

## BUC Meeting Minutes-Approved

April 25, 2022 at 18 Jacobs Rd.

Meeting called to order at 5:40 p.m.

Members present: Susan Gruen, Pat McGahan, Pam Porter, & Lyra Johnson-Fuller.

Corrections were noted for last meeting minutes. All voted to approve April 11<sup>th</sup> minutes as corrected.

As far as we know there have been no recent short term rentals or expenditures. We don't have an official financial report today. Susan will get the name of the deep cleaner they used for the church from Victoria. Hoping to get approval from BOS to hire someone to deep clean kitchens. No new rental requests.

Discussed briefly the letters Pam had written and shared with the committee. It has been clarified that the town does not provide set up for rentals, if there is a request for this it should go through Hilma. We will put in writing that the town does not provide custodial set up services. The steamer at 18 Jacobs Rd. will be fixed, as well as the stove hood at community hall. Mary is working on the forms. Application for licensing at community hall has been submitted to Randy Crochier.

Susan emailed the committee 4 pages of kitchen inventory and notes for the community hall. Some things she noted: The fridge is not currently on. She tried some small appliances to see if they work. We should probably replace pot holders & towels. Susan was able to throw out some outdated food, but need to throw out more. We might want to replace salt & peppers, 1<sup>st</sup> aid kit. Found phone and batteries in drawer. Lots of open chemicals under the sink. Susan gave list to Randy of things we might need for the C.H. kitchen. There are dishes enough for 57 people. There are rugs in C.H. kitchen-can they be picked up to be cleaned? We will take pictures of kitchen equipment for website after full cleaning. Get rid of drawer linings.

Pam will take the serve safe training soon.

Pat added application forms to website, asked for us to look at and give second opinions.

We need a notebook for the Community Hall kitchen for instructions on using appliances, etc. Susan found instructions in all different drawers. Lyra or Pat can help with putting them all together/organizing.

Next meeting date: 5/16/22 at 4:30 for a cleaning work bee in the community hall kitchen, 5:30 for meeting.

It was voted to adjourn at 6:17.

Minutes respectfully submitted by Lyra Johnson-Fuller