

Building Use Committee
Report to the Select Board

September 2, 2021

The purpose of this report is to update the Select Board on the activities and concerns of the Building Use Committee. A vote is needed to approve the updated policy and the fees in the Requirements for Use document.

Organization

The Committee voted to elect the following officers:

Pam Porter, Chair

Lyra Johnson-Fuller, Minute Taker

Mary Sumner, Treasurer

Pat McGahan, Calendar Coordinator and Web Page Administrator

Victoria Echinis, Kitchen Manager

We have met at least twice a month since our appointment.

Updating Policy, Requirements, Procedures

Since its inception, the Building Use Committee has worked to combine and bring consistency to our building use policy, fees, requirements and procedures. Updated documents include

- Heath Building Use Policy (vote required)
- Requirements for Private and Community Rentals (Vote on Fees required)
- Request for Municipal Use
- Application for Building Use
- Building Use Committee Charge
- Guidelines for Internet Use

Health Building Use Policy and Requirements for Use are attached to this report. All the remaining documents may be viewed on our web page.

In addition, we have updated our committee's procedures for receiving, approving and managing rentals.

Calendar

With the help of Pat McGahan, we have created a Calendar for tracking all use of the Community Hall and Jacobs Road. This calendar is available for public viewing on our web page. We are still working on helping municipal users get into the habit of informing our calendar managers (Pat and Pam) to get their events on the calendar.

Web Page

Our web page has been developed not only as a place to record meetings and minutes, but as a resource containing all our public documents. Password protected files allow us to share documents we are working on and archive source files.

Short Term Rentals

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Jacobs Road: Hilltown Recovery Theater Spring and Summer Programs (\$4770 collected)

Private Caterer, September, fee yet to be collected

Community Hall:

Community Art Show, September, fee waived

We have a private request for use of the Community Hall in December. The three other requests for rental of the Community Hall have been withdrawn because of concerns about COVID.

Commercial Kitchens—Coming Soon

Jacobs Road: We are at the point of being able to apply for licensing of the kitchen and hope to have this in place this month.

- Will and Anne Emmet generously donated funds to cover the purchase and delivery of a used convection oven. It has been installed and is ready for use.
- Tim and Hilma have overseen the repair of the dishwasher and freezer.
- Tim has worked on getting the Ansul system fully functional and inspected. Before we can apply for inspection and licensing, all appliances under the hood have to shut off automatically when the Ansul system is activated. The last piece of equipment to be wired into the system is the steamer and that should be happening momentarily. (Tim has ordered a pump for the steamer but the part has so far been unavailable. This repair would be nice but is not necessary for the inspection and licensing of the kitchen.)
- Victoria Echinis, who has serv- safe certification, has agreed to serve as our Kitchen Manager. Having a serv-safe certified Manager is a requirement for licensing.
- A notebook of instructions for the operation of all kitchen equipment has been created and signage is being laminated and mounted.
- Tim has done a deep cleaning
- Randy Crochier has made a preliminary visit to the kitchen and make some final recommendations in preparation for a formal request for inspection.

Community Hall: We have taken some preliminary steps for licensing the Community Hall kitchen for commercial use, as well. Signage has been prepared. We still need to create an equipment instruction manual and get resolution regarding the donated commercial oven. We are working on having it upgraded with an automatic pilot light and making any other repairs required to allow it to pass inspection. If it cannot be upgraded, we will work with the donor to have it removed. The Ansul system has not yet passed inspection. Tim is working on this.

Promotion: We have assurance from Franklin Community Development Corporation (CDC) that they will refer people to us and as soon as we are licensed, they will put a link to our web page on their web site. Pat is working on developing a Heath commercial kitchens web site. We have also been assured CISA will refer people to us. Further promotion of the kitchen, including contacting area caterers and food van owners, will be developed as soon as at least one of them is fully licensed and ready for rental.

Duties and Responsibilities

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- We reviewed the committee charge and asked the size of the committee be reduced to seven
- Hilma and Pam worked on clarifying the respective responsibilities in regard to building use of the Select Board, Town Coordinator, the Building Manager, and Building Use Committee and Hilma has a draft document for the Select Board to review.
- We developed a process for receiving, recording, and reviewing requests, managing rentals, and collecting fees

Concerns

We continue to be concerned about the grounds at 18 Jacobs Road. We question whether it is reasonable to ask Tim to do all the mowing and the playground maintenance in addition to his custodial and building and equipment maintenance duties. We understand that the mowing and playground maintenance for Community Hall is handled by an outside contractor and urge the Select Board to consider doing the same for the fields, playground and grounds and 18 Jacobs Road.