

HUB COMMITTEE MEETING

December 10, 2020

In Attendance:

Members Present: Chairperson Ann Smith, Larry Chapman, 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 meeting to order and led the group in prayer.

Approval of New HUB Station Website:

Ann asked if everyone had seen the new HUB Station website. Ann stated that Kathy Carroll had plans to present the website to us, but she was not able to attend our meeting today. Ann stated that she planned to present the website to the Board for approval at next week's meeting.

Janet mentioned that she had seen the website, and she noticed there was some of the wording that needed to be changed.

Both Ann and Janice discussed the corrections that have been made to the website.

Janet commented that the full Board should have an opportunity to review the website before the upcoming meeting next Tuesday.

Ann suggested that the link for the website be emailed to the Commissioners as soon as possible.

Larry suggested that the link be sent to Rebecca for one final review before it is email to the full Board.

Janet stated that the website is very good, and we are very thankful for the work that has been done to create the website.

Ann commented that advertisement of and information about HUB Station is now available on Facebook, a website, Instagram, and a billboard.

Motion: (Larry Chapman/Rick Shew) to recommend approval of the new HUB Station website with changes that have been made, plus any changes the full Board may recommend. Unanimously approved.

Janice asked if she now needs to answer the phone as HUB Station Arts and Business Center instead of Hudson Uptown Building.

It was the consensus of the Committee to make the change.

Update on Potential Cafeteria Tenant:

Ann stated that Candis Hagaman is interested in creating a bottleworks establishment in the cafeteria area. She plans to bring her contractor in sometime in the near future to look at the space. Candis plans to sell craft beers, and create a family-friendly establishment. It would be a place where people could enjoy family activities.

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Janet asked if she would be bottling the beer there.

Ann explained that she would be selling craft beer and possibly wine, but would not be doing any type of brewing or bottling there.

Rick stated that it would just be a social gathering place.

Janice went into more detail about where a bar could be placed, and she stated that Candis has discussed other possible changes for the space. Candis planned to talk to her contractor to see if her ideas would work in the dining area of the cafeteria. Janice also mentioned that Candis had researched the possibility of soundproofing the space so the activities in the cafeteria would not disturb other functions in the HUB.

Janet stated that she is not sure we should do structural changes, such as removing walls, etc. There may be other businesses in the future that want to use the area and would need the kitchen and cafeteria together.

Rebecca stated that Candis also mentioned changing the ceiling.

Janice commented that she also mentioned putting in a new floor, with possible leasing adjustments for a period of time to help cover the cost of the floor.

Rebecca stated that she believes before we could rent the space, we would need to address some issues with the back doors. The County Fire Marshall would probably complain about the weight of some of the doors, and whether or not they meet the guidelines of being opened easily by a child as young as 5 years old. She stated that the main doors to the area also have issues.

Janice stated that she had researched prices for new doors, and they are very expensive.

Larry asked what outside areas would be used for recreation and tables.

Janice stated that mainly the area in front of the awning, but other areas could also be used.

Ann stated that this project is still very much in the preliminary stages, and nothing has been decided definitely at this point.

Rebecca asked about any type of licensing that would be required for this type of establishment.

Rick stated that it is his understanding that just selling beer and wine should be no big issue; however, things change when food is involved. He commented that he is not sure at this point whether or not Candis is planning to have food.

Proposed Rent Charge for EDGE:

Ann discussed some of the new rental spaces at HUB Station. In Building A, it is the Artist Palettes, which is a shared space for 3 smaller studios. For the Business Center (Building B), it is the EDGE (Entrepreneurial Development & Group Engagement.) The EDGE features a room divided into 5 spaces for entrepreneurs. Ann commented that students can use this space to start their businesses, and she added that we still have some monies available for scholarships.

Ann stated that we need to discuss the rent for these spaces. Our regular rent is based on \$.60 cent per sq. ft. of the space rented. She commented that the EDGE space is a very small space, and should probably be charged a different rate.

Ann also stated that they have been talking to a company called The Band Attic. She commented that this company basically replaces the Music Center which is no longer in business. Ann stated that The Band Attic sells and rents instruments, they give lessons, they repair instruments, etc., and they have shown interest in leasing Room #206.

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Janice commented that The Bank Attic may also be interested in using the Performing Arts Suite for teaching lessons. She stated that we may want to keep some of the Performing Arts Suite designated as a commons area.

Ann stated that she had talked with Rebecca about how we would insure The Artist Palette and EDGE. Ann commented that she understands in other towns, desks are rented by the hour. She stated that we need to discuss a minimum time for rental of the spaces, and how to handle insurance for the spaces.

It was suggested that we set a 3-month minimum for renting of a space, with a maximum of a year.

Janet suggested that we consider a 6-month maximum for lease.

Rick stated that in his opinion it could take longer than a 6-month startup period for some businesses to get a good start.

Rebecca suggested that the business could be visited after the first 6 months to see how things are going, and to also see if additional time would be needed.

Rick stated we could set the rental at 6 months, with an option for an additional 6 months if needed.

Janet stated that we are operating and leasing buildings from a government standpoint, and this is not typically what governments do. She stated that a year would be fine; however, there needs to be someone leading and checking on the new businesses other than the Town. The Town should just be setting the guidelines for renting the spaces.

Rebecca stated that she had talked with Granite Insurance, and according to our representative, we could insure the entrepreneur rooms independently, which shouldn't cost more than \$100 per year. The spaces would be listed, but it would just be as the room and not the group.

The Committee visited the EDGE room to see how the room was divided, and the size of the spaces.

Discussion of Rental Fee for the Spaces in EDGE:

It was suggested that \$125 be charged for the individual spaces for EDGE.

The cost of Wi-Fi for the room is \$129 per month.

Ann commented that we could set a rental rate, and then increase the rate later on if necessary.

Rick stated that if we did do the 6-month rental time for the spaces, we could possibly charge \$125 for the first 6 months with an increase to \$150 for the second 6 months.

Janet stated that she really would like for someone to meet with the tenants at the 6-month mark to see how they are doing. She commented again that she does not believe this is the Town's responsibility. She suggested that a committee be formed, possibly from the Small Business Center, to check on the new businesses.

Motion: (Larry Chapman/Rick Shew) to recommend setting the rental fee for the EDGE spaces at \$125 per month for a minimum of 3 months up to 6 months, with an option for an additional 6 months.

Unanimously approved.

Rebecca suggested that a presentation may need to be made to the full Board to explain EDGE.

Ann suggested that maybe Kathy Carroll would be able to come to Tuesday's Board Meeting, to present the website and discuss EDGE.

HUB Station Updates:

Elevator News: Ann stated that work is being done on the elevator, but according to the contractor, things are still not right with the parts. The elevator itself is in transit now, and hopefully work can be done to get it installed very soon.

Painting of Auditorium: Janice stated that the painting of the auditorium area is almost complete, with just the lobby to go. She stated that it had not been painted in over 20+ years, and it looks wonderful.

Discussion of Curtains in Auditorium: Rebecca asked about the condition of the window curtains in the auditorium.

Janice stated that the window curtains are not very old, and are still in good shape. The stage curtains, however, are starting to look worn.

Adjournment:

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

Tamra T. Swanson, Town Clerk