available.

- Ensures all waivers are signed.
- Maintains appropriate files of short-term rental paperwork.
- Determines, collects and submits to town treasurer all applicable fees, referring to the Select Board any requests for fee discounts.
- Provides and retrieves keys
- Checks premises before and after events to ensure all is in order as promised in the rental agreement.
- Provides regular written report to Select Board on building use and income.

Coordinates with the Town Facilities Committee and Building Maintenance Coordinator to facilitate building maintenance, repair and improvements.

Coordinates with the Building Maintenance Coordinator to organize volunteer help for special projects.

- Develops project list (i.e., window washing, maintaining gardens, playground maintenance)
- Recruits volunteers
- Schedules work bees
- Helps as needed with obtaining materials and equipment.

Reports to the Select Board on a regular basis and attends joint meetings as requested.

This overview and the work of the committee will be reviewed six months from the date of approval.

Approved by the Heath Select Board
November 10, 2020

Amendment Approved by the Heath Select Board
August 10, 2021