

MEETING MINUTES

Town of Heath
SELECT BOARD
Sawyer Hall
September 5, 2019

Call to Order at 7:00 p.m. by Brian DeVriese with Robyn Provost-Carlson and Hilma Sumner, Interim Town Coordinator. See attendance sheet for others present.

On a motion by Robyn Provost-Carlson and seconded by Brian DeVriese, the Board voted unanimously to reconvene the meeting in the lower level of the Community Hall.

Review Agenda: No changes.

Facilities Task Force: Brian had made revisions to the charge. After review, ***on a motion by Robyn Provost-Carlson and seconded by Brian DeVriese, the Board voted unanimously to accept the 9/5/19 revised charge to the Facilities Task Force.***

Members present were: Bill Gran, Sue Lively, and Will Emmet. Dena Briggs was on vacation. Follow up will be done with Jim Cerone and Gary Singley as neither one has responded to their appointment letters.

The charge document was reviewed and explained to the members present. The Task Force may work in conjunction with other committees who are involved with the various town properties or current projects. It was noted that there is no final report issued by the Municipal Complex Committee. Hilma pull out relevant papers from the existing files.

A META grant is being applied for to include the school building. Brian also informed the Task Force that in the current Capital Bond Bill there is \$1 Million allocated for Heath for a public safety facility. The Select Board stated that they would like to receive regular reports from the Task Force and would like to meet with them in approximately 2 months. Besides evaluating the properties, themselves, the Board also asked that the Task Force designate the various activities that occur in each building and what the needs are of each entity involved.

Green Communities Grant: Brian stated that the school building needs to be included in the Green Communities Grant. The 2018 ECI energy audits were presented. *More information will be obtained about ECI and if the figures given were the installation bids by that firm or if the work was an audit with estimated costs.* Pam Porter stated that she had obtained a quote from FRTS to have the school students complete the work. She will send the documents to Hilma for distribution and attend the Sept. 10 meeting to discuss.

Review of Executive Session Minutes: Minutes of the August 27, 2019, executive session meeting were reviewed and amended. ***On a motion by Robyn Provost-Carlson and seconded by Brian DeVriese, the Board voted unanimously to approve and release the minutes.***

Mail/Email:

- Tracey Baronas, accountant, resignation letter. ***On a motion by Robyn Provost-Carlson and seconded by Brian DeVriese, the Board voted unanimously to accept her resignation with deep regrets.*** Hilma will ask Tracey to review and propose any necessary changes to the job description. Tracey recommended contacting David Fierro as a possible interim accountant. Hilma will call him.
- Cabot Risk email outlining necessary liability insurance coverage for any rental tenants

- BOH update on mosquito testing—all negative for EEE.
- MLP Advisory Committee re: request for designated meeting. The Board agreed to set aside Oct. 1 meeting for that purpose.
- B. Kovacs' Open Meeting Law complaint. The Board read the complaint and asked that it be forwarded to town counsel for review and response.

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Other Separate Documents for review and/or signatures:

- Approved an employee personal time request.
- Approved an employee vacation time request.

There being no further business to come before the Board: On a motion by Robyn Provost-Carlson, and seconded by Brian DeVriese, the Board voted unanimously to adjourn at 8:25 p.m.

Respectfully submitted,

**Hilma A. Sumner
Interim Town Coordinator**