

MEETING MINUTES

Town of Heath

SELECT BOARD

School Building, 18 Jacobs Road

March 10, 2020

Called to Order at 6:03 p.m. with Brian DeVriese, Robyn Provost Carlson, Gloria Cronin Fisher and Hilma Sumner, Town Coordinator, in attendance.

Review of Agenda: Added Select Board article for Heath Herald

STM Warrant: Article 11 was added to provide for spending to be done from the proposed new revolving fund. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve and sign the March 24th Special Town Meeting Warrant.*

Town Facilities Task Force: It was announced that the Select Board would hear the report of the Task Force and would review the submitted soft report. Any questions to the Task Force would be issued only from the Board at this meeting. It was explained that the TFTF is trying to establish a baseline of costs for each building and then gather information for project costs that would correspond to each location. In looking at the expense summary in the report one column is expenses for FY20 and the second column lists expenses for July 1, 2019 to February 1, 2020. The TFTF noted that the use of the 18 Jacobs Road building has changed drastically since it functioned as a school.

The TFTF also presented information on operational use and number of hours each building was in use. It was also asked if information could be gathered on the number of people who are using the buildings during functions. In the reorganizational drawings for Sawyer Hall total occupancy was calculated at the total square footage divided by 15. Information about any revenue received from building use can be obtained from the Treasurer. When looking at the role of the post office, there is a level of uncertainty about the future due to the fact that it has twice been on the elimination list of the USPS during the past 10 years.

Robyn stated that the Select Board needs to figure out how they will use the information provided while the task force said they had not formulated future use for town buildings at this point. When speaking of affordability, Susan Lively suggested that seeking grants, finding ways to cut costs, and pursuing opportunities to generate revenues were important pieces, no matter what the plan. Some of the structural issues in each building had been passed off for many years. One issue is that the Sawyer Hall front ramp does not meet building code for accessible entrances. The TFTF had not researched cost estimates for suggested repairs.

Further research to be completed included the list of items on the Known Gaps list of the report and obtaining insurance amounts for FY21. When asked what the TFTF's expectations were of the Board following the plan, the response was that they had no time line and no expectations.

Fire Department Budget Hearing: Chief Nick Anzuoni met with the Board to review his proposed FY21 budget. Personal Protective Equipment account is lower because of grants previously obtained which were used to purchase equipment and because they were working with existing stock. A set of firefighting gear costs approximately \$2,500 without grant money. The poly water tank on one of the engines had recently cracked but the repair was done at no cost to the town because it has a lifetime warrantee. As for possible upcoming costs, the Town is currently filling Scott tanks in Colrain. If we decide that we need to start doing this on our own in Heath, a compressor would cost about \$30,000,

however sometimes used ones come available for less cost. Nick also explained to the SB that he thought it would be about two years before the fire department transitioned to the new radios. When that occurs, the town will be responsible to pay for installation, programming, and microphones. It is thought that the pagers will be around a while until it can be determined how to replace them.

Police Budget Hearing: Chief John McDonough explained that he had level-funded his budget because he had nowhere to make cuts. In terms of the new radios, he said he had seen conflicting information about cost or free provision of the actual radios. He will need one radio for the cruiser and five portables for officers. Like the fire department there is no accurate information as to when they will be provided. Although a car computer had been planned, there is such poor reception in town that a computer cannot be used. Therefore, he said his expense line could be reduced by \$1,000. He relies on the office computer. He also said that the cruiser will need new summer tires.

COVID-19: The Governor has issued a State of Emergency. The CDC has written and distributed safety materials for the general public and for municipalities. Among other concerns is the thorough cleaning of public facilities. There is also a Municipal COOP (Continuity of Operations Plan) checklist that gives guidelines for each town department to develop a contingency plan for emergency circumstances.

Review of Minutes: Review of the March 4th minutes will be done next week as Robyn would like to rewrite one section.

Town Coordinator's Report:

Sawyer Hall Furnace: Tim had obtained a quote of \$590.67 from White Heating to install a de-aerator remove air bubbles in the fuel line in hopes of eliminating the shut offs that have been occurring. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the installation of a de-aerator by White Heating.*

Parks & Rec Committee/Woodlands Grant: Paperwork sent to Robert O'Connor. When the accountant receives copy of the contract, he will establish a new account. Because it is a reimbursable grant, deficit spending can take place. The treasurer confirmed that there is money available to pay invoices before reimbursement is obtained.

Green Communities Meeting: Alyssa Larose suggested that a joint meeting with herself, the Board and the Energy Advisory Committee. The Board asked that this take place either March 31 or April 14.

Mail:

Historical Commission: An email from the Historical Commission asked that Jordan Lively be appointed. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to appoint Jordan Lively to the Historical Commission.*

Landfill Contract: A proposed three-year contract was received from CEC, Inc. for the well-monitoring. The Board had not had time to review it and wanted to make a decision about award at a future meeting.

Weatherization Audits: An email exchange took place between the ECI personnel working on the audit reports and Brian asking for more information which was provided for them.

FRCOG: Email was received from Bob Dean outlining the DLTA status update. The Board asked that any cooperative training about municipal water and sewer be removed and that culvert survey work be included as that could also include mapping of culverts.

Town Report Dedication: *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to dedicate the 2019 Town Report to: Richard Sumner, Richard Gallup, Margaret Howland and Keith Sherman for his Gold Star Project.*

Meeting Policy Rules and Comment: Robyn explained the policy that the Greenfield Town Council has in place of dedicating one meeting per month to public comment. That is the only item of business that occurs during that meeting. People have to sign in and are called in order then allowed to speak for three minutes. Robyn wondered if there was a way to modify that type of format.

8:00 p.m. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted ~~unanimously~~ to adjourn to a Municipal Light Plant Board meeting and to reconvene in the Select Board meeting.*

9:05 p.m. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to adjourn the Municipal Light Plant Board meeting and to reconvene in the Select Board meeting.*

Requests for Office Moves: The Board reviewed previous requests made by the Fire Department, Emergency Operations Center (EOC) and the Police Department about relocating their offices to rooms at 18 Jacobs Road. *A motion was made by Robyn Provost Carlson and seconded by Gloria Cronin Fisher to move the Fire Department office to the building at 18 Jacobs Road on a temporary basis.* For the EOC to move, there would need to be an emergency means by which electricity could be generated. That has not yet been provided for. The Police Chief stated that his department does not have all the necessary information about relocation.

The present Fire Dept. office does not have access to water facilities; there is insufficient means for heating and it is not accessible to the general public. The Fire Dept. has planned the steps that are needed to make a move and in so doing would provide the Highway Department with much needed space including a break room that is away from the work chemicals. Almost all of what the Fire Dept. would need is already available at the Jacobs Road location. Following a suggestion that the department could relocate to the Community Hall, it was noted that there would be no secure space in that building.

Following questions regarding the authority of the Board to approve usage of the former school building,

On a motion by Robyn Provost Carlson and a second by Gloria Cronin Fisher, the Select Board unanimously voted to finalize the legality of building usage at 18 Jacobs Road by having Town Counsel review all previous correspondence and to make any office move contingent upon the legal outcome. The Board also noted that the Fire Dept. had made a request to them which needed to be addressed. The Fire Chief asked that the Board, and the town as a whole, ~~ask themselves~~ what the long-term plans are; what the occupancy issues are now and what is needed as the town looks to the future.

On the original amended motion, the Select Board voted in favor of allowing the Fire Department to move their office to the 18 Jacobs Road building on a temporary basis contingent on a final opinion from Town Counsel. In favor: Brian DeVriese, Robyn Provost Carlson; Opposed: Gloria Cronin Fisher. The Fire Dept. will wait until they hear from the Board with a final decision.

Heath Herald Report: Gloria needed clarification regarding the energy audits completed at the former school building in order to revise the Energy Reduction Plan. There were also questions about the original work designated for the Community Hall with the explanation that the cost estimates came in higher than the original estimates and other projects are not yet approved.

Documents Approved and Signed: Payroll and vendor warrants.

There being no further business to come before the Board: *On a motion by Gloria Cronin Fisher and seconded by Brian DeVriese, the Board voted unanimously to adjourn at 10:23 p.m.*

Respectfully submitted,

Hilma A. Sumner
Town Coordinator