

MEETING MINUTES

Town of Heath
SELECT BOARD
Via Conference Call
June 2, 2020

Called to Order at 6:00 p.m. with Brian DeVriese, Robyn Provost Carlson, Gloria Cronin Fisher and Hilma Sumner, Town Coordinator, in attendance.

Other Attendees: See attendance sheet.

Public Comment: Brian announced there would be a 10-minute public comment time. Bob Gruen raised the question of how change occurred in the Select Board's ability to use the former school building for other uses when at the 2019 Annual Town Meeting the town attorney stated that there could be no use of the building unless it came back to town meeting.

Review of Minutes: *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the minutes of May 20, 2020 as submitted.*

On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the minutes of May 26, 2020 as amended.

On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the minutes of May 27, 2020 as submitted.

Revotes of the May 26, 2020 Select Board Meeting: Because of the original agenda having an incorrect date, the Board revoted their decisions of that meeting.

On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the minutes of May 14, 2020 as amended.

On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the minutes of May 19, 2020 as amended.

On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to allow Hawlemont to use the unexpended preschool fund towards the remainder of the teacher's salary.

Special Town Meeting: After discussion with Moderator Eric Sumner, and a decision to research if permission may be obtained to deficit spend, *on a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to recess and continue the Special Town Meeting originally scheduled for March 24, rescheduled to April 14, rescheduled to May 14, then rescheduled to June 13, to be held on July 11, 2020, 9:00 a.m. at 18 Jacobs Road.*

Annual Town Meeting: Upon acknowledgement that social conditions are not such for many voters to feel safe in attending a meeting yet, the Board concluded that it would be better to postpone the ATM. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to postpone the Annual Town Meeting from the scheduled date of June 13, 2020 to a future date to be determined.*

COVID-19 Municipal Protocol:

Library Reopening: The Board was joined by Library Director Don Purington. He explained the process that he and the Library Trustees had worked out was to begin with a partial opening where patrons could obtain library materials through window service during the posted hours. He said that the hours entailed being open for more days and fewer hours per day. Don also noted that all the hours were different than when the post office was open in a desire to reduce congestion around Sawyer Hall. The Library Trustees have approved of the reopening plan. The Board concluded that it was well-thought through.

FY 2021 Budget:

Community Hall Maint. & Utilities: Gloria said she was not comfortable reducing that line item.

Fire Dept. Maint. & Utilities: The question was raised about whether the office heating would out of their expense line or from the highway department. Robyn will ask Jeff to find out.

Highway Health & Safety: Robyn has spoken with the highway superintendent who explained that this account was to make OSHA required changes and upgrades. They still need to purchase a few more things.

Town Election Protocol:

A guide to election day protocol was presented to the Board by Town Clerk Hilma Sumner. The Board asked if anything could be done to assist a voter who was not confident about walking to the far exit door and then back around the outside of the building to reach their car. The solution that was reached was that a wheelchair from the town nurse's office would be borrowed so that a person would not have to walk the entire way back to their vehicle.

External WiFi Antenna: The installed router is very sensitive to obstructions such as glass and trees but is not made to be mounted outside. There have been several complaints received from families and other residents that they have been unable to get a strong signal. Because of this Brian had asked for a quote from WG&E for installing an external WiFi antenna for the amount of \$2,000 which may be reimbursed by COVID funding. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board voted by majority to have this installation done with 2 members in favor and one member abstaining.*

Change of Use Application for 18 Jacobs Road Building: The state of Massachusetts is governed by both the International Building Code (IBC) and the International Existing Building Code (IEBC) for construction and change of use or occupancy of buildings. The IEBC encourages the use and reuse of existing buildings. This code covers repair, alteration, addition and change of occupancy for existing buildings, while achieving appropriate levels of safety without requiring full compliance with the new construction requirements contained in the other International Codes.

Owners seeking to change the use or occupancy of an existing building must file a change of use or occupancy application with their local building/zoning enforcement agency. For Heath, that agency is the Franklin County Cooperative Inspection Program (FCCIP). The Building Inspection Program (part of the FCCIP) is staffed with two full-time, certified Inspectors: Commissioner James Hawkins and Local Inspector Dave Roberts. Code Enforcement services include processing applications, plan reviews, project inspections, periodic inspections of public buildings, zoning review and enforcement. The change of use or occupancy application requires the submission of an existing building review to be completed by a registered architect or engineer including a code analysis by using the IEBC as a guide to provide the buildings existing conditions in areas including (but not limited to) life safety, fire protection, egress, and accessibility. These conditions are what allow for a specified use or occupancy of a building.

Currently the building located at 18 Jacobs Road is classified as both "E" use and "A" use, which is "educational" use and "assembly" use. The SB is suggesting that the addition of a "B" use, which is a "business" use, would help provide increased opportunities for adding future uses to the building; whether

the building is used by the Town, leased or sold. The application will be reviewed for accuracy by the Building Inspection Program inspectors and a determination will be made as to whether or not the addition of the "B" use will be allowed as the building is presently constructed or if renovations would be required. ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to submit the Change of Use application for the former school building at 18 Jacobs Road.***

Animal Bylaws: Hilma reported that she has not completely finished the review but also has some questions to ask ACO Kyle Dragon for clarification.

Municipal Vulnerability Preparedness Program Grant Application: Hilma reported that she is writing details into the application itself. A draft letter to be signed by the Board in support of the application is included in tonight's mail. Reminders to committees were sent today requesting letters of support.

Town Coordinator's Report:

- COVID-19: Prepared and read the R911 message. Attended EMT meeting and prepared minutes. Responded to multiple phone calls and emails about various aspects of town status and functioning
- MVP Grant: Prepared SB letter of request and support. Emailed Franklin Land Trust to request letter of support. Worked on application including request to accountant and highway superintendent for estimate of storm-related road damages for past 5 years. Sent reminders to town committees that had been sent previous requests for letters.
- Carpenter Award: Contacted Hawlemont who stated that there is one Heath student and that individual does not meet the criteria of the award.
- Copier: Baker Office Supply discovered that they had forgotten to send invoices for most of this year. Bill is coming tomorrow morning to read the number of copies and determine what is owed for this year. Unless the Board wants to do something different for next fiscal year, the same agreement would continue of a monthly billed service agreement based on average number of copies made.

Hilma is also researching other possibilities for copier service through Aztec Technologies. This company provides copiers through monthly rental/servicing agreements. There are questions that still need to be answered before it can be determined if the town would benefit from such a change.

- Highway Superintendent: Assisted Jeff with printing documents as the highway printer died. Discussed how he could get money from another account through a Ch. 44 transfer to purchase a printer.

Mail:

- BDV & WGE re: external WiFi antenna
- MTRSD re: Heath preschooler for next year
- N. Wolf re: FinCom votes
- Whalley IT re: page changes for 13 users
- D. Newell re: VEAC meeting & transportation settlement
- S. Litchfield re: MLPAC discussion items
- B. Bourke re: Hut information
- K. Nartowicz re: MTRSD overpayment refund can be credited to the line it was drawn from.
- S. Annear re: Carpenter Award
- BDV & Solar Store re: roof evaluations for PV site studies
- Dawn Peters re: ATM concerns

- J. Day re: ATM concerns
- B. Kovacs re: Transfer Station concerns—Robyn will talk to the highway superintendent.
- B. Kovacs & J. Hamilton re: MEPOA & BoH jurisdiction
- C. Carr re: MEPOA concerns
- DLS re: 2020 proposed Equalized Valuation
- R. Crochier re: 3 Ledges Road Code Violation
- MVP draft letter from Board— ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the MVP letter that will be sent with the grant application.***
- HAS & EOAF re: TS Irene reimbursement.
- Highway re: Fund transfer request, CH. 44— ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the Highway Superintendent's request to transfer \$1,000.00 from Summer Temporary Help account to Highway Misc. account under MGL c. 44 regulations to purchase an All-in-One printer.***
- VEAC re: transportation settlement. ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the Memorandum of Record pertaining to a settlement by the Vocational Education Advisory Committee with FM Kuzmeskus dated May 28, 2020.***
- WG&E re: Outdoor WiFi
- TFTF re: meeting with Board
- R. Gruen re: Change of Use Application—Brian read the comment from Town Counsel in response to similar questions that had been raised in February.
- B. McCutchen re: CDBG microbusiness grant hearing
- D. Fierro re: Historical Commission overspending
- N. Wolf re: FinCom meeting of June 4
- R. Dane re: political signs missing
- MEPOA re: COVID-19 Control Plan
- MEPOA re: trespassing on beach—President Jenny Hamilton stated that there are beach-closed signs posted.
- MTRSD, M. Thurber re: FY 21 Budget and 1/12 details

Documents to Sign: Payroll and Vendor Warrants. Employee Request for Leave.

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 8:15 p.m.***

Respectfully submitted,

Hilma A. Sumner
Town Coordinator