

BUC Meeting Minutes-Approved

August 16, 2021

Called to order at 5:25 p.m. (in person)

Members present: Victoria Burrington, Pam Porter, Pat McGahan, Mary Sumner, and Lyra Johnson-Fuller. Members not present: Robin Jenkins and Susan Gruen.

Minutes corrections from previous meeting: Lyra made note of. Pam asked for a motion to approve minutes as amended, Victoria moved and Mary Sumner seconded, all members in voted in favor of approving minutes.

Updates from Pam: The ansul test failed for the kitchen at 18 Jacobs Rd. Repairman will come to fix wiring. Tim Lively is fixing the pump motor for steamer. The kitchen at Community Hall had also failed test. It is in the works to be fixed. Pam visited the Community Development Corporation kitchen, they are a production kitchen. Their kitchen manager is familiar with 18 Jacobs kitchen. Caterers and food vans would be able to make good use of our kitchen. They will put in links to connect folks to us on their website. Tim has started cleaning process. The freezer has been fixed. Pam showed it to the blueberry farmers in Heath. It will be assessed how much electricity freezers are using, will put water jugs in freezers to reduce electricity usage. The Freemans might be also interested in using it for their meat farm. Randy Crochier thinks kitchen is almost ready to go. Discussion about the possibility of the freezer shutting off without anyone knowing, is there insurance for? We could have an alarm that let us know if the freezer has problem, find out more about getting one. To do list from Randy for getting kitchen ready included: cleaning, repair for oven hood done, freezers fixed, notebooks, manual for new convection oven, and signage. The caterer renting it can let us know how it goes using kitchen. We need cleaning supplies available for cleaning kitchen, hand wash only signage, etc. Another repair per Randy: neck on sink isn't long enough to reach other sink. Mop should be available for spills, Tim will do full mopping after use. It was recommended to have an eye wash kit/burn spray. We can ask Hilma and Tim about things like this, we don't have to go through BOS. Pam will ask Tim about ordering things, making a cleaning closet for folks renting kitchen. No food prep signs at certain spots. Mary and Victoria will do signage and make one about leaving door open to dishwasher.

Food Safety manager: Victoria volunteered for this duty. We need to remind caterer about food permit, SERVsafe certificate. Kitchen has always been inspected for its specific use: e.g.-senior meals. Kitchen has to be licensed by FRCOG.

Community Hall Kitchen needs a thorough cleaning after stove comes out. Susan will give us a report on, not able to move forward on for now. If we can't get definitive answer by a certain date, then we need to move oven out of the building. Put on agenda for next meeting. It will need to be disassembled.

Marketing Community Hall kitchen: Pam suggested we have a Heath kitchens website, Pat can do this. It should include keywords to help people find site. We could make a website for free, or spend about \$150-\$200 for. Mick at Montague Webworks could advise us about a domain name. Mary's daughter

Kaylin could take photos of café and kitchens for website. ServeFood Holyoke. Key words to direct West County folks should be included in website.

No new rentals. Square dances scheduled with Doug Wilkins at the Community Hall were canceled due to COVID.

Pam had long conversation with Barbara Gordon and Robyn about Heath Art Show, BOS is sponsoring the art show, it will be a town event. Victoria was invited to come to their meeting after the art show. Harry Hallman will need to request that the Art Show be sponsored by the town next time. They could look for grants, or sponsorship from another committee.

Nothing new on Jonathan Diamond's long term rental proposal at 18 Jacobs. He is wrapping up theater group. GCC is abuzz with acclaim for performances.

Pat will put an after use check list/cleaning on website. Victoria thought list looks good, we need to make sure everything applies to the new stove. We could combine documents on one page for kitchen clean up/instructions, one page for upstairs and one for downstairs. We can organize table positioning that is practical and have photo to show what it's supposed to look like for renters. What furniture should be in open space? Mary can start combining kitchen documents, and will share with Victoria. All finalized docs go to Pat for footnotes.

Pat showed us she made a mini calendar on website. Hilma said we could put it with town calendar on the town website. We need to promote to all town groups/committees. Government use only for town calendar? Bones and Balance class is on calendar. Just need to do a bit of tweaking with the calendars. Will have photos to show caterer on website from Kaylin/Mary.

Next meeting: Monday, Aug. 30th at Community Hall if internet is working there.

For the next agenda: Revisit division of labor, work on report to BOS about what we did for marketing. Discuss steps forward for Community Hall kitchen. Pam will be away a lot in September, need to discuss meeting schedule for September.

Pam asked for a motion to adjourn, Victoria moved, and Mary seconded. All voted in favor.

Adjourned at 6:50.

Respectfully submitted by Lyra Johnson-Fuller