

HUB COMMITTEE MEETING

February 12, 2021

In Attendance:

Members Present: Chairperson Ann Smith, Larry Chapman, Rick Shew and Mayor Janet Winkler

Others Present: Town Manager, Rebecca Bentley, Steering Committee Member, Kathy Carroll, Town Clerk, Tammy Swanson, and HUB Manager, Janice Woodie

Call to Order:

Ann Smith called the meeting to order, and led the group in the opening prayer.

Occupancy Report:

Janice gave an occupancy update for HUB Station.

Building A – there is no change

Building B – Cashawn Price – Room 102 – contract is ending 2/28/21

Debra King (Family Law) Room 208 – Contract to begin 3/1/2021

Kevin Teague (Memory Lane Photo Art-Entrepreneur) Room 207- Contract to begin 3/1/2021

The EDGE – There are none of the spaces rented at this time.

Rebecca asked if \$360.00 is the entrepreneur rate. She stated that she understood this was the rate for the first year of rent only. Rebecca asked if the contracts are still reviewed and renewed in June each year.

Janice stated that contracts do renew each year in June.

Ann commented that she had the understanding this was the upstairs rental rate for Building B. Ann also commented that being a landlord is still new for the Town, and everyone is still trying to get adjusted to the rates.

Update on Projects:

Janice stated that she is currently working with the air conditioning for a couple of the rooms.

Landscaping: Janice reported that the landscaping is basically finished except for the connection of the sprinkler system. Rebecca suggested that we add an additional water line for the sprinkler system. Rebecca stated the tap fee for an additional water connection would cost approximately \$900 through the City of Lenoir, and since there would not be a sewer charge for this connection, both the pond and sprinkler system should probably be connected to it. Also, the funding for the tap would be taken from HUB Maintenance/Repairs instead of the fundraising fund.

Elevator: Janice reported that the fire system is now hooked up and we are waiting on connection of the phone. State and local inspections will be done when everything is complete.

Bookings and Reservations: Janice stated that she has had a few more bookings for weddings, etc., and she hopes things are picking up for rental of the auditorium.

Offering Programs at HUB Station:

Ann discussed the possibility of room rental for Continuing Education programs.

Rick discussed how the Continuing Ed and self-support programs work at CCC & TI. He explained that some of the courses take State approval and some do not. Also, the length of the course can be however long it needs to be to complete the program.

Ann commented that we are looking at the possibility of starting a theater set building class and a print making class.

Rick commented that when the class fee is being determined, the College usually just tries to break even. He commented that it is more about community than making a lot of money on the class. Rick commented that the self-supporting classes are usually more affordable, and a flat rate also works well.

Rebecca suggested that in line with the set building class, we could also consider a costume and fashion class.

Rick stated that there are 4 industrial-type sewing machines not being used at the College that might could be used for a costume/fashion class.

The Committee discuss possible rooms at the HUB that could be used for the classes.

Janice stated that she hopes to be able to completely move dinner theater storage downstairs, and new outbuildings might be needed to help with storage. The outbuildings we have now are in poor condition and need to be replaced.

Ann stated that the gym would be a good place for sculpture classes and the former space downstairs used for karate classes could be used for set building.

Rick stated that we would need to see the school system's schedule for possibly using the gym. He commented that with the proper storage and schedule, we might be able to co-exist with the school's programs in the gym.

Rebecca stated that if the sculptures are large, there might be issues with co-existing with the school system if children are involved. There might be the possibility of someone knocking over and being hit by one of the sculptures.

Ann stated that the sculptures done in a class would be small.

Kathy asked if the Town's insurance covers the classes being held in the gym.

Rebecca explained that our insurance would cover if the damage or injuries were caused by the property; however, the school system's insurance would have to cover students in a program.

Rental Rate for Classroom: The Committee discussed rates for renting space for a class.

Rick commented that we have to consider the instructor and time needed for the class when we set the fee for the class. He mentioned that with set building, for instance, if the set is being built for a Town sponsored play, the charge should be different for rent of the space because the Town would be benefiting from use of the set.

Janice stated that the rental fee for renting out classroom space for a party, etc., is \$40.00 to \$60.00 per hour depending on the classroom used.

Rick stated that this is too high of a fee to charge for teaching a class in the space. He commented that we need to consider charging a monthly rate instead of an hourly rate.

It was the consensus of the Committee to recommend charging a \$100 flat fee for renting space at the HUB for teaching Continuing Education classes.

Update on Heating Units at Gym:

Janice stated that Joe Icard has been continuing to work on the heating units for the gym; however, since the units are so old, repair parts are difficult to find.

- Estimate for replacing the units: \$20,000.
- Estimate for repairs if parts can be found: \$1,000 per unit.

Janice commented that Joe plans to continue to look for parts for repairing the units.

Adjournment:

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

Tamra T. Swanson, Town Clerk