

MEETING MINUTES
Town of Heath
SELECT BOARD
School Building, 18 Jacobs Road
October 15, 2019

Call to Order at 6:05 p.m. by Brian DeVriese with Robyn Provost-Carlson and Hilma Sumner, Interim Town Coordinator present. See attendance sheet for others present. Absent: Gloria Cronin Fisher.

Review Agenda: Added: 7:30 appointment with Jonathan Diamond
Change listing of “zoning” bylaw change to “general” bylaw change
Town Counsel email re: All Boards Training

Minutes: Review of October 8 meeting minutes for both the Select Board meeting and the MLP Board meeting will be done at the next meeting.

School Building Use Committee: Pam Porter and Pat McGahan were present to discuss the committee report and to answer questions regarding the revised building use policy and agreement for short-term use. Included in the policy is an alcohol use policy and an indemnification waiver. Robyn asked that there also be a statement indicating that any of the policies are subject to change. Pam explained that the committee thought there should be consistency with the fees for all building rental options in town and that the town should also make usage affordable for all residents. The committee will have a streamlined application process for town and committee use without the large application process. They also presented a liability waiver internet use and policy that they would like to have any users sign and comply with when using the internet at 18 Jacobs Road. There were a few modifications made to the building use policy for clarification. ***On a motion by Robyn Provost-Carlson and a second by Brian DeVriese, the Select Board unanimously approved the building use policy and agreement for short-term use of the 18 Jacobs Road facility subject to fee changes.***

The committee also requested that the Select Board remove the building library from the list of rental space. Since it is still occupied with shelving filled with books, it is not a suitable area for other usage. ***On a motion by Robyn Provost-Carlson and a second by Brian DeVriese, the Select Board unanimously approved removing the library space from the list of rental options.*** If there are any requests to use this space, the Select Board can evaluate on an individual basis.

After review of the internet use policy, ***On a motion by Robyn Provost-Carlson and a second by Brian DeVriese, the Select Board unanimously approved the internet use policy for the same location.***

Sue Draxler informed the committee that she needs to resign. Mary Sumner has agreed to serve on the committee. ***On a motion by Robyn Provost-Carlson and a second by Brian DeVriese, the Select Board unanimously accepted with regrets the resignation of Sue Draxler from the School Building Use Committee and the appointment of Mary Sumner to the committee.***

Building Costs Discussion with Finance Committee: Members Kathy Inman, Janis Carr, Ken Gilbert and chair Ned Wolf were present for a discussion about the three-building expense history report that had been compiled by Jean and Bill Gran. Robyn thanked the Grans for the many hours of work invested to gather information and complete the report on Sawyer Hall, Community Hall and the Former School Building. Robyn also stated that her assumption was that the objective was to try to come up with financial numbers to use for future budgetary planning. She hoped that current cost information would continue to be gathered as the budget season progresses.

Summary sheets for each building's expenses were reviewed and discussed. Of particular note was discussion about the duties included in the Building Maintenance Coordinator position for each of the buildings and, if usage increased at the 18 Jacobs Road building, how much more time would that entail. It was suggested that there would be value in a time study of work accomplished at each of the buildings to give a more complete scenario of the position. It was also noted that, in particular, both the electric and the heating (oil) accounts needed to be carefully monitored. Now that there is a long-term tenant in a section of the school building, it will provide actual usage costs to evaluate. The Select Board told the town that they would provide as accurate information as possible at the next ATM and that is still their goal.

In 2014 the school district office had a Capital Improvement Report done by Potomac Capital Advisors for each educational building in the district. It was requested that a copy be found and provided to the Town Facilities Task Force for study. It was suggested that the School Building Use Committee be asked for a monthly summary of usage that would include information such as how many days or part-days, time of day, and area of building used to correlate with expenses. A suggestion was made that a separate calendar might be set up on the town website just for school building reservations for people to view. It was noted that besides tracking the utility expenses of these three buildings, other town buildings should be included. It is hoped that estimated amounts will be obtained for future capital building repair projects so that money may be budgeted for stabilization accounts.

Other Post Employment Benefits (OPEB): *On a motion by Robyn Provost-Carlson and a second by Brian DeVriese, the Select Board unanimously approved the letter to send to Senator Hinds and Representative Mark requesting assistance with this expense.*

Broadband Borrowing: Ned reported that he had emailed Brianne Susel, Asst. Vice President of Unibank Fiscal Advisory Services, Inc., regarding the town's borrowing to finance the broadband work and to ask what the impact might be on the town's tax rate.

Jonathan Diamond Appointment: Jonathan met with the Board to discuss his request to use the school building for his Hilltown Youth/Hawlemont Drama Club. He explained that he has specific days: Wednesdays and Fridays, 3:30—5:30 and every other Saturday, 10:00—1:00. The performance will be the Friday and Saturday of the first weekend in April. He puts out a calendar of all the rehearsals and performance dates that will be given to everyone. In a situation of adverse weather, the rehearsal is cancelled and not rescheduled. He said that past years the town has been compensated \$2,000.00 for the season's usage but is willing to consider a higher rate. He asked that he be allowed to stack the wooden spools to one side of the stage between rehearsals. The Board said that would be considered along with allowing him to keep the storage pod on the property. The Board stated that they would review his request once information, including a correctly written insurance certificate is presented.

Other Business:

Special Town Meeting: The Board reviewed a draft of the STM articles. The exact balance in the Accountant Salary Account has been requested from the current accountant. *On a motion by Robyn Provost-Carlson and a second by Brian DeVriese, the Select Board unanimously approved the four articles to be placed on the November 5th STM warrant pending Town Counsel review.*

Town Coordinator Search Committee Report: Robyn reported that the Search Committee had completed their initial review and were recommending four finalists to be interviewed next week by the Board. *On a motion by Robyn Provost-Carlson and a second by Brian DeVriese, the Select Board unanimously approved the recommendations of the Town Coordinator Search Committee.* She will schedule Janice Boudreau, Lisa Burke, Hilma Sumner and Mae Tanner to come between 6:30—8:30 for 30-minute intervals.

Town Coordinator's Report:

- **OML Training:** The All Boards invitation was revised and emailed. After receiving his copy, Atty. Mark Reich recommended another revision removing the word, "meeting," and also eliminating committee reports.
- **Accountant Application:** One application received from Dave Fierro. The Board would like to meet with him on October 29, 5:00 p.m., if he is available.
- **Town Webpage:** Site went down over the weekend sometime. Contacted Crocker Communications and requested their attention to remedy the situation.
- **Valley Communications:** Emailed with Darlene Zmuda who concluded that the service is not needed as there is no longer any phone system per se in the building. She put it on suspension for now as it is cheaper to reinstate the service than purchase a new system.
- **Green Communities Grant Quarterly Report:** Finalized draft provided by Alyssa Larose, FRCOG.
- **L. Sampson:** Requested provision of insurance certificate for school building use coverage. On Oct. 2, 2019, he paid rent of \$1,667.00 for a pro-rated September and the entire month of October.

Mail/Email:

- Department of Fish & Game notice of possible acquisition: The Board asked that the letter and accompanying map be forwarded to the Board of Assessors for their review.
- Docusign statement for the Taylor Brook Road Field Split is available and will be signed by Brian.
- Former School Building roof repair bid document is ready to be sent by Ellen Bachelder (FRCOG) to a list of contractors.
- Mary Holan resignation from the Parks & Recreation Committee was not accepted by the Select Board. They asked Hilma to convey to Mary that they consider her an asset to the work of the committee and requested that she reconsider.
- Betsy Kovacs' request for update regarding her complaint of a mobile trailer at 38 Bray Road was reviewed. The Select Board stated that they were placing on hold any enforcement issues regarding campers/trailers in the Center District until there was an opportunity to speak with the Planning Board to determine if further distinctions in the zoning bylaws need to be adopted.

Other Separate Documents signed:

- **Franklin County Emergency Communications System agreement**
- **Mass Cultural Council contract**
- **ATC Hazardous Waste Mitigation contract for Community Hall**
- **Employee request for leave**
- **Green Communities Grant Quarterly Report**

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 8:50 p.m.

Respectfully submitted,

**Hilma A. Sumner
Interim Town Coordinator**