

# Property Committee

## I. Purpose

Oversees the use and maintenance of space in the Meeting House and Bassett House, as well as the grounds. The Property Committee also manages the four apartments on the property.

## II. Responsibilities

- a. Oversees the maintenance of the meeting house and the Bassett House. This includes overseeing routine cleaning and keeping fundamental supplies stocked.
- b. Coordinates and schedules the use of the buildings by the meeting and other organizations. Sets and enforces fee schedules, conditions, and other rules for the use of the building by groups.
- c. Plans and oversees the execution of capital improvements to the buildings.
- d. Drafts and enforces a security policy for the buildings.
- e. Handles tenant-relations issues with any live-in care takers or other occupants of the living quarters of the buildings.
- f. Oversees subscriptions to utilities, delivery schedules, etc.
- g. Coordinates internal furnishings of both buildings.
- h. Oversees the maintenance of the grounds. This includes such things as seeing that the lawn is mowed, arranging for snow plowing, clearing walkways of snow, and planning and planting of the gardens.
- i. Delegates authority as necessary to meet the above requirements. Coordinates volunteer activities such as work days. Arranges for compensated labor or labor-exchange when need
- j. Revise or re-approve this document in November of each year so it is up-to-date when Gifts and Service begins its work.

## III. Number of Members

- The committee currently has five members and the treasurer/scheduler serves ex officio.

## IV. Time Commitment

- Monthly meetings last about an hour. Time required outside these meetings varies depending on projects undertaken.

## V. Last revised January 18, 2018