

MEETING MINUTES

Town of Heath
SELECT BOARD
Virtual Meeting
September 29, 2020

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

Other Attendees: See attendance sheet.

Review Agenda: Added DOR/DLS services.

Public Comment:

Robert Gruen asked if accepting the recent EOPPS Grant for the Police and Fire Departments meant that the town would have to own the property where the equipment was installed for a given number of years.

Susan Gruen asked if the Highway Department could remove the rotten picnic table and dead limbs in the town center. She also thanked the volunteers who had cleaned the second floor of Community Hall.

Doug Mason asked if he could install a router to increase the Wi-Fi speed in the center. Robyn stated that he had been sent a response stating that the IT contract does not allow for outside work. Doug also asked that public meetings be scheduled to talk about different topics of concern.

Bill Gran commented that he thought the town needed professional real estate expertise for marketing building space and determining lease value. He also asked that when renovations for the heating system were being planned that there could be an air exchange system as part of the renovation.

Betsy Kovacs said that three weeks ago she had sent an email stating that the Task Force report needed a financial context and suggested that there be an inventory done of activities that were either essential or desirable and that there should be a financial agreement reached about building costs using a mediator.

Review 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 September 22, 2020 with amendments.*

DOR/DLS Services: Gloria suggested that the Board look into the possibility of requesting support services to go over the town's finances. She offered to research this further and report her findings at a later meeting.

School Building Use Committee (SBUC): Pam Porter and Mary Sumner, committee members, joined the meeting to report that there were presently four rooms plus the gym being used by nine families for the educational internet access hub. An additional room is utilized for the Fire Department office. They stated that the committee had begun to discuss different opportunities for marketing available space. The Board and the committee members discussed different aspects of lease/rental terms that would need to be determined such as fees, organizational aspects, and advertising. One possible avenue is the Economic Development Corporation, Springfield, that covers all western MA. John Wade at Franklin County Community Development Council, Greenfield, may also be a resource. It was mentioned that residents like Marty Newman, Larry Sampson and Jonathan Diamond would all be likely resources for promotion of art space.

Pam stated that the SBUC was willing to do a lot of the research and contact different entities but that they had put it on hold because that was not included in their charge. The Board stated that they will review the charge and make additions as needed. There was discussion that space availability for rent include both the Community Hall and Jacobs Road and that equivalent space in each building be rented for the same charge. Brian said that he would like to see the Town move ahead with the HVAC repairs at 18 Jacobs Road and the insulation installation at Community Hall so that the work would not be disruptive. Pam also requested that the committee and other volunteers be allowed to do some “deep cleaning” to get the building ready for long-term rental. The Board referred her to speak with the Building Maintenance Coordinator.

Building Use and Maintenance Committees: The Board discussed whether to restructure the various committees that oversaw buildings, especially if another committee to oversee building maintenance was to be added. Although there could be one committee to oversee use of both Community Hall and 18 Jacobs Road and another committee to focus on maintenance of all town-owned buildings, the Board decided they would keep a use committee for each building and add the maintenance committee. At the next meeting the Board will review and develop a written charge for each committee as well as review, and possibly appoint three additional members to the Community Hall Committee and appoint a set number of members to a building maintenance committee.

Facilities Task Force Report: The Board discussed protocol for holding a time for public input about the report. Due to constraints imposed by the Commonwealth about the size and location of public gatherings, it was decided that the forum will be held remotely on Zoom. Anyone wishing to make a comment must reserve time in advance. It was agreed that the public forum would be held on Saturday, October 17th, from 9:00 to 11:00 a.m. There would be a time limit for each person and the speaker would need to stay on topic. Robyn and Hilma will work at developing protocol for the forum.

Salt Shed repair: One item that the report stated was that the Salt Shed needed immediate repair and long-term replacement. Robyn will talk to the Highway Superintendent to see about getting a contractor to make the immediate repair. Brian will contact the Suffield, CT, DPW who recently constructed a new salt shed.

The report also provided a list of needed repairs for Community Hall. Some have been addressed and some others will be done under Green Communities Grant projects. When evaluating the findings and recommendations of the report, the Board agreed that it needed to be done alongside looking at the costs of operation for the buildings.

Educational Internet Access Hub: The Town has not yet received a report from Jamrog. Hilma will check with Robin Pease to see if she has received it.

Fire Chief Report: Chief Anzuoni’s report itemizing the findings of the walk-through inspection of all town buildings with a state fire official was received earlier this afternoon. There are areas in each building that need to be remedied to be in full compliance with fire code.

Community Hall Steps: A quote has been received to do a complete replacement of the steps. Luke Inman was asked to provide quotes for replacing the railings and to construct and install railings for the Sawyer Hall front steps.

Town Coordinator's Report:

- Educational Internet Access Hub: Communications with Sue Lively who is coordinating lunch pick-up and Pam Porter who is coordinating volunteers, routines, and hub assignments. Emailed Hawlemont Principal and Superintendent to confirm whether they were communicating hub availability to Heath families. Response from both Hawlemont and Mohawk principals indicated that they have communicated the same and will continue to do so.
- CARES Act: Prepared and submitted report for COVID-related expenses incurred between March 1, 2020 and June 30, 2020. Report totaled \$3,471.00 for eligible expenses, leaving a balance of \$58,423 possible funding for July-December 2020.
- FEMA Application: Working on submission of FEMA application for COVID-related expenses reimbursement.
- DUNS: Access to number had expired and am in the process of reopening and updating the account.
- MLP Manager Applicants: Requested references from the applicants. Prepared draft list of questions for reference checks.
- Board of Health Ex-Officio Member: Spoke with BoH Clerk Mary Sumner who inquired about length of appointment for the ex-officio member. He was appointed on April 9, 2019 with no specification about length of term.
- Community Hall cleaning: Assisted in cleaning balcony and stage areas as per order of fire chief and fire marshal inspection.
- Treasurer: Contacted Melanie Medon who accepted the position of Treasurer at the wage that was decided last week. Emailed both Melanie and Kris with direction to coordinate orientation for the position. The Board will present Kris with a gift card as a thank-you for her many years of service.

8:01 p.m. *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to adjourn the Select Board meeting, move to the Municipal Light Board meeting, and reconvene in the Select Board meeting.*

8:27 p.m. The Select Board meeting was reconvened.

Mail:

- D. Mason re: previous correspondence
- R. Dane re: financial situation & town facilities
- L. Rodriguez re: communication about internet access hub
- M. Mendonsa re; communication about internet access hub
- RPC & N. Marshall re: communication about internet access hub
- R. Jenkins re: support for moving town offices
- P. Porter re: EIAH update and schedule
- S. Stanton re: MTRSD update
- M. Freeman re: checking references
- D. Freeman re: checking references
- B. Hoyerman re: well monitoring at 319 Avery Brook Rd.
- J. Johnston re: paper compactor pad

- J. Pfister re: weatherization and revised reports
- FCCIP re: determination of building rights at 47 Vincent Rd
- Hawlemont News
- SBUC re: marketing 18 Jacobs Rd and/or other town space
- RPC & S. Litchfield re: BB police detail
- S. Litchfield re: police detail at flu clinic
- Powell Concrete re: Comm Hall steps
- J. Gougeon re: encouragement on work
- BDV re: revised narratives for Comm Hall

Next Meetings:

October 6: No meeting

October 13: Building repairs, pole hearing, charge & appointments for SBUC, CH & building maintenance committees, fire chief report, HVAC report, 8:00 MLB meeting.

October 17: Public Forum

On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to adjourn the meeting at 8:41 p.m.

Respectfully submitted,

Hilma A. Sumner
Town Coordinator