

Municipal Building Usage Ad-Hoc Committee
Special Meeting
Minutes
June 21, 2018

1. **Call to Order.** Meeting was called to order at 4:04pm.
2. **Roll call and introductions of members:** William H. Rose IV, Selectman; Roxanne St. Jean, Director Senior Center; Sandra Horning, Library Director; Bob Williamson, Captain Chaplin Volunteer Fire Department.
3. **Members Absent:** John Smith, Recreation Department; Matthew Cunningham, First Selectman.
4. **First Audience of Citizens:** Peggy Church, Artists of Studios, coordinator of the yearly art show at the Senior Center is present to see how things may change in the future.
5. **Approval of the April 26, 2018 regular meeting minutes:** Mr. Rose made a **MOTION** to approve the April 26, 2018 special meeting minutes. Ms. Horning seconded the **MOTION**. No discussion. All in favor. **MOTION** passed.
6. **Review Rules & Regulations and Application Templates:** The committee discussed the purposes of each building and what types of functions are typically held. Also discussed was liability insurance requirements for non-town sponsored events. Mr. Rose will follow up with CIRMA to get more details on recommended insurance.
7. **Discuss development of Town policies for each building/area of use.**
The Committee discussed the application process whether it should be done in person, online, etc. They reviewed the current library policies and will get clarification on what the insurance covers, meeting room capacity, etc. Also discussed was the firehouse rental regulations and renter's required attendance.

When the Town sponsors events that include music and movies it is important that there is proper licensing due to copyright issues. Ms. Horning will bring in a copy of the licensing they have in the library.

Mr. Rose asked the committee about fees and how they should be set. For the library sometimes, a fee will be donated when the room is used; suggested donations seem to be the best policy for auditing purposes.

The committee reviewed Garrison park policies and application and agreed that use of Garrison park and kitchen should have a deposit of \$150 deposit, \$50 rental fee. Horses at the park were discussed and the trails they use.

Mr. Rose will talk to the fire marshal regarding room capacity and signage in the buildings discussed.

Each member will edit their documents with the suggested changes and review at the next meeting.

- 8. Discuss Event Coordinator position:** Mr. Williamson made a **MOTION** to remove agenda item "8. Discuss Event Coordinator position". Mr. Rose seconded the **MOTION**. Discussion: The committee will make a recommendation to the Board of Selectmen what the need will be for booking these areas. All in favor. **MOTION** passed.

- 9. Second Audience of Citizens:** None

10. Agenda suggestions for next meeting

- The committee will review revised applications and policies submitted by the members.
- Tentative next meeting 9/27/18 at 4pm

- 11. Adjourn:** Ms. Horning made a **MOTION** to adjourn the meeting at 5:30pm. Mr. Rose seconded the **MOTION**. All in favor. **MOTION** passed.

*Respectfully submitted by Suzanne Gluck
Administrative Assistant/Recording Clerk*