

BWVC Regular Meeting Minutes
7:30 PM, Monday, July 19, 2021

The meeting was opened with the governor's proclamation that municipal meetings can be conducted via video conference. All in attendance via video conference were in official meeting attendance.

Attendance: Maria Burslem, Pam Cohen, Betty O'Regan, Toby Ridings, Shari Phalen, Debbi Sheiker, Mary Young, Katey Scobell.

Proposed Agenda: Reviewed and approved.

Minutes: June 21, 2021 Regular Meeting Minutes were approved with revisions. Revisions have been completed, minutes re-distributed and posted to the village website..

Building Manager's Report: *See Building Managers Program Report for information presented. Some of the information provided is recapped, as follows:*

- No new community events are planned at this time.
- Wildlife Habitat Event had to be moved inside due to weather.
- Parking/Arden Bookies
 - There was a problem with parking for this event due to the swim meet at the pool. This was resolved.
- A resident raised a complaint that a volley ball game on the green space had beer.
 - Police were called. Issue was resolved with no wrong-doing noted.
- A rental spreadsheet was provided to all attendees.
- Fair Day Staffing
 - Staffing and scheduling for Jeremy and Patrick was discussed. Pam will revise the schedule for the day based on committee input.
- September Rentals
 - Every Friday in September is taken for private rental events.
 - \$1875 in rental income is expected.
- Strength and Mobility
 - Instructor has accepted a revised payment amount for zoom instruction of \$40/session; a reduction of \$10 from in person instruction.
- Facilities
 - Pam and Jeremy requested the purchase of a shop vac.
 - Committee approved this expenditure.
- Awakened Heart Lease
 - Mary will compile a draft of new lease for review and discussion.
 - Storage in Room 4
 - Mary will contact Dave Jones to request the removal of the storage pieces put in place by Awakened Heart.
 - Removal will take place prior to WSS lease commencement.
- Advanced Solar
 - \$275 bill for repair of split units/air purification system.
 - Pam will confirm whether this should be covered under the warranty.

- Rooms 1 and 2 are experiencing temperature fluctuations. These spaces are getting up into the low 80's in the afternoons.
 - Advanced Solar has recommended installing a pump to address these temperature fluctuations.
 - Pam will talk with them about costs of this enhancement as well as review warranty paperwork.

Program Manager's Report: *See Program Report for information presented. Some of the information provided is recapped, as follows:*

- Coffee House
 - September or October will be the next scheduled event.
- Art Loop – October 1st
- Strength and Mobility
 - Classes will be offered virtually through Zoom only until further notice.
- Art Studio
 - Held every Monday evening.
 - Donations were received for the first time.
- ACRA
 - Over 21 Event – July 5th
 - Wording on the flyer was unclear.
 - They did not solicit donations.
 - 3 hours of BWVC staff time were expended.
 - Communications about the event were confusing. It was not advertised in The Page, which is a requirement on the community event sponsor form.
 - Shari will discuss these concerns with Lisa for implementation next year.
- PPP
 - 28 vendors are committed; 2 additional pending commitments for a total of 30 vendors.
 - \$4360 receiving in rental income so far.
 - Awakened Heart will do the coffee booth. Awaiting application and check.
 - Facebook Event – Toby created one for the PPP.
 - 1 volunteer was secured for the PPP with the ad from The Page.
 - Randy has 2/3's of the volunteers he needs.
 - Skip will not be counting money on fair day. David Gerbec has volunteered for 2 shifts. Still looking for additional volunteers for this task.
 - Shari has all the volunteers she needs for decorating. Jeremy will be needed on Thursday and on Friday night for vendor set-up.
- Stage Ceiling Replacement
 - Coordinating with Cheifo for the removal of the fluorescent lights above the stage in order to install the new dropped ceiling.

Chairperson's Report: *See Chairperson's Report for information presented. Some of the information provided is recapped, as follows:*

- Fair Day Bonuses
 - The Town Chair has approved fair day bonuses to be paid for staff members working 4 hours or more. The committee agreed to pay \$100 bonuses to qualifying staff.

- Wilmington Sudbury Schools
 - Lease approval by the Town Chair and legal support is expected by the end of the month.
 - Michelle Clausen has requested to hold a 'get acquainted' evening open house.
 - Michelle could also be a vendor at the PPP; Betty will discuss this idea.
- Dave Claney is no longer on the BWVC staff.
- Linda Celestian has returned one key.
- Arden Building and Loan lease ended 3/31/21.
 - Mary will compile new draft lease for review and approval.
- PPP Facility Preparations
 - Biodegradable toilet paper should be used.
 - Sewage line will be cleaned several weeks prior to the fair.
 - New additive in the tank from Action Hardware, per Toby, may be effective. Toby will purchase for this use.

Motion to adjourn at 7:05 PM was approved.

Respectfully submitted,
Mary Young, BWVC Secretary

BWVC Chair Report (revised)

July 19, 2021

Betty O'Regan

- WSS
 - After several re-writes the co-chairs submitted our “final draft” to Jeffrey Politis. We are waiting to hear if it has been submitted to Ted Rosenthal, but Jeffrey said that he expected it to be done and ready to sign by the end of this month.
 - Michelle Classen is interested in having an introduction to the community explaining the school and having some students from a similar school in NJ speak as well. She is willing to rent a room for this but since it is open to the community I suspect there will be no charge. Is this true? She also would love to hear any ideas or suggestions on how to advertise or if we could target families with school age children. She is hoping to do this at the end of this month or early Aug.
 - They did not request this, but the back hall looks very run down. Could we have Jeremy paint it since they will be using this as for admitting parents and guests during the day?
- Dave Claney has “turned in his keys” and will no longer be working for the Buzz.
- Keys
 - Linda Celestian will be returning her key unless she has already.
 - Should we temporarily change the locks or leave them while we research options?
 - I spoke to Jeffrey about this, and we need to get approval if there are changes since it impacts town office and ABL users. He said we could use operational or renovation money for this project. Jeffrey also mentioned that we may be able to get help from other sources as electronic systems will be expensive
- ABL
 - Must be reviewed and renewed (renewal date of previous 3-year lease is 3/2021)
- PPP
 - All agreed that we would like to give a \$100 bonus for paid employees who work a minimum of 4 hours on fair day. Approved by Jeffrey Politis. This year it would be Patrick Barry and Jeremy Sheiker.

07/19/2021

BWVC PROGRAM REPORT BETWEEN: 6/21/21 - 7/19/21

Friday Night Programming:

Coffee House Friday: Next coffee house scheduled for Septs or Oct.

Art Loop Arden, Friday June 7th 6PM-8PM – Next art loop October 1st.

Mobility Class: Tuesdays and Thursdays – Barbara is Zooming from home until after the fair.

Art studio at the Buzz – Jeanne Orr, organizer. Monday nights. Jeanne Orr, sponsor. 7-9PM.

Arden Bookies- Community book club. Second Monday of the month. Met in the building and on zoom.

Requested a screen, projector and cables for zoom. Donations \$35.00

Community event requests: ACRA over 21 community event. Required 3 hours of BWVC staff time. No donations.

ACRA: Break down Saturday July 31st.

PPP: 28 vendors with 2 additional commitments 31. AH will do the cold brew. Henna artist will participate. I created a FB event for the first time. It is now time for the advertising. We received one volunteer from the Page ad. Randy has about 2/3rds of the volunteer positions filled. I talked to Skip Bailey about money counting on fair day, he was not interested. I spoke with David Gerbec he may be willing to help, I will also check with David Michaelson.

Exterior lights on BWVC: Still considering outlets with lights for the entry walk-way.

I spoke with Joe Cheifo about the removal of the florescent lights on the stage ceiling. He plans to remove them Wednesday this week.

Advertising for BWVC rentals:

Respectfully submitted,

Toby Ridings