

## Baldwin Community Use Committee – 3/15/17

Attendance: Kurt Olafsen, Paul Thomas, Bruce Crawford, Deb Boulanger & public attendance

The 3/1/17 meeting minutes were reviewed and approved.

**Center user categories and guidelines:** A draft Community Center use outline has been created. This was broken down into six categories:

1. Community - educational and recreational activities
2. Non-commercial events
3. Commercial kitchen
4. Non-exclusive commercial use (fitness classes, art classes, dance classes, etc.)
5. Exclusive noncommercial use
6. Exclusive commercial use

Discussion was held for each category in regards to the intake questionnaire, who would provide approval (selectman vs. admin assistant), rules and regulations, access, rental fee, license agreements, references and insurance requirements.

The use outline will be updated based on our discussions and reviewed for approval at the next meeting.

**Center management / staffing:** The administrative assistant will be responsible for intake, advertising/website, enforcing rules and regulations, managing/tracking finances for the center, researching grants and overseeing volunteers.

Volunteers are a MUST. They would assist with organizing and overseeing community, educational and recreational activities, handling access to the building, locating users/tenants and helping with maintenance and cleaning.

### **Next Steps:**

A representative from Pete's Warehouse was scheduled to come and look at the kitchen. This is another step forward in verifying regulation requirements for having a commercial kitchen.

Finalize the rental approval process & intake questionnaire.

Next meeting is Wednesday 4/5/17