

MEETING MINUTES

Town of Heath
SELECT BOARD
Virtual Meeting
September 3, 2020

Called to Order at 6:01 p.m. with Robyn Provost Carlson, Gloria Cronin Fisher, and Brian De Vriese and Hilma Sumner, Town Coordinator, in attendance. The Chair noted that the meeting was being recorded.

Other Attendees: See attendance sheet.

Review Agenda: Added further Town Facilities Task Force report discussion.

Reviewed Minutes: *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to approve the minutes of August 27, 2020, as amended.*

Board of Health (BoH) Appointment:

COVID-19 Update: Massachusetts rates remain fairly stable. Heath still has no confirmed cases. It is important to maintain proper prevention at all times. In-person gatherings are limited to 25 people inside and 50 people outside, even for private events.

Mask Order: On August 20th the BoH passed an order requiring that face masks be worn in all town buildings. Enforcement would consist of education and persuasion done by any member of the BoH or their agent. A person would only be addressed if there was a complaint. Even the Highway and Fire Department personnel are to wear masks when they are inside a building.

Reopening buildings: Protocol will be determined by the state guidelines at the time.

Back to School Plans: Robyn reported that there is not yet much information and no definite plan from MTRSD for remote learning. Rowe school will be fully open. FCTS will begin the year with a hybrid model.

3 Ledges Road: They BoH reported that they are trying to be humane in balancing health and safety of the town and individuals who live close by with that of the homeowners. The present condition of the house poses a threat to the center of town and its inhabitants. There was an order to vacate issued which was to be adhered to about two weeks ago. It was not followed. On September 8th there will be a court date asking for enforcement of the order. Randy Crochier will represent the town in court. When the residents vacate, the house is to remain empty, boarded up with the electricity shut off but the current owner would retain ownership of the property.

Flu Clinics: The area Emergency Dispensing Service will hold two flu vaccination clinics this fall. September 26, 9:00—11:00, will be a drive-thru clinic at the Charlemont Fairgrounds. This is a drill for a future coronavirus vaccine clinic. The second flu clinic will be on Oct. 3 as a walk-in clinic at the 18 Jacobs Road building. Sept. 24 will be a dry-run rehearsal to work out glitches ahead of the drive-thru clinic. There will also be an area flu clinic at Mohawk High School on Oct. 17.

SB/BoH Relations: Robyn stated that the Board's policy for any concerns, complaints or suggestions was for an individual to go directly to the specific group. If the BoH or any other group requests help

from the Board, it would be given but that the person needed to go directly to the committee with which they were complaining. It was suggested that the BoH meet periodically with the Board to keep updated about situations that were being dealt with. It was asked that the BoH send they written policy that the BoH had for addressing complaints to the Board.

Role of Town Coordinator and Input to Decision Making with BoH: Both topics tabled due to lack of time. Randy Crochier stated that a round table discussion for COVID coordination would begin on Monday.

Open Space Plan (OSP): Megan Rhodes, FRCOG planner, gave a brief overview of the draft OSP. It is a document that needed to be updated for the town to continue to be eligible for certain grants in the future. This update has been in process since January 2019. Responses to the survey that was sent totaled 25 percent of the town residents. Overall, there was desire expressed for more recreational activities in town. Megan explained that the updated objectives and actions are written in Section 9. The draft document will be posted to the town website and on the FRCOG website for people to read. Part of the state requirements includes letters of support for the plan from the Select Board, Conservation Commission, Planning Board and Parks & Recreation Commission. The letters need to be sent to Megan by September 25th. Megan noted that the plan includes recommendations for the town but if these are not met, there is not harm or penalty; they are listed as goals that are desirable.

Public Comment:

Susan Gruen asked if the Parks & Recreation Committee were continuing to look at a street grant. Nina Marshall submitted a statement read by Betsy Kovacs with her reasons why she felt the Community Hall would be a good location for a remote learning hub. Bob Dane asked if the Board had read Jean Gran's review of town finances.

School Remote Learning Plan: Student numbers that had been given to Robyn by the Superintendent were that there were 19 MTRS students and 14 Hawlemont students from Heath. The middle and high school day would be 10:00 a.m. to 3:00 p.m. and the elementary school day would be 8:30 a.m. to 12:30 p.m. or part thereof, depending on the grade level. There will need to be separation of groups. Robyn said that the Superintendent expressed concern for accessibility and the second egress at the Community Hall. Robyn is going to reach out to the Fire Chief for his input about safety. District teachers who live in Heath have contacted the Superintendent stating that they would like to access the 18 Jacobs Road building for their teaching. The school district will not provide supervision to learning centers and the possibility of receiving funds to help with increased building costs would have to be investigated.

Pam Porter of the School Building Use Committee stated that the former school building is ready to use. There are large spaces for distancing and outside entrances to the different rooms.

Susan Gruen stated that she had written protocol for a learning center that had been reviewed by Betsy Kovacs and others. She agreed that she will send it to the Board. Robyn stated that the policies, plans and procedures must match no matter where the learning centers take place and that what matters is the students.

Green Communities Revised Narratives: Two revised narratives have been drafted; one is for insulating the upstairs of the Community Hall and the other explains the new heating and ventilating plan for the same building. Brian explained that he is trying to obtain an engineering analysis comparing the current oil heat versus electric consumption for the proposed heat exchange system. Even if the proposed project costs come in higher than the originally planned for projects, it will be

worth the cost because of the reduced energy use. An engineering quote has been obtained for \$1,800 which needs to go to the Energy Advisory Committee for review and preliminary approval. ***On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to approve the revised Community Hall Weatherization narrative.***

On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to approve the revised Community Hall HVAC narrative.

School Library Use: Deb Porter, Library Trustee chairman, spoke to the Trustees' request to allow limited inside use of the school library. She explained that during the summer patrons would go to an outside window for service but would like to have further inside use to access the valuable resources contained within. The School Building Use Committee (SBUC) gave their support for letting the Trustees use the library. ***On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to approve that the Library Trustees would have control of the use and access to the library located in the former school building.***

Building Tenancy Rentals: The SBUC has offered to assist with marketing. It was established that the committee would meet with the Board on September 29 to talk about marketing strategy.

Broadband Construction Liaison: In reviewing the contract for this employee, it was stated that the job ends when preparatory construction is over. A letter will be prepared with sign-off lines that the contract has been completed and to issue a 'thank-you' to Bob Bourke for his work. ***On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to send a letter of conclusion and thanks to Robert Bourke for his work as Broadband Construction Liaison.***

Treasurer Job Description: After review of the proposed changes to the job description from outgoing Treasurer Kris Nartowicz, the Board agreed that the modifications were appropriate. ***On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to approve the amended job description for the Treasurer position.***

Open Positions: Because there has been only one applicant for each of the two open positions, Treasurer and Municipal Light Plant Manager, the Board agreed to run a combined advertisement for one day in the Greenfield Recorder.

Town Coordinator's Report:

- Sawyer Hall Water: Thanks to Building Maintenance Coordinator Tim Lively for securing excavation services to dig the eight-foot-deep trench to uncover split water line. Tim did the actual repair himself. The existing waterline has thinner walls than today's standard so is more likely to spring a leak. Tim sterilized the water, had it tested and it now potable.
- Police Dept. Computer: Computer was ordered, received and NEIT was able to copy all files from the old hard drive and update with Windows 10. Surge protector was also purchased and installed. Purchase price was initially \$630. Chief McDonough saw an ad flyer just last week with a sale price on the identical item, called and the Town was given a \$150 credit bringing the final cost to \$480.
- Northeast IT: Emailed with technician about getting final set up work done. Spoke with Technician Shawn about their Network Summary and Onboarding Proposal. Shawn said he had emailed the Collecting software company twice and has not received a reply. He will try a third

time, then call if no response. He is concerned that there has been no response and said that one question he wants to ask is: why was this solution proposed in the first place?

- STRAP Application: Application submitted on Thursday, August 27th. Deep appreciation and thanks go to Highway Supt. Jeff Johnston for collaboration and provision of information and resident Mike Cucchiara for input towards the narrative.
- Paper Compactor: Emailed Jan Ameen and informed her of the SB decision to purchase a refurbished unit. Received quotation from Atlantic Recycling Equipment which needs to be accepted and signed. Informed Highway Supt. who is calling electricians for quotes. ***On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to approve the proposed quote for a refurbished paper compactor from Atlantic Recycling Equipment.***
- Picnic Tables: Emailed with Jessica O'Neill about the town borrowing six picnic tables from the Agricultural Society for the center park area. Confirmed with insurance that any personal injuries occurred by users would be covered under town's insurance. Jessica would like a written statement from the town that, if any damages are incurred while the tables are in use by the town, the town will bear the cost of repair or replacement.
- Landfill Gate: Installation finished on Aug. 2nd. Highway Dept. secured with a lock.
- Treasurer Position: One application received to date.
- MLP Manager Position: One application received to date.

Mail:

- RPC re: BoH mask order
- B. Kovacs re: more face mask order
- RPC & B. Kovacs re: discussion topics
- B. Kovacs re: CodeRED contract
- B. Kovacs re: Planning Board & private roads
- B. Kovacs re: Whittemore Spring sign
- OGR re: Police Dept. grant award
- OGR re: Fire Dept. grant award—The Board requested that Hilma draft appreciation letters for the Police Chief, Fire Chief and Town Coordinator for their work.
- MJ Adams re: Microenterprise Assistance Program letter
- BDV & B. Lattrell re: revised Energy Reduction Plan
- Heath Herald re: article reminder
- P. Porter re: screen repair
- P. McGahan re: Town Hall building concerns
- S. Draxler re: request to use former school building for learning
- C. Johnson re: request to use former school building for learning
- Cy. Johnson re: support to use former school building for learning
- T. Lively re: support to use former school building
- M. Freeman re: Heath's future
- S. Becher re: thank you
- E. Holan re: thank you for clarification
- S. Litchfield re: request not to use former school building

- K. Leistyna re: request not to use former school building
- K. Brooks re: request not to use former school building
- S. Kinsman re: request not to “lose” town center
- J. Gran re: no public comment on 8/24
- HAS & B. Lattrell re: ME complaint & center bush
- S. Litchfield & B. Bourke re: BB liaison contract work
- B. Bourke re: final work
- S. Litchfield re: Verizon final true-up check
- B. Hoyerman re: Landfill well testing
- B. Lynch (FRCOG) re: Zoom town administrator discussion
- T. Lively re: request for STM article—to be discussed at a later date.
- W. Ennen re: September BB call
- K. Peppard re: Kids Yoga classes
- MMA re: Child Care Executive Order

Northeast IT

- HAS re: notes from phone conversation
- NEIT re: Network Assessment Summary
- NEIT re: Onboarding Project—Robyn and Hilma will make an appointment to speak with a NEIT technician.

Future Meetings:

Sept. 11: School Remote Learning Plan; Town Building Reopening

Sept. 15: Ch. 70 Tutorial with Ken Rocke; Treasurer interview; MLB meeting

Sept. 22: Executive Session

Sept. 29: Marketing Empty Building Space; TFTF report

There being no further business to come before the Board: *On a motion by Gloria Cronin Fisher and seconded by Brian De Vriese, the Board voted unanimously to adjourn at 9:15 p.m.*

Respectfully submitted,

Gloria Fisher
Heath Select Board