

MEETING MINUTES

Town of Heath
SELECT BOARD
Virtual Meeting
October 27, 2020

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

Other Attendees: See attendance sheet.

Review Agenda: Added SBUC & realtor, reschedule executive session.

Public Comment:

Robert Dane stated that he would like to see two separate building use committees because he thought one committee would exacerbate divisiveness. He also said that the Town should engage a professional realtor for any rentals or building sales.

Susan Gruen asked who had been in Community Hall that were not essential workers.

Robert Gruen asked if there was going to be an audit and commented that he thought there need to be one when a town hired a new treasurer.

Doug Mason asked that comments be allowed during each business item on the agenda and that the town finances be evaluated.

Sue Lively read a statement that there needs to be one building committee if the town truly wants to bring about healing and that this will occur through who is selected to serve on the committee.

Pam Porter reported that she had asked the Town Coordinator about bringing realtors to view the town buildings.

Town Accountant: Dave Fierro joined the meeting to check in with how the work had been going for him over the past year. It was requested that, if possible, expense reports have the total for each account separately from an overall expense total. Gloria will find an old report and leave it for Dave to review. Dave is working on the balance sheet to get reports prepared to set the tax rate. Dave will talk with Alice in coordinating what is needed to submit to set the tax rate. He still needs to do the overlay report and breakdown for free cash. The Board also requested that he print the warrant signature page for the Board's signatures. The Board also requested that employee names be inserted on the payroll report. Preparation for an audit will need to be done. Tom Scanlon will be contacted to have his firm do the audit sometime between mid-December and March. Dave and the Board agreed that they would be in contact approximately every two months to remain updated.

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 October 20, 2020 with amendments.*

Triwire Rental Agreement: The Board agreed that there needed to be a sign-in log in the room at 18 Jacobs Road for the purpose of contact tracing. Tim Lively will be at the building early morning and can open the end doorway to allow the workers into the building. The proposed \$75 per month custodial fee will remain in the agreement. In the email Triwire will be asked what their expectations are for custodial services. It will be explained what the town's practice is for other renters. Wording in the agreement will be modified to reflect that plowing will occur according to the highway department's schedule. *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the*

Select Board unanimously voted to approve the rental agreement with modifications and, when revised, that the Select Board chairman would be authorized to sign the agreement.

Heath Town Finances Review: The report done in another town was written by the Technical Assistance Bureau of the Division of Local Services. Gloria needs access to Gateway services so that she can email Zack Blake and talk to him about reviewing Heath's municipal finances and compiling a report. The Town Clerk will add Gloria to the Gateway access.

Municipal Buildings Committees: The Board acknowledged all the interest that residents had expressed through public comment remarks and emails. It was confirmed that the Building Facilities Committee is charged with looking after the maintenance needs of all town buildings and not with disposition of any property. ***On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to approve the amended charge to the Building Facilities Committee.*** There had been four people submit letters of interest for serving on this committee. ***On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to appoint Will Emmet, Tom Lively, David Travers and Steve Thane to the Building Facilities Committee.*** The appointment letter will be sent out with the committee overview with the charge and outline of duties.

Brian requested that the Board postpone decisions about the Building Use Committee because he wanted more time to review the many emails that had been received regarding the committee formation. Robyn and Gloria concurred that discussion and decisions would be postponed until the November 10th meeting. There were some revisions to be made to the overview of the charge and duties which Hilma will update and send to the Board. A statement will be added that the committee will report to the Board on a regular basis and that the overview and committee work will be reviewed in six months. The Board then agreed that those statements would be added to the Building Facilities Committee overview. ***On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to add two statements to the Building Facilities Committee overview that the committee will report to the Board on a regular basis and that the overview and committee work will be reviewed in six months.***

Educational Internet Access Hub: Tim Lively reported in an email that Jamrog will be coming either Thursday or Friday to retest the air ventilation in the gym and cafeteria areas at 18 Jacobs Road. There is still no estimate of what it will cost to repair the air exchange system for the classroom wing.

Building Reopening: The Board discussed that, given the increasing rate of positive COVID virus cases, even in western Mass., that this was not the correct time to reopen buildings to the public. Committees need to have remote meetings even if the expected attendance is low. Brian will work on drafting meeting protocol suitable for all committees for holding remote meetings. In determining a means of reopening the Community Hall as an internet access hub, more information needs to be obtained. Hilma will talk with the town nurse to discuss people using bathrooms while she is holding office hours.

In responding to a question asked during the public comment period, Pam Porter reported that she had asked the Town Coordinator about bringing realtors to view the town buildings. She was hoping that they would offer some marketing ideas for the available spaces in town buildings. She noted that she, Pat McGahan, and realtor Phil Pless toured Community and Sawyer halls as well as 18 Jacobs Road to determine if any had any spaces that were suitable as rental spaces. Pam also stated she had contacted the Community Development Center and they were inundated with people using their

commercial kitchen space. She had then contacted Randy Crochier, county health agent, who would be viewing the kitchen at 18 Jacobs Road to inform her what changes would need to be made to have it ready for commercial use.

Green Communities Grant Update: It was reported by Brian that DOER gave approval for the engineering analysis for a heat pump system for Community Hall. *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to approve the RISE engineering proposal.* Approval is needed for the final insulation plan for that building. If the Energy Advisory Committee votes to go with an expediter for construction, it will not need to go out to bid. The Energy Reduction Plan has been revised and the Board needs to review and approve the draft so that it can be sent to the state. In the matter of repairing/replacing windows for the Community Hall, it is hoped that the Building Facilities Committee will be able to assist in gathering information.

8:00 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, convene the MLB meeting, and reconvene the Select Board meeting afterwards.*

9:02 p.m. *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to adjourn the MLB meeting and reconvene the Select Board meeting.*

MLP Manager Job Description: The Select Board accepted the recommendation of the MLB to accept the revised and updated MLP Manager job description. *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to approve the revised Municipal Light Plant Manager job description.*

Executive Session Reschedule: No new date was set. The Board would like a determination and information of how to conduct an executive session by remote means before establishing a new date.

Town Coordinator's Report:

- MTRSD & Cares Act: Incurred costs for remote learning & COVID have been listed as: \$11,076 for Chromebooks for 52 Heath students; \$473 for HS/MS ventilation upgrades (7.56% of \$6,250 total cost); and \$3,555 for PPE products (9.3033% of \$38,214 total cost). Plus, estimate of \$75,000 to repair HVAC at Hawlemont.
- DUNS Update: Finished updating information. EIN has to be verified by IRS before it is active. Should only take a few days.
- Treasurer: Prepared documents, bond application and letters for banks for the new treasurer.
- Northeast IT: Spoke with Heath technicians Doug and Shawn following email of explanation with reasons why upgrading WiFi speed in the center is more complicated than installing a router. Besides lack of security with having municipal and public use combined, the Sawyer Hall switching system is outdated and very slow. The system rate is 100 mb/sec. When the center buildings have broadband service, it will be entering the building at 1000 mb/sec. If the switching system is not upgraded to the same speed the signal will get 'bogged down' and the faster fiber speed will not be accessed. An upgraded switching system is one of the projects included in the CCC Technology grant application. As you can read in the mail, their proposal for secure WiFi upgrade in the town center would cost over \$5,000. If the town is installing separate BB service to Community Hall, this would not be needed as proposed now. Again, this WiFi upgrade has been included in the CCC application.

- CARES Act Round Two Submission: Compiling data of expenses incurred and anticipated between July 1 and December 30 to submit the second-round application for CARES Act funding. This is due on Oct. 30th.
- Triwire construction: Received a copy of their certificate of insurance.

Mail:

- RPC re: Police detail invoices
- B. Kovacs re: Halloween guidelines & participants
- BDV re: DOER approval of CH engineering cost
- RISE Engineering re: contract
- T. Lively re: fire extinguisher report
- L. Johnson Fuller re: TFTF report
- M. Medon re: unmade payments
- R. Gruen re: new committees
- M. Freeman re: new committees
- W. Gran re: new committees
- R. Viarengo re: new committees
- J. Gran re: new committees
- J. Dane re: new committees
- C. Luis-Schultz re: new committees
- R. Dane re: new committees
- J. Gran re: response to D. Freeman's letter
- L. Johnson Fuller re: interest in BUC
- P. McGahan re: interest in BUC
- K. Leistyna re: interest in BUC
- S. Gruen re: interest in BFC
- N. Marshall re: interest in BUC
- Tom Lively re: interest in BFC
- B. Travers re: interest in BUC
- D. Travers re: interest in serving on a committee
- S. Hannay, J. Gran, B. Kovacs re: endorsement of S. Gruen
- S. Hannay, J. Gran re: endorsement of K. Leistyna
- R. Viarengo, S. Hannay, J. Gran, B. Kovacs re: endorsement of N. Marshall
- L. Thwing re: official withdrawal of pole petition
- M. Wecker re: WiValley pole
- J. Mirin re: WiValley pole
- P. Howe re: WiValley pole.
- NE IT re: WiFi upgrade to Comm. Hall
- W. Ennen re: broadband call notes
- S. Stanton re: DPH/FRCOG Buckland information
- S. Stanton re: MTRSD/Hawlemont newsletter
- Hawlemont News Oct. 23
- MIIA re: unemployment, fraudulent claims
- FRCOG re: Fall newsletter
- P. Porter re: request to appoint entire SBUC to BUC
- P. Porter re: interest in BUC
- M. Sumner re: interest in BUC

- R. Jenkins re: interest in BUC
- W. Emmet re: interest in BFC
- A. Schwenger re: MLB/MLPAC points of discussion
- R. Bourke re: final invoice, time sheet and letter of resignation
- NE IT re: laptops for remote work pricing

Future Meeting: November 10th

Agenda Items: appointment with Northeast IT, reopening of Community Hall, Green Communities: Energy Reduction Plan letter, TFTF Listening meeting, Building Use Committee overview and appointments.

On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to adjourn the meeting at 9:43 p.m.

Respectfully submitted,

Hilma A. Sumner
Town Coordinator