

# Minutes (approved version)

## Mallett Hall Building & Grounds Committee Meeting

May 23<sup>rd</sup>, 2022

The meeting was called at 9.05 am

Members present: Kathy Hogue, Karen Puckett, Marie Wendt and Jan Pieter van Voorst van Beest.

Excused absence: Alice Kirkpatrick, Doris Blackstone and Robin Hodsdon Morin.

The minutes of the October 18th, 2021 were reviewed and approved by a unanimous vote.

The Committee Charge was discussed and reviewed by the committee members. It was found that the current charge contains certain responsibilities that do not belong in the scope of responsibilities of this committee. After reading the current charge the committee decided that the charge will be rewritten by the chair and after approval by the whole committee the updated charge to will be presented to the Select Board for final approval.

The projects that Tim Giddinge is currently working on were discussed. Recently he fixed the leak above the Office rear window. He is currently working on the restauration of the broken floor boards of the step-up portion in the voting room.

The sign in front of the building is also in need of some restauration and fresh paint.

During the walk through and around the building it was noticed that the light in the stairwell to the basement did not automatically come on.

It was decided that two juniper plants will be added to the current juniper plants in the front.

Kathy Hogue will take on this task.

The overall cleanliness of the building and grounds were found in satisfactory condition.

The committee will ask Alice Kirkpatrick to put together a schedule for summer garden maintenance.

The meeting was adjourned at 10.30 am