

**BWVC Special Meeting Minutes**  
**5:00 PM, Thursday, June 24, 2021**

**Attendance:** Maria Burslem, Pam Cohen, Betty O'Regan, Toby Ridings, Mary Young.

This special meeting was called to discuss the potential rental of Michelle Classen of Wilmington Sudbury Schools, the presentation of this information at the next Town Meeting, and a general rental agreement discussion.

COVID 19 Protocol

- The meeting opened with a discussion of the ACRA program commencing and the recent changes in the COVID 19 safety protocol by the State of Delaware, as they pertain to ACRA and this new potential rental:
  - Non-vaccinated individuals are now strongly encouraged to wear masks.
  - In an educational/daycare setting, which we all agreed this potential rental would be, masks are required for instructors when students are present, at the present time.
  - Mary will provide Ken with verbiage to update the website to current DE state health and safety standards.

Town Meeting

Betty is preparing her BWVC update for the town meeting, which will include the information pertaining to this new potential rental opportunity.

- The Wilmington Sudbury Schools has indicated an interest in renting Room 4 for a 9 month lease.
  - They would conduct as much of the curriculum outdoors as possible.
  - They have requested the use of Room 3 as an adjunct space, conceding the use of this room to the community, as needed, and leaving it clean, and free of any school items at the end of each day.
  - For janitorial, the committee agreed to request \$400 a month, with the understanding that part of the curriculum of this program is to teach the children responsibility for their environment.
    - To that end, the children will be taught, by BWVC janitorial staff, the requirements for keeping their spaces clean and safe.
    - If the school is able to adequately provide their own cleaning services as part of the curriculum, it was agreed by the committee that this fee could be reduced or eliminated.
  - Minimum insurance requirements to be provided by the school are being investigated by the town. The Town will provide the needed minimum coverage types/amounts to the committee, which will be communicated to Wilmington Sudbury Schools as a requirement to a rental agreement.

Other Discussion Items

- A concern was raised with the timing of the rental commencement. Michelle indicated that she would like to set up her classroom beginning August 23<sup>rd</sup>. Classes would commence on August 30<sup>th</sup>.
  - Peddlers, Potions and Practitioners is to be held on September 4<sup>th</sup>, with 6 to 7 vendors scheduled to occupy Room 4. Decorating is scheduled to commence on September 1<sup>st</sup>, so having the classroom fully prepared for Wilmington Sudbury Schools with materials, etc. and occupying the classroom that week would be an issue that would need to be addressed by the PPP committee to ensure that PPP is ready for vendor set-up by the evening of Friday, September 3<sup>rd</sup>.
    - It was agreed that a committee representative would ask Michelle if she is able to start classes after September 6<sup>th</sup> as a first option.

- Subsequently, it was agreed that it be requested that minimal supplies/set-up be done until after the PPP event was completed.
- Lastly, the classroom set-up and materials could be moved out of Room 4 after classes on Friday to prepare for the PPP and vendor set-up.
  - It was agreed that this last option would be difficult to accomplish given the timelines.

#### Rental Terms

- The committee agreed that the monthly rental negotiation should start at \$1750. This would include a \$400 monthly janitorial fee.
  - This would also include 3 permanent parking spots during the school day, as well as water, sewage, trash, recycling, electric, HVAC and internet.
  - Signage is an outstanding question --- will they wish to put signage up to identify their school?
    - The committee agreed that all signage requests must be approved by the committee.
  - Security Deposit
    - The BWVC has not made it a practice to collect a security deposit, but it was agreed by the committee that in this instance a security deposit with a possible pet clause should be a condition of the rental agreement.
    - It was stated that included in the rental agreement should be language around the 'quiet enjoyment' of the facility, respecting the environment and surrounding neighbors.
    - It was further agreed that Ted Rosenthal should draw up the lease and include descriptive, conditional language on the use of Room 3 by the Wilmington Sudbury Schools.

#### Awakened Heart

- The committee also discussed this interim rental agreement and the fact that this organization uses Room 4 for storage of some of their equipment.
  - Awakened Heart's supplies and equipment would need to be relocated to support the Wilmington Sudbury Schools.
  - It was further agreed that Betty and Mary, as co-chairs of the BWVC committee, should request that Awakened Heart remove the credenza that they have had placed in Room 4 to make room for other storage pieces that the Wilmington Sudbury School would like to introduce to the space.
    - The committee also agreed that any storage pieces or other furniture must have committee approval before being installed at the BWVC.

#### Rental Negotiations

- It was agreed that Betty could begin rental negotiation discussions with the Wilmington Sudbury Schools as follows:
  - Begin negotiations at \$1750/month, which would include a \$400 janitorial fee
    - The janitorial fee could be used a negotiation factor and this fee could be reduced in increments from \$400 to \$300 to \$200 to try to secure the rental agreement.
    - This would be contingent on satisfactory language and agreement of the use of adjacent Room 3.

This special meeting was adjourned at 6:12pm.

Respectfully submitted,  
Mary Young, BWVC Secretary