

Minutes 7/18/22 BUC

Meeting called to order at 1:35pm

In attendance: Pam Porter, Susan Gruen, Pat McGahan, Elissa Viarengo.

Absent: Lyra Johnson.

1. Meeting minutes from 6/2/22 were reviewed.
 - a. Edits: Addition of Alice's last name "Lee"
 - b. Motion to approve 6/2/22 minutes with edit was made by Elissa, seconded by Susan. Ayes: Susan, Pat, Elissa and Pam
2. Public Comment - none
3. Elect FY2023 Chair
 - a. Elissa nominated Pam Porter, seconded by Susan.
 - b. Motion was made by Pat to close nomination, seconded by Susan, no discussion. Ayes: Susan, Pat, Elissa. Abstention: Pam
 - c. Pam Porter elected as FY2023 Chair.
4. Review Charge
 - a. Will recommend removing Council on Aging from the Composition of the Building Use Committee. Pam will ask the Board of Selectman to consider recommended change.
 - b. Will recommend removing the last bullet point on page one. "Assists in developing and recommending long term rental and lease agreements for Select Board review and approval."
 - c. Confirmed that the nurse is permitted to run clinics during office hours without seeking approval from the BUC.
 - d. Under "Oversees short term building use and rentals, second bullet point recommend revisions to read "Ensures all waivers and applications are signed and dated."
 - e. Under "Oversees short term building use and rentals, fifth bullet point recommend revision to read "Provides and retrieves keys to users"
 - f. Under Oversees short term building use and rentals, seventh bullet point recommend revision to read "Provides written report to Select Board on building use and income as requested."
 - g. Questioning the inclusion of the "Town Facilities Committee" - do they exist?
 - h. Will recommend revision of the statement to read "Coordinates with Building Maintenance Coordinator, Town Coordinator to facilitate building maintenance, repair and improvements as needed"
 - i. Will recommend revision of the statement to read "Reports to the Select Board and attends joint meetings as requested."
 - j. Will recommend removing the last sentence "This overview and the work of the committee will be reviewed six months from the date of approval."
 - k. Date will need to be updated upon BOS approval
 - l. Cleaning up grammatical errors, mostly "." To be added at the end of sentences.
 - m. Pam will convey all recommended edits to the BOS

- n. A copy of all the recommended edits will accompany these minutes.
- 5. Financial update
 - a. One was done two weeks ago at last meeting. Will do so again at the August meeting.
- 6. Website, BUC web page, Promotion
 - a. Reviewed that both sites are working well, easy to use and well organized.
 - b. Made note that there are two calendars where events get posted: BUC calendar and the Town calendar.
 - c. Pam agreed to handle all the posting of meeting announcements and agenda's going forward, with Pat's tutelage.
 - d. Discussed having real pictures verses catalogue pictures of kitchen appliances on website. Agreed that catalogue pictures were fine.
 - e. Pam will ask Randy at the FRCOG to review www.hilltownkitchens.org for his feedback.
 - f. Pam will provide a press release to Franklin CDC and CISA as well as ask their feedback on the Hilltown kitchen web site.
 - g. Would like to have pictures of CH set up, inside and outside to add to website.
 - h. Would like to add the annual BUC report to the webpage
 - i. Need to add a link from Town website to Hilltown kitchen website
 - j. Application perhaps should not be posted on the public BUC town web page due to privacy of personal information. Needs to be password protected. Pat will make that change.
- 7. Policy and procedures
 - A. Select Board Shared Use Policy
 - a. Policy was created by Hilma to facilitate duplicate space request between Jonathan and other users. It appears to be a redundant procedure, but is what is preferred.
 - B. Surplus policy
 - a. Elissa will follow up with Hilma about what items on the list she was given can be moved out of CH and dealt with according to the appropriate procedure.
 - C. Closing Procedures
 - a. Would like to add check off boxes and Print Name and Signature at bottom of page all to create a more structured closing procedure.
 - b. May need different closing procedures for Commercial use and community / municipal use.
 - c. Further ideas for consistency between JR and CH and format to be discussed at the next BUC meeting
- 8. Building Updates
 - A. Jacob's Road
 - a. Elissa indicated that more detailed instructions on how to disarm the alarm would be helpful. She will follow up with Hilma.
 - b. We need update on electricians' inspection of the kitchen. Pam will follow up.

- c. Robyn liked the idea of having a Kitchen Manager. Pam will follow up and talk to Alice Lee.
- B. Community Hall
 - a. We need an update on repair of kitchen hood switch. Pam will follow up.
 - b. Elissa and Pam are meeting on Saturday 7/23 to finishing cleaning CH Kitchen.
 - c. Pam will ask Hilma to have Tim clean the bathrooms.
 - d. Pam will ask Hilma is mouse traps were set.
 - e. Susan raised the question of when Main Street and South Road were going to paved. Concern that work may interfere with events planned in town center. Elissa will ask Hilma
 - f. Susan asked for an update about the cement stair repair. Elissa will ask Hilma.

9. Review of Calendar and Requests

- A. Historical Society Date Change to 10/1
- B. Community Sesquicentennial Celebration date change to October TBD
- C. Birthday party may be moved to 7/23.

10. Determine next meeting date and agenda items

- A. Monday August 8 - will conference with Lyra about time.
- B. Elissa made a motion to close the meeting at 3:12 pm, Pat seconded it. Ayes: Pat, Susan, Elissa, Pam.