

HUB COMMITTEE MEETING

January 9, 2020

In Attendance:

Committee Chairperson: Commissioner Ann Smith, **Members:** Commissioners Larry Chapman and Rick Shew, and Mayor Janet Winkler

Others Present: Town Manager, Rebecca Bentley, Town Clerk, Tammy Swanson and HUB Manager, Janice Woodie

Call to Order:

Ann Smith called the HUB Committee meeting to order.

Discussion of Insurance for Jan Karon Items:

Ann discussed the items that will be displayed in the Jan Karon room, and she stated that the items will be covered under the Town's insurance policy up to \$100,000.

Rebecca explained that we have an umbrella coverage for these types of items that are in our care for up to \$100,000. Any items that are specifically listed are covered over and above the \$100,000 coverage.

Bob Timberlake Display:

Ann stated that we are working toward having a Bob Timberlake showing in the near future. She commented that we may want to make the hallway a gallery, and install track lighting and hangers on the walls to better display his art. Ann added that the showing will probably last for 2 weeks.

Rebecca stated that the track lighting may be difficult to install in the hallway, but we will have it checked out.

Janice stated that she would check on the cost of track lighting for the hallway, and the hanging system for the artwork.

Discuss Room Rental Options:

Ann stated that we have 3 artists renting one of the rooms together on the 2nd floor, and Janice has talked with two more artists that are also interested in renting space. One of the two artists has a family member who is a massage therapist that may also be interested in periodically renting space.

Rick asked if the room would be designated for massage only, with the equipment left in the room.

Janice explained that if we do start renting space on an "as needed" basis, the space would be considered multi-purpose, and nothing would be stored in the room.

Ann commented that while we do have vacant space, we may want to consider hour-by-hour rentals.

Rebecca commented that we have to remember that when space is occupied, there are expenses for electricity and heating/air.

Larry commented that some rent is better than no rent.

The group toured some of the vacant rooms.

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Janice commented that she currently rents out one of the large rooms for \$40.00 per hour on weekdays and \$60.00 per hour on weekends. Janice commented that she would like to rent out some of the vacant spaces on an hour-by-hour basis until the spaces are actually leased. She added that she requires at least a 2-hour minimum for renting the spaces.

Ann commented that she is expecting book clubs to rent the Jan Karon room periodically, which will help bring in revenue.

Discussion of Rental Contract – Tenants Leaving During Contract:

Rebecca stated that we have some tenants that decide to leave before their one-year lease is up. She stated that she and Janice discussed this issue, and decided that the tenant(s) should remain responsible for the rent until the Board of Commissioners is made aware of the situation, and approves the releases of the contract.

Janice mentioned that for the 3 tenants renting a space together on the 2nd floor, she had the following clause added to their contracts:

Shared Room: This room will be shared by three tenants. If either of the three tenants leave before the one-year contract is complete, the other tenants will have 30 days to fill the vacant spot before they become responsible for the remainder of the rent.

Janice reported that the Blue Blanket Christian Project/The Closet has left. Their contract began Feb. 6, 2019, and they left December 31, 2019, which took them to within about a month of their one-year lease date.

Janice discussed the condition of the floors in the room that Blue Blanket was leasing – Rm. 102-B Building. She commented that the room has carpet, and has hardwood floors underneath the carpet. She added that since she has someone interested in renting the space, she will probably have the carpet either cleaned or removed.

Discussion of Welcome Room at HUB:

Ann stated that she would like to talk about the rental status of the Welcome Room. This room was designed, furnished, and is being rented by Kathy Carroll. Ann commented that although the room is being rented by Kathy, it is being used by several different people for several different things. Janice uses it for meetings with HUB clients, and others use it when they need a space to chill out or kill time. Ann stated that since this room has become a sort of “meeting/multipurpose room,” she would like for the Town to take the room over, and stop charging rent to Kathy for the space. Kathy currently pays \$240 per month rent for the room.

Ann suggested that a recommendation come from the HUB Committee for the Town to take over the Welcome Room to be used as the Executive Conference Room at the HUB since Kathy Carroll no longer needs the space.

This room could also be rented out if someone needed the space for several hours for a meeting, etc.

It was the consensus of the Committee to suggest to the Board that the Town take over the Welcome Room.

Billboard Design Update from Dillon Warren:

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Ann presented designs from Dillon Warren for a billboard advertising the HUB.

Rick commented that billboards should be attention getting, and he suggested some changes for the design. Directions could state next left, next right or even downtown Hudson depending on where the billboard is located instead of giving the full HUB address.

Other suggestions were made to simplify the billboard design. Ann stated that she would pass the suggestions on to Dillon.

Proposal Presented by Hickory Sandwich Shop Owners:

Ann stated that the owner of the Hickory Sandwich Shop, Jack Almeida, had contacted her to discuss his interest in renting the kitchen at HUB Station. Ann stated that Mr. Almeida has offered the following:

- Install \$30,000 kitchen equipment (equipment would belong to Mr. Almeida)
- Provide \$20,000 in food for sponsored events, such as Dinner Theater, etc.
- Provide \$5,000 in rental fees for DVDs and movies that could be shown at the HUB for movie night events.
- Provide \$5,000 in advertising fees for the events.

Ann stated that Mr. Almeida would like a 2-year lease of the kitchen, paying one year's rent upfront. Ann added that he would be using the kitchen area only for \$500.00 per month rent. If he wants to use the downstairs dining area, he would have to rent that space separately from the kitchen.

Mr. Almeida hopes that by renting this space, he could be involved with the following for the community:

- Sunday buffets
- College Food Processing – working with college classes. The College also has a food truck program, and he has a food truck.
- Canning Vegetables – provide space, etc.
- Dinner Theater – provide food
- Offer Movie Night
- Have Parlor Games
- Have Athletic Games (non-competitive)
- Have Musical Performances

Mr. Almeida commented that he works with more of the “business” portion of the business, but he has a chef. According to Mr. Almeida, he wants to use these “donations” as a tax wright-off. He calls his business a non-profit, and he is hoping to continue to build business through his non-profit.

Larry asked if he is looking to do food for dinner theater.

Ann stated that she didn't think the meals for dinner theater were a part of his plan.

Rebecca asked what classifies his business as a non-profit, and she commented that we may want to ask to see their 501-C3 form.

Ann suggested that the Committee meet with Mr. Almeida to find out more about his business, and ask him questions about his plans for using the HUB. Mr. Almeida would like to have a commitment from the Town by February.

Rebecca commented that we need to consider how much it would cost to prepare the kitchen area from him to rent. She stated that we need to determine if this is a feasible idea.

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Janet suggested that we have an electrician look at the kitchen and estimate the cost of getting it ready to rent.

Janice reviewed some of the previous quotes for upgrading the kitchen area.

Rick commented that if Mr. Almeida is using the kitchen area to prepare food for his food truck, renovations would probably cost around \$30,000 based on quotes Janice received.

The group discussed things that would need to be discussed/questioned in the meeting with Mr. Almeida.

- List of equipment needed/purchased
- Provide copy of the 501-C3 status
- Provide a business plan
- Electricity needed (Rebecca set up meeting with David Seagle, Seagle's Electric, to look at the kitchen.)
- Possibly pull credit report – Rebecca was going to check with the Police Department about whether or not a credit report could be pulled.

Ann stated that she would let Mr. Almeida know that we are working on his request.

A Committee meeting was set for Thursday, January 30, 2020 to meeting with Mr. Almeida and discuss the findings.

Butterfly Festival Art Contest:

Rebecca stated that she had an idea of holding a Butterfly Art Contest. The contest would involve categories for all ages, with the top picks being displayed in the HUB. Also, the grand prize could be that the picture become a permanent display at the HUB. Rebecca commented that the art could be everything from crayon art to oil paintings.

Rebecca stated that she thought this would be a good way to get people to visit the HUB, and see not only the art being displayed, but see what the HUB is all about. Rebecca commented that we could get the Arts Council involved, and the school system by inviting students to participate. We could call it the "Butterfly Exhibition."

Adjournment:

Motion: (Larry Chapman/Rick Shew) to adjourn the meeting. Unanimously approved.

Tamra T. Swanson, Town Clerk