

MEETING MINUTES

Town of Heath
SELECT BOARD
Sawyer Hall
August 13, 2019

Call to Order at 6:00 p.m. by Brian DeVriese with Robyn Provost-Carlson, Gloria Cronin Fisher, and Hilma Sumner, Interim Town Coordinator. See attendance sheet for others present.

Review Agenda: No changes.

Minutes: Minutes of July 16, amended minutes of July 30 and August 6 were accepted as submitted.

Town Coordinator Interview Process: Brian DeVriese, referring to KPLaw hiring guidelines, stated that a Town Coordinator Search Committee could be formed to screen applications and recommend finalists to the Board. He further explained that this committee would be able to meet in executive session which would not jeopardize an applicant's current position of employment. He suggested that the committee be comprised of three members: one Select Board person and two town employees. ***On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to appoint a three-member Town Coordinator Search Committee that would screen resumes for the position and bring a report to the Board.*** Brian suggested Robyn Provost-Carlson, Elizabeth Nichols and either Kris Nartowicz or Mary Sumner. Robyn agreed to serve. Brian will obtain the other two members and notify Hilma who will prepare appointment letters, packets of the resumes and will swear in the members. The target date to present a list of final applicants to the Board is August 27th.

Members of the Board shared possible interview questions that could be asked of the candidates. Gloria said she would type a list of the questions and have it ready to review at the next meeting.

Finance Committee: Ned Wolf, Janis Carr, Ken Gilbert and Kathy Inman of the Finance Committee presented two possible financial scenarios. Ned explained each in detail and answered questions. The first was projected annual costs for the current level (occasional) use of the Heath School building with an estimated total of \$71,788. The second scenario was a full-use projection of annual ongoing expenses which was estimated at \$119,538. In addition to each ongoing expense projection was added one-time expenses of roof repair (\$13,000) and possible future expenses.

The Finance Committee does not recommend that a one-year lease for use of part of the building be entered into. The committee did vote by majority that the Select Board issue an RFP to sell the property for \$250,000 and, in the meantime, any lease agreements should be done only by the month. Kathy Inman raised the question that, if part of the building was rented for educational usage, could other areas be rented as well. She also wondered if there was more advertising done for a sale, would it bring in more proposals and that no information had been obtained for mothballing the entire property.

Chair DeVriese stated that it was time to look at ways to generate income now and that in all likelihood a lease would be up before anything happens. With utilities included rental cost for such space is \$8.00--\$12.00 per square foot. He said the building can be leased and the town will still have access to the property. If someone is leasing/using the building and there is a sale, terms for transition can be worked out with the parties involved.

Robyn remarked that the FinCom had taken two issues and combine them into one. She would like numbers to review to talk about ideas of use and does not want to discount anything. The Board suggested

that FinCom add a column: “Here is what we can do to bring costs down.” Ned answered in the affirmative to the question about the FinCom planning to do projective costs for the other town buildings. Concerns were raised by Robyn about condition of early termination of a long-term agreement. One benefit to regular usage of even a part of the building will be that hard data would be gathered. To do an effective RFP, Robyn stated that they would need to have more information including a study by the Facilities Committee. Now is the time to look at the overall budget to see where the town can save.

Larry Sampson was acknowledged to answer some of the concerns raised about mixed usage of the building. He explained that he and Rebecca are planning a home-school co-op for this coming school year with about 10 children. It will be a private concern. Their plan of leasing the preschool room of the school building is to use the outside door to the room. If necessary, he will get a mini-split for more efficient energy usage. Children will be coming from both Massachusetts and Vermont and there will be a fee that families will pay. The original plan, which they hope will come to fruition, is to develop into a Waldorf School and lease a couple of classrooms. This year will entail building a base of students, ages three to seven, who would be present five mornings per week. Larry also explained that since this is private education, they are not subject to state regulations that prohibit mixed usage of an educational building. Larry also stated that, if the Town were to have an opportunity to enter into a sale or lease of the entire property, then he was willing to end his lease.

On a motion by Robyn Provost-Carlson and a second by Gloria Cronin Fisher, the Select Board voted two in favor and with one abstention to proceed to the next level of negotiating terms of a lease.

Facilities Committee: On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to appoint a Heath Town Facilities Task Force to prepare a report for the Select Board. The initial charge and outline of proposed tasks was reviewed and accepted as final at this time. ***On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to appoint Dena Briggs, Jim Cerone, Bill Gran, Sue Lively, Will Emmet and Gary Singley as members of the task force.*** Hilma is to prepare copies of each of the previous space task force reports for the current members to review.

Other Business:

- Town-wide Letter from Select Board: Brian and Gloria each need to finalize a portion of the letter before it is ready to send.
- Old Post Office Safe may be disposed of either by giving away or putting in metals bin.
- Board approved release of draft lease and email between town counsel to be given per public records request via Town Clerk
- Follow-up meeting with Patrick Carnavalle, Governor’s liaison, will be coordinated by Brian
- MIIA agent: Brian with call Town’s agent to set day and time for meeting to discuss change in insurance coverage with 18 Jacobs Rd facility.
- Energy Advisory Committee: need update on research, grant application. Hilma will contact them and ask if they can come to Sept. 10 meeting.
- Robyn will work with Jeff Johnston in updating the Highway Vehicle Replacement schedule.
- Board would like the Tax Collector to provide an update about the status of the new software.

Mail/Email:

- Cathy Tallen re: request for phone line for SHINE work. Will inquire on how to get an additional extension from Crocker.
- Update on pending legislation for exclusion vote
- CPHS Health Agent, Andrea Crete departure & interim coverage
- FRCOG Emergency Communications meeting: Police Chief will attend, possibly Robyn. Hilma will forward to Tim Lively.

- D. Cavalier email with complaint regarding possible trailer violation at Lots 9 & 10 Shawnee Drive. Brian will speak with Building Inspector. Hilma will forward email to J. Hamilton, MEPOA.
- A. Wozniak email regarding FinCom vote and recommendation without notice on agenda. Agreed that it is a matter to be discussed within that committee.
- M. Freeman email with procedural concerns of meetings: length of time to review minutes depends on amount of clarification needed. Open Meeting Law requirements for agenda posting question was referred to the Town Clerk. public comment period is designed for any brief comments or questions. It is not for open discussion or lengthy explanation to or from the Board.

Other Separate Documents for review and/or signatures:

- Applications for Town Coordinator position
- Signed Agreement Contract for Regional Dog Control Services between Franklin County Sheriff's Office and Town
- Approved an employee personal time request

There being no further business to come before the Board: On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to adjourn at 8:50 p.m.

Respectfully submitted,

**Hilma A. Sumner
Interim Town Coordinator**