

Committee members present: Tracy Giroux, Tim Bourne, Eileen Mitchell, Corinn Julow

Committee members present by Zoom: Marie Kilbride

Guests present: None

Audio of Meeting: Available at www.northherovt.com/minutes/all

Agenda Item 1. Call Meeting to Order

T. Bourne calls the meeting to order at 10:05AM.

Agenda Item 2. Adjustment of Agenda

None.

Agenda Item 3. Public Comment

No comments.

Agenda Item 4. Work Session

C. Julow states that shortly before the February 10, 2022, meeting was scheduled to start it was discovered that the agenda had not been properly posted. The board decided to hold a work session and need to take action on discussion items that require a decision including:

- Make-up of trustee members – The board agrees the trustees should be two Historical Society Members, one Select Board member, and two community members on a staggered basis for three-year terms.
- Monthly meeting time – The board decides the trustees will meet monthly as needed. The board wants the trustees to be able to determine their meeting day and time.
- If an appointed clerk is needed – There is no need for a clerk if a facilities manager is hired. The secretary can take the minutes.
- Duties of the Facilities Manager – This would be a hired position that handles the oversight of contracted work and coordination of rental use of the Hall.
- Liaison responsibilities –
 - Facilities Manager Liaison: oversee facilities manager
 - Events Liaison: attend and respond to events requiring trustee input
 - Restoration & Maintenance Liaison: visit Hall monthly and report to trustees, continue historical maintenance and oversee restoration projects
 - Town Office Liaison: coordinate with town office on maintenance and scheduling issues

Agenda Item 5. North Hero Community Hall Rental Policy

The board reviews the proposed document.

E. Mitchell motions to approve as presented and M. Kilbride seconds. The motion passes unanimously 5-0.

Agenda Item 6. North Hero Community Hall Rental Contract

The board reviews the proposed document.

E. Mitchell motions to approve as presented and M. Kilbride seconds. The motion passes unanimously 5-0.

Agenda Item 7. North Hero Community Hall Trustees Rules of Procedures

The board reviews the document. Some grammatical changes are suggested.

T. Bourne motions to approve as amended and E. Mitchell seconds. The motion passes unanimously 5-0.

T. Giroux will make the suggested edits to the Rules of Procedure and add approval date to all documents.

Agenda Item 8. Annual Election Informational Meeting

T. Bourne passes out draft slides from the Select Board presentation for the Informational Meeting to be held Monday, February 28th for the annual town election. The board reviews. Some grammatical edits are suggested. The board discusses some of the potential questions that may be asked.

Agenda Item Next Steps

C. Julow explains that if the town budget passes, she would like to present to the select board the next steps needed to transfer ownership of the Hall. The board agrees completing a deed and transferring the building is the next step if the budget passes. Discussion on a petition circulating requesting a special election to vote on the transfer briefly follows. The board agrees to wait until the second select board meeting in March to present the Select Board with the committee work to date and to recommend the process of executing a deed begin.

Agenda Item 9. Confirm next meeting

The board will next meet on Monday, March 21, 2022, at 5:15PM at the Select Board's regularly scheduled meeting.

Agenda Item 10. Executive Session

Not needed.

Agenda Item 11. Adjourn

E. Mitchell motions to adjourn and C. Julow seconds. The motion passes unanimously 5-0 and the board adjourns at 10:50AM.

Respectfully submitted by Corinn Julow

CC:

- Select Board
- Town Office
- Website

Attachments to the Minutes:

- Agenda
- Draft North Hero Community Hall Rental Policy
- Draft North Hero Community Hall Rental Contract
- Draft North Hero Community Hall Trustees Rules of Procedure
- Informational Meeting Slides

NORTH HERO COMMUNITY HALL RENTAL (NHCH) POLICY

The North Hero Community Hall is the home of the North Hero Town Offices. It is expected that the municipality will be able to use the entire Community Hall whenever needed. In times when the Hall is not being used it will be available for rental to the public. The facility should always be referred in any rental communications as THE NORTH HERO COMMUNITY HALL. All rental fees will be deposited into the NHCH capital and /or maintenance fund to continue with the preservation and upkeep of the historic North Hero Community Hall.

USAGE POLICY

The North Hero Community Hall (NHCH) may be utilized for any lawful use that will not be injurious to the property or to individuals. The determination of lawful use shall be made by The NHCH Board of Trustees in consultation with the North Hero Selectboard. There is considerable amount of wear and tear on this historic building as well as significant volunteer time needed to facilitate large scale events such as weddings or multiday events or performances. Discretion will be used on the part of the North Hero Community Hall Board of Trustees when determining the rental use of the hall. First and foremost, the North Hero Community Hall is the home of North Hero Town Government and its processes.

The NHCH Board of Trustees may require, and applicant shall furnish, supplemental information when, in the opinion of the NHCH Board of Trustees or an official of the Town of North Hero, such information is deemed necessary to ensure the adequate safeguards for the protection of the property of the Town of North Hero.

RENTER agrees to pay all costs for any damages occurring related to the renter occupancy for the duration of the contract. In addition, the RENTER shall be liable to any person who shall receive actionable injury through the exercise thereof, and shall also hereby agree to hold harmless the North Hero Community Hall Board of Trustees, and the Town of North Hero, its duly elected officials and appointed officers from any and all claims of negligence and harm associated directly or indirectly with RENTER's or patron's use of the North Hero Community Hall.

RENTAL FEES

Fees have been set to be affordable for community organizations and to encourage the best use of the Community Hall. Fees will be set according to the Purpose of the Event, whether it benefits the general public and/or benefits the Town of North Hero.

RATES FOR MEETINGS AND WORKSHOPS

Base Rates

Hourly: \$25 per hour

Reduced Rates for Non-Profit Use

Hourly: \$20 per hour

RATES FOR LARGE EVENTS (At the Discretion of the Board of Trustees)**Base Rates**

One Day: \$1500 for up to 100 people attending

RATES FOR EQUIPMENT WITHIN THE NORTH HERO COMMUNITY HALL

Item	Cost
Chairs:	\$1.00 per chair
Large Round Tables:	\$5.00 per table
Large Rectangle Tables:	\$5.00 per table
Grand Piano:	\$75.00 per use
Theatre Light System:	\$150.00 per day
Sound System:	\$75.00 per day
Disco Ball:	\$25.00 per day
Air Conditioning	\$50.00 per day
Catering Kitchen	Determined by use
Other:	

DEPOSITS AND PAYMENT SCHEDULE

Reservation dates are reserved when the rental fee payment, damage deposit payment (if needed) and the **North Hero Community Hall Rental Contract** is signed and received. A signed copy of The **North Hero Community Hall Rental Policy** must accompany the rental contract. Remaining rental fees that may have incurred are due within 10 days after the last use of the Community Hall, or by the 15th of the month for on-going users.

Payment for rentals and related expenses is by check, payable to The Town of North Hero.

CANCELLATION FEES

In the event of cancellation with less than 30 days written notice, rental fees shall remain with the Town of North Hero Community Hall Capital Fund. Written cancellation made 30 days or more before the event, shall be returned less a \$50.00 administration fee

WAIVERS & ADDITIONAL RATE REDUCTIONS SET BY THE NHCH BOARD OF TRUSTEES

Events having a special and significant benefit to the Town of North Hero can petition the NHCH Board of Trustees to have the rental fee further reduced or waived entirely. With the exception of municipal functions, no fees will be waived without the approval of the NHCH Board of Trustees.

DAMAGE DEPOSIT

There will be a damage deposit for large events. The damage deposit will be \$ 250.00 or \$500.00 if alcohol is consumed. After the event, the agent for the NHCH Board of Trustees will inspect the Community Hall. If no damage has been caused, and if cleaning activities have been conducted so that

the facility is in the same condition (ordinary wear and tear excepted) as at the inception of the event, the Town of North Hero will return the damage deposit to User by first class mail within 30 days. If damage has been caused to the Facility, or cleaning activities have not been carried out, Municipality may retain all or a portion of the damage deposit and give written notice to User specifying the amount retained and the reasons therefore. In addition to retaining the damage deposit, the Town of North Hero may pursue any additional remedies authorized by law to recover its damages or losses.

RENTER RESPONSIBILITIES

Contact Person: RENTER is responsible for having one prime Contact Person to sign and follow through with all points of this policy and contract and all aspects of this event. Contact Person must be on site throughout the duration of the event and be in possession of the signed contract and policy.

Condition and Use of Community Hall: RENTER is responsible for cleaning of the Community Hall immediately after the event. These cleaning activities must be completed within 12 hours of the close of the event unless otherwise arranged with a member of the NHCH Board of Trustees.

These cleaning activities include:

- Returning all furniture and equipment to its designated place
- Sweeping all floors and mopping if deemed necessary
- Removing and disposing of all trash from receptacles
- Outside smoking receptacle emptied
- Cleaning bathrooms
- Cleaning kitchen appliances, tables, and sink
- Removing all food from the premises
- All property of the RENTER must be removed

Renter must leave the premises in the same or better condition. Any damage to the North Hero Community Hall and its furnishings or disregard for rules of safety may be cause for retaining the damage deposit as well as possible additional fees being charged for large damages that may have incurred during event not related to simple everyday use.

PLANNING/LOGISTICAL COORDINATION MEETING

All RENTERS are required to schedule a Planning/Logistical Coordination Meeting with a member of the NHCH Board of Trustees prior to their event. In the case of on-going users, this meeting will take place prior to the start of their rental period. This planning session includes instruction about the North Hero Community Hall technical resources, location and use of equipment, and requirements of the event. Contact Person must attend.

TECHNICAL EQUIPMENT AND STAFFING

RENTERS are required to have knowledgeable technical staff in attendance at events when the technical resources of the hall are used.

For all rentals, the North Hero Community Hall must be staffed as follows:

- A. For uses such as performances that require lighting instruments and/or a sound system, a professional technician must be secured and named for the duration of the event.
- B. For use of the commercial appliances in the catering kitchen, a professional technician (restaurateur/caterer) must be secured and named for the duration of the event.
- C. No technical staff is needed for workshops, classes and rehearsals that do not have any technical requirements.

EQUIPMENT Technical equipment rental and use will be based on the needs of the RENTER. An estimate of rental costs will be provided to the RENTER following the Planning/Logistical Coordination Meeting.

The following technical equipment is available with the rental of the space, but subject to additional fees:

- Grand Piano (must be tuned prior to use)
- Theatre Light System
- Sound System
- Disco lights
- Air Conditioning
- Catering Kitchen

RESTRICTIONS

- A. The renter may not affix posters, placards, or other display materials to any surface in the Community Hall without approval for the NHCH Board of Trustees.
- B. The rental contract is nontransferable.
- C. The use of open flame candles, helium balloons, birdseed, rice, flower petals or glitter products is prohibited.
- D. No fireworks may be set off on North Hero Community Hall property.
- E. The Community Hall is located in the semi-residential historic village of North Hero. Renters of this space during normal business hours should keep all activity at a normal noise level. If amplified sound is employed, it must be kept below 80db per meter measuring in the center of the upstairs hall area. All amplification must cease at 11:00 PM. Failure to comply with these limits will result with all activities being terminated and the forfeiture of all rental fees.

LIABILITY

Proof of insurance naming the Town of North Hero as co-insured will be required for all performance or large events. Meetings, rehearsals, workshops, and classes may not require insurance. Insurance coverage will be determined on a case-by-case basis by a member of the NHCH board of Trustees. Events with alcohol use may incur added insurance costs.

SMOKING

Smoking is prohibited in the North Hero Community Hall. Smoking is allowed outside 50 feet from the Community Hall and use of the Smoking receptacle is expected.

ALCOHOL

Alcoholic beverages may only be served, made available, or brought into the North Hero Community Hall by a licensed server; and only with advanced approval by the NHCH Board of Trustees. The server's License must be provided when requesting approval.

RIGHT OF ENTRY AND TERMINATION

The Town, its officers, agents, and employees shall have the right to enter the Facility at all times during the Event to confirm Renter's conformance to the rental contract. If the Town determines, in its sole judgment, that Renter has breached a term of this Agreement, the Town shall have the right to immediately terminate the Rental Contract prior to the expiration of its term and prior to the conclusion of the Event without any refund to Renter.

I have read and agree to the conditions of the **North Hero Community Hall Rental Policy**.

Contact Person Signature and Date

Please direct all correspondence and inquiries to:

The Town of North Hero
North Hero Community Hall Board of Trustees
P.O Box 38
North Hero Vermont 05474

802-372-6926

townclerk@northherovt.com

www.northherovt.com

North Hero Community Hall Rental Contract

This contract is between _____
(here after referred to as **RENTER**) and

The Town of North Hero, as represented by The North Hero Community Hall (NHCH) Board of Trustees

The North Hero Community Hall will be rented for the purpose of:

Renter Contact Person: _____

Address _____

Phone # _____

Email address _____

Event Date (s): _____

Time In: _____ Time Out: _____

Rental Fee (per day /hour)	\$	\$
Will the following items be used?		
Catering Kitchen Technician must be named if using catering appliances		
# of Chairs		
# of Rectangular Tables		
# of Large Round Tables		
Grand Piano Must be tuned prior to event		
Sound System Technician must be named		
Theatre Light System Technician must be named		
Disco Ball		
Air Conditioning		
Is Alcohol Being Served Server's name and copy of license must be provided		
Is Additional Insurance Needed?		
Damage Deposit		
Rental Total Due		

This costs are based on rates outlined in the **North Hero Community Hall Rental Policy** which shall be attached to this rental contact document.

Proof of liability insurance naming the Town of North Hero as co-insured

_____ is required _____ is not required for this event.

This contract does not prevent the Town of North Hero Selectboard from canceling this contract to schedule elections, municipal meetings, or other official business if EMERGENCY circumstances dictate. AGENT will notify the RENTER as quickly as possible if such emergency circumstances arise and rescheduling can take place if needed.

I have read and agree to all provisions as set forth in the **North Hero Community Hall Rental Policy** accompanying this **North Hero Community Hall Rental Contract**.

RENTER's CONTACT PERSON Signature: _____

Print Contact Person's Name and Title: _____

Date: _____

NHCH DESIGNEE Signature _____

Print Designee's Name and Title: _____

Date: _____

Return this form with payment to:

Town of North Hero
P.O. 38
North Hero, Vermont 05474

North Hero Community Hall Trustees Rules of Procedures

Section 1. Community Hall. The care and management of the Community Hall in the Town of North Hero is supervised by five (5) trustees known as the North Hero Community Hall Trustees (NHCHT). The NHCHT is governed by the laws of the State of Vermont and these Rules of Procedure. The initial NHCHT will consist of two (2) North Hero Historical Society members, one (1) Selectboard member and two (2) Town of North Hero community members. The NHCHT members are appointed by the Select Board on a staggered basis for three-year terms.

First and foremost, The North Hero Community Hall is the home of North Hero Town Government and its processes. It is expected that the municipality will be able to use the entire Community Hall whenever needed. Requests for use of the building (upstairs hall area) by nonmunicipal entities will be awarded first to events that promote the good of the community such as nonprofit uses and meeting space. Secondly, requests for use of the building will be awarded to those entities that support the enjoyment of the tax payers with use such as an event space.

Section 2. Meetings.

- a. The NHCHT will meet monthly or at other times as called by the Chair or Vice-Chair, or at times as deemed necessary by the Trustees.
- b. All NHCHT meetings will be in accordance with the Vermont Open Meeting Law.
- c. A majority of the members of the trustees shall constitute a quorum.
- d. No single member of the body shall have authority to represent or act on behalf of the body unless designated as responsible for the specific duty by the trustees or by majority vote the body has delegated such authority for a specific matter at a duly noticed meeting and such delegation is recorded in the meeting minutes.

Section 3. Officers.

- a. The trustees are responsible for administration of Community Hall Use policies, procedures and finances.
- b. Annual Meeting. At the first meeting of the NHCHT following Select Board annual appointments, typically the third Monday in March, the NHCHT will elect from among its members a Chair, Vice-Chair, Treasurer, and Secretary who will serve in their positions until the next annual meeting and until their successors are chosen. At the first annual NHCHT meeting, the Trustees will also appoint a Facilities Manager who serves at the pleasure of the Trustees.
- c. Duties and Responsibilities of Officers.
 - i. Chair. The Chair will preside over all meetings of the NHCHT. The Chair also creates the NHCHT meeting agendas.

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- ii. Vice-Chair. The Vice-Chair will preside over all meetings of the NHCHT when the Chair is absent or otherwise unable to attend.

- iii. Treasurer. The Treasurer will compile financial reports for meetings and coordinate the annual budget and capital plan review. The treasurer will report on the North Hero Community Hall Fund held by the Vermont Community Foundation.

- iv. Secretary. The Secretary will keep the minutes of all NHCHT meetings and coordinate all NHCHT correspondence as directed by the NHCHT.

- v. Appointed Facilities Manager. The duties of the Facilities Manager include:
 - Oversight of all contracted work including but not limited to custodial maintenance, annual inspections (sprinkler, elevator, septic), building improvements (painting, refurbishment, upgrades).
 - Coordination of all rental use of building including maintaining a calendar in coordination with the Town Clerk.

Section 4. Duties and Responsibilities of the Trustees.

- a. At the annual NHCHT meeting, the NHCHT will:
 - i. Review NHCHT Rules of Procedure.

 - ii. Review North Hero North Hero Community Hall Rental Policy and North Hero Community Hall Rental Contract

 - iii. Approve a Fee Schedule for rental of Hall and its equipment.

 - iv. Designate a trustee to carry out the following NHCHT responsibilities:
 - Facilities Manager Liaison: Responsible for day-to-day oversight of the facilities manager. Addresses concerns of the facilities manager needing immediate trustee attention.
 - Events Liaison: Responsible for Facilities Manager event duties when the Manager is unavailable. Attends events when a trustee representative is required and responds to event concerns requiring trustee input.
 - Restoration and Maintenance Liaison: Responsible to continue to maintain the historical nature of the Community Hall and to oversee short term and long range restoration projects. Responsible to visit the Community Hall on at least a monthly basis to check on various systems such as HVAC, Sewer, and report back to the Trustees.

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- Town Office Liaison: Responsible to coordinate with Town Clerk and/or assistant Town Clerk for issues that may arise concerning maintenance, restoration, calendar, building use to any other concerns that the Town office employees may encounter.

b. The NHCHT will write an annual report for inclusion in the Town of North Hero Annual Town Report.

c. The NHCHT will annually submit a Community Hall operations budget to the Selectboard of the Town of North Hero for inclusion in the Town Budget.

d. The NHCHT will monitor the care of the North Hero Community Hall, including:

- Restoration
- Cleaning
- Maintenance
- Overall Facility Management in coordination with Town Government

e. The NHCHT will account for and reserve in the Community Hall Fund (held by the Town of North Hero) all fees for rental of the Hall for future maintenance and continued restoration of the Community Hall. Friends of the Community Hall are encouraged to donate financially to this fund.

f. Facilitate distribution of the North Hero Community Hall Fund held by The Vermont Community Foundation on a yearly basis.

Section 5. Amendments. These rules may be amended by majority vote of the NHCHT.

ADOPTED: _____

Signatures

Date

Community Hall/Town Office

- Community Hall Subcommittee was formed in August of 2021.
- The board completed an architectural assessment and found the building in excellent condition.
- The board completed a maintenance plan to determine long term upkeep of building in conjunction with a capital plan to chart anticipated expenses. Because the building comes with a preservation trust, the costs are comparable with the Town taking ownership of any building and will reduce as the fund grows.
- The subcommittee recommended the select board include an operation budget for the Community Hall in the FY2022/2023 budget.

Improvements

- The Historical Society has put 10 years of countless volunteer hours and over \$1 million dollars into the complete renovation of the Community Hall.
- The building is free of mold and past water drainage issues.
- The building meets code requirements for public use.
- The building has passed recent architectural review and dubbed “in really excellent condition”.