

Meeting Minutes

Town of Heath

FACILITIES COMMITTEE

Virtual Meeting
December 2, 2020. 6pm

<p>1. Call Meeting to Order</p> <ul style="list-style-type: none">• Interim Chair David Travers called the meeting to order at 6:02pm
<p>2. Identification of Callers</p> <ul style="list-style-type: none">• Tom Lively• David Travers• Steven Thane• Will Emmet• Michael Cucchiara• Jeff Johnston• Tim Lively• Hilma Sumner• Barbara Rode
<p>3. Review of Agenda</p> <ul style="list-style-type: none">• Review of BOS charge for Facilities Committee• Confirmation that all committee members had read and had no questions on the agenda.
<p>4. <u>Brief</u> Introductions of Committee Members</p> <ul style="list-style-type: none">• Tom Lively – Lengthy history of Town service (Select Board, Tree Warden, and much more)• Steven Thane – Member of the energy committee. Long-time Town of Heath volunteer.• Will Emmet – Retired mechanical engineer. Served on Heath Town Facilities Task Force.• Michael Cucchiara – Affordable housing developer, Heath resident since 2015. History in public facilities finance work.• Jeff Johnston – Highway Department Director. Heath resident since 2009.• Tim Lively – Building Maintenance Coordinator. Emergency Management Coordinator. Licensed Water/Well Operator. Maintenance at Mohawk High School and 18 Jacobs Road.• Hilma Sumner – Town coordinator in roll on committee. Facilitator of interactions with and communications with the Select Board.• Barbara Rode (public attendee) – Worked with parks and rec last year. Now a School Committee member. Runs an in-home appliance repair company.
<p>5. Appointment of Permanent Chair</p> <ul style="list-style-type: none">• Nominee(s):<ul style="list-style-type: none">○ David Travers (Nominated by M. Cucchiara. Second by T. Lively.)○ Unanimously approved.
<p>6. Appointment of Recording Secretary</p> <ul style="list-style-type: none">• Nominee(s):<ul style="list-style-type: none">○ Tom Lively. Nominated by D. Travers. Second by M. Cucchiara.)○ Unanimously Approved.

7. Short Term Analysis Discussion – Review of historical facilities information, organizational structure for research and work product, and setting immediate priorities.
- Prioritization discussion:
 - What can hurt or injure people?
 - Select Board priorities
 - Near/Middle/Long term item identification.
 - Break into buckets (life-safety, code compliance, repair of existing, energy efficiency, etc.)
 - Attention to preventative maintenance scheduling after make-safe activities. Ideally, prioritization of repairs and upgrades would tie into a preventative maintenance schedule that would come online after work is performed.

8. Set Regular Meeting Schedule
- Preliminary Schedule - Meet every 2 weeks, Wednesday Night at 6p. (Next Meeting 12/16)

9. Schedule Site Visit to Town Facilities
- 2pm on December 8 (Meet at salt shed) visit to salt shed and highway department.
 - 1pm on December 10 (Meet at Sawyer Hall) visit Sawyer Hall and Community Hall.
 - 2pm on December 15 (Meet at 18 Jacobs Road) visit 18 Jacobs Road.

10. Public Comments
- Request to pay special attention to HVAC systems due to COVID.

11. Address Issues not Reasonably Anticipated 48hrs in Advance/Adjourn
- No unanticipated issues.
 - Motion to Adjourn by M. Cucchiara. Second by W. Emmet. Meeting adjourned at 7:17p