

**MEETING MINUTES**

Town of Heath  
SELECT BOARD  
Virtual Meeting  
November 17, 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:** No changes.

**Public Comment:**

Susan Lively commented that she thought there was a misrepresentation being presented by a few residents regarding the Town Facilities Task Force report. The goal in the report was to find a way to use all buildings and that everyone should look at what is best for Heath long-term.

Barbara Rode remarked that there were no Council on Aging postings on the website and this does not enable volunteers to find opportunities to become involved. She also stated that she was disappointed last week to hear citizens bring up points that she thought were already settled. Barbara stated that she, personally, was calling for unity and mutual respect and to take the matter of whether to sell the former school building off the table.

Will Emmet concurred with Susan Lively's statement and said he was concerned that the report will just get shelved.

Betsy Kovacs urged residents to stay safe for Thanksgiving and informed everyone that there was information regarding COVID safety both on the town website and the FRCOG website.

Margaret Freeman stated that she agreed with comments made by Sue Lively, Barbara Rode and Will Emmet.

Maya Jalbert stated that she is one of the MTRSD teachers who is using the school building and wanted to thank the Select Board for the opportunity to use a room in the building. She added that both she and the second teacher using the building may not have been able to work if they had not been able to use space in the former school building.

**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 November 10, 2020 with amendments.*

**Heath Town Finances Review:** Gloria reported that she had submitted a request for a financial review and forecast but had not received a response yet.

**Ch. 70 Minimum Contribution Letter:** The Board agreed that the final letter needed to be sent to Senator Hinds, Representative Mark, Superintendent Stanton, the MTRSD School Committee, the FCTS Superintendent and School Committee.

**Northeast IT:** The Board reviewed a follow-up email sent from Doug Sudnick. In regard to the Assessors' computer it is estimated to cost approximately \$1,800 to get the Patriot software onto the new computer. The Board agreed that probably the quickest way to access funds for this work was to charge it to the Assessors' Expense Account. Hilma will convey this information to Alice so she can proceed. The topic of phone service was postponed until a future meeting. The email, summarizing

the company's position regarding installing a wi-fi booster in Community Hall, stated that the broader the signal range, the less secure the network would be.

**Other Internet Use Requests:** The Board briefly discussed procedure if there were internet-use requests other than for educational purposes. To be consistent with current policy, if there are adult-use requests to use space at 18 Jacobs Road, the request would go first to the School Building Use Committee who would present it to the Board for consideration. It was agreed to continue this discussion at the next meeting.

**Building Maintenance:**

Sawyer Hall Railing: Brian sent measurements and a diagram to Robyn who, in turn sent the information to a fabricator. An estimate was received and will be sent to the Building Facilities Committee.

The Board reviewed a list of immediate building needs that had been drafted by Brian. That list will be sent to the Committee with the information that the railings and salt shed repair are the highest priority needs.

Jamrog repair of the air exchange system at the former school building was quoted at \$12,525.00. *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to approve the Jamrog quote of \$12,525.00 to repair the air exchange system in the classroom wing of the former school building.*

**COVID-19 Protocol:**

Remote meetings and the different platforms that are available will be researched by Hilma and information presented at a future meeting.

Building reopening will be discussed next week. Information that will be gathered for the discussion will be to ask the Board of Health for current COVID status information, obtain a follow-up report from the Fire Chief, request input from Tim Lively as both Emergency Management Director and Building Maintenance Coordinator, as well as an up-to-date MTRSD Return to Learn plan, and the spreadsheet reporting the status of other small towns building availability. Robyn and Hilma will compile the documentation.

**Town Facilities Task Force Report:** The Board discussed a draft summary that Robyn had written. It was agreed that the finished summary would be included with a survey. Any change suggestions need to be sent to Hilma to incorporate in the document. Robyn stated that the Board needs to begin having conversations about use of the buildings.

**Green Communities Update:** Engineer Roger Harris, RISE Engineering, will be coming to gather information about the Community Hall on Monday. He will be doing the energy savings analysis for replacing the current oil-burning furnace with a heat pump system. Brian reported that the Energy Advisory Committee will be meeting on Thursday to review the list of expeditors for insulation work for the Community Hall.

**Town Audit:** Hilma reported that she had spoken with Tom Scanlon who suggested the town wait for a year and have the audit done of FY2021 records due to the fact that this year will have more complex records because of various funding sources due to COVID-related expenses. Gloria said she thought the audit needs to be sooner rather than later. She will seek an opinion from DLS.

**Town Coordinator's Report:**

- Northeast IT: Assessors' new computer operational with exception of Patriot software. Spoke with Doug and Shawn regarding the follow-up email from last Tuesday's meeting. They can assist with

Patriot transfer once agreement made with company. Hilma will speak with Doug tomorrow about Intermedia, a phone/internet system that would include VOIP and a remote meeting platform. Wireless device for Community Hall is not recommended. As long as the Wi-Fi is part of the town system, the wider the range, the higher the amount of exposure and higher risk for hacking.

- CARES Act: Finished report of spending for the July-September quarter and submitted.
- Sawyer Hall Protocol: There is now a small desk with a sign-in notebook, pens and hand sanitizer in the hallway just past the post office door. There is also a sign instructing people to sign in, sanitize hands and check in with Charlene if they want to enter the building. Hilma has instructed Charlene that most people will be met downstairs to keep them out of the upstairs office space. Employees entering the building are to sign in as well.

The Board discussed having people make an appointment rather than just showing up and questioned whether Charlene should be the gatekeeper. They also discussed the possibility that the double doors could remain locked and that mail service could be conducted through the post office window. Brian suggested an intercom system and will talk to Charlene about these different ideas.

- Triwire Rental: Received an email from Jordan of Triwire that he has a signed rental agreement and an initial check to rent the end room at 18 Jacobs Road. He had said he would come to town yesterday but I did not see him. I sent him a follow up email today.
- Building Facilities Committee: Four of five appointees have been sworn in. I sent an email to all five with contact info and some basic procedural information about holding a first meeting. Attached to the email was a copy of the TTF Report and 3 spreadsheets compiled by that committee listing maintenance concerns, repairs, etc., that they can use as a starting point.
- KP Law Invoice: Received September invoice from KP Law which totals \$8,166.00. I have requested an itemized invoice. Most expense is either Board of Health issue or Planning Board/Zoning in regards to building on private roads. There is less than \$400 in the Legal Fees account.

**Mail:**

- S. Gruen re: using Community Hall
- N. Wolf re: Historical Society request—add to Nov. 24 agenda.
- Northeast IT re: meeting follow-up
- J. Hawes re: Triwire rental agreement
- M. Freeman re: town common fence
- R. Gruen re: audit
- RPC re: Community Hall windows
- S. Litchfield re: MLP Manager report 11/12/20
- P. Walker re: short-term rentals
- D. Travers re: TCI program meeting
- DLS re: MTRSD excess and deficiency
- MWW re: improvements
- FCSWMD re: home composting
- W. Ennen re: November notes
- S. Litchfield re: BB flyer in with tax bills—Hilma will contact the Tax Collector to determine if this is allowed.

- K. Peppard re: Bobby Honeycutt resignation from Parks & Rec—Wait to get Bobby’s confirmation of resignation.
- K. Peppard re: recommendations for new members—Needs to wait for resignation above.
- S. Lively re: TFTF report
- R. Gruen re: request to open CH—Refer to Building Use Committee.
- P. Porter re: 18 Jacobs Road usage update
- R. Harris re: site visit
- S. Stanton re: MTRSD update
- S. Litchfield re: True-up application revision
- J. Ameen re: MRF processing fee revision
- BDV re: Heath Herald Select Board report
- KP Law re: land use application updates
- Hawlemont News Nov. 13
- B. Rode re: Ventilation repairs
- B. Rode re: School Committee/hybrid/remote schooling plans
- B. Rode re: letter draft for Min. Contribution
- E. Nichols re: insert in tax bills
- J. McDonough re: BB police detail

**Future Meeting: November 24<sup>th</sup>**

Agenda Items: Buildings reopening, KP Law invoice, Heath Historical Society request.

*On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to adjourn the meeting at 8:50 p.m.*

Respectfully submitted,

Hilma A. Sumner  
Town Coordinator