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 if mouse traps were set.
   e. Susan raised the question of when Main Street and South Road were going to be 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.