

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Heath School
August 11, 2017

Call to Order at 5:10 p.m. by Sheila Litchfield, Chair with Brian DeVriese, Kara Leistyna, Town Coordinator, Tim Lively, Building Maintenance Coordinator, and Budge Litchfield, School Committee Representative present.

The purpose of this meeting is to walk through the school with Tim Lively and discuss various matters that are related to the transition of school from MTRSD to Town of Heath.

Library: Tim has inventoried the library. He offered to water the plants.

Insulation: Job that began with MTRSD, is not complete. Project roughly 150 bags short. The Town has paid thus far but the initial project was under estimated. Budge shared that the line item for capital campaign has funds still available. Also, the town may be able to negotiate the use of Eric Dean's labor. Budge will speak with Robin Pease to confirm.

On a motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to finish the insulation job proposed with money allocated to District from Town of Heath. If additional funds are needed, the Board will revisit to make further decisions.

Gym: Items remaining will be bundled and returned to District. Musical equipment belongs to the District.

Cafeteria: A conference is scheduled for 9/22. The room needs to be emptied by the start of school, August 28. Jonathan Diamond has been asked to remove his belongings from the school for the 9/22 conference. He has an outdoor storage container to store items belonging to drama program.

Mower: Heath interested in purchasing through surplus sale when option available. Other equipment needed: Snow blower. Tim will provide a list of other items needed.

Kitchen: District is taking the grill. Town may want to purchase this item as well through surplus sale. Tim is keeping freezer on for optimal functioning/ maintenance. Remaining appliances shut down. All pots and pans; dishes are locked in closets.

Security: Detectoguard will be installing cameras (four total). The Board would like regular patrol from police until security cameras are installed and functional. Tim is present in the building daily. For times when no one is present, surveillance will be helpful should something happen. Signs should be posted.

Hot water pump: Tim shared that the circulating pump for hot water has been malfunctioning since early June. The District should know this and work to repair it. Tim will schedule repair/ cost.

The Board walked room to room. Tim has labeled each room. Room 118 is available for meeting space; Room 119 is available for larger conferences/ meetings.

Inventory: Discuss inventory and how to best track items that travel to Hawlemont and elsewhere. Kara will prepare a log system with labeling. Board approved of all items requested for use in Hawlemont to be transferred.

Pre-K items remain. Discussed possible expansion of program within District. Items would be used by District as a first option; then surplus sale for revenue if District has no interest.

There is a small refrigerator for use at transfer station in Room 126. Conservation Commission needs a file cabinet.

There are many desks, file cabinets, shelves, and lamps, etc. Dining with History may want to use the Carroll Stowe Story Telling Chair. Community Hall may find an easel helpful for presentations. Sheila noticed stained ceiling tiles. Brian will help Tim replace with some extra tiles that are in storage. Internet: Kara will ensure that internet/WiFi is functional for 9/22 conference. Perhaps a password or time limit should be utilized instead of 24/7 open WiFi.

Nurse's bed: Heath Agricultural Society, Inc. may want to use during Heath Fair.

Principal's Conference Room: Budge will mention books to Robin and Michael. District should take the books in this space. Historical Society may want the yearbooks and school pictures.

Gardens: Usually maintained by students. They have been overtaken by weeds now. Sheila will reach out to Parks & Recreation or another group of folks whom may be interested in maintaining.

Recap: Budge will follow up on insulation project; books; and final disposition of items in gym and confirm a date for removal. He will also follow up on flat griddle in kitchen and lawn mower. Tim will follow up on getting water circulation pump repaired. Jonathan Diamond may use his metal storage container but all items within the building need to be removed to prepare for conference. Sheila will call Jonathan to follow up on having his items removed. She will also discuss how he can present his long term plan with the Select Board using the Use Form. Kara will follow up with Melinda regarding patrol and internet activation. Tim has placed new keys in Knox Box for emergencies.

The SBTT will research options for re-use of school building.

Next meeting scheduled August 22, 2017 at 7 p.m. (School Building Transition Team Kick-Off Meeting)

There being no further business to come before the Board: *On a motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 6:10 p.m.*

Respectfully presented,

Kara M. Leistyna
Town Coordinator