

MEETING MINUTES

Town of Heath
SELECT BOARD
Virtual Meeting
November 24, 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:

Robert Dane commented that he thought the town was divided and that it was a misrepresentation that the vote of May 2019 was to keep 18 Jacobs Road; it was not. He also said that the Select Board needs to look at and address the current financial situation now.

Robert Gruen said that the people voted to have the audit done as soon as possible and now it was being debated by the Board when to do it.

Review Minutes: The Board reviewed the minutes of November 17, 2020 but did not approve them due to the additions that were requested. The amended minutes will be approved at a future meeting.

Building Reopening: The Board issued a thank you and expressed appreciation to everyone who had supplied information that informed the evening's discussion.

Sawyer Hall: Brian held a conversation with both Hilma and Charlene. Charlene is willing to stop people who come into Sawyer Hall before they go past the post office. She did question the idea of locking the double doors and said she did not know if the USPS would consider the post office closed. It was decided that the building would remain as it has been: closed except of listed employees and appointments. There will be a sign at the back door reminding employees to sign in and a second "STOP" sign in the hallway.

Community Hall: The Board agreed that conditions were not safe for the building to open and use was limited due to the lack of wi-fi reception. Currently, there is no compelling reason to open the building, according to Brian. The Board will revisit this in two weeks. The nurse is still working in the building and seeing a few clients by appointment.

Former School Building: The Board agreed that this building would continue to be used for the educational internet access hub due to the rigorous protocol that is followed. If there are other requests for use, they will be reviewed by the Building Use Committee and the Board of Health before being considered by the Select Board.

Remote Meeting Protocol: Meetings will continue to be held remotely. Brian reported that he uses email and mail to share documents for the Conservation Commission meetings. A Heath-specific protocol for remote meetings will be developed.

Building Maintenance:

Sawyer Hall Railing: Due to the urgent nature of the project, The Board decided to accept the proposal that had been received. The company had said they would be able to do the work in a couple of weeks. *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board*

unanimously voted to engage B. Gorey Fabricators to build and install two railings for a cost of \$2,400.

Heath Historical Society Request: The Board reviewed the request of the Historical Society to lease land at 5 Ledges Road to building a climate-controlled building. Discussion followed with concerns raised about the site of the building and would there be room for a solar array and for parking space, if needed. More information about the size of the building and a plot plan of the property will be obtained before continuing deliberation about the request.

KP-Law September Invoice: There is a balance of \$737 in the Legal Fees account. The September invoice is slightly higher than \$8,000. After discussion, the Board proposed holding a Special Town Meeting to transfer money from the Fy2019 Free Cash. *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to hold a Special Town Meeting on December 12, 2020, at 10:00 a.m. in the parking area of 18 Jacobs Road to transfer \$15,000 from the FY2019 Free Cash to Legal Fees account.*

Heath Town Finance Review: Gloria has not yet received a response to her email to DLS. She also stated that she would like to begin budget discussions very soon as there were many aspects to be reviewed and evaluated.

Green Communities Update: The Energy Advisory Committee reviewed the list of expeditors for insulation installation. There were none in western Massachusetts. Brian will speak with FRCOG to get bids submitted through their venue. Brian will work on the technical specifications that will need to be supplied to them. On Monday Engineer Roger Harris went through the Community Hall to obtain the information he needs to complete an energy analysis for a heat pump system.

Town Audit: Robyn and Hilma will work on seeking more information from the accounting firms that have already been contacted. A third accounting firm will be contacted and asked to submit a proposal as well.

MIIA Agreement: Hilma reported that MIIA agent Mick Garrold had contacted her with a proposal for a two-year agreement for insurance premiums. If the town enters into a two-year agreement, the FY22 rates will remain the same (0% increase) and an increase up to 2.5% for FY23. *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to enter the two-year agreement with MIIA for FY22 and FY23.*

Town Facilities Task Force Report: Discussion about the draft summary included comments that information should be kept to a minimum, but people should be encouraged to read the actual report. The needs of each building should be pulled out of the report and a working document made of what the needs are and what the costs are.

Town Coordinator's Report:

- Northeast IT: Worked under the technician's direction to reconfigure the Assessors' old computer so that they could work remotely to transfer the last software files. Another technician was at Sawyer Hall Monday trying different methods to complete the transfer. Spoke with Doug Sudnick who explained the service called Intermedia, that is both a VOIP system and remote meeting capabilities. I need to provide him with information about the current phone system so that he can provide a quote for compatible phone service. This would replace Crocker VOIP, it the town chose this.

- Triwire Rental: Received the signed rental agreement as well as payment for November and security deposit.
- Audit contact: Placed a call to Roselli, Clark & Associates, Accountants of Woburn, MA. For an FY20 audit, they would not be able to do the work until May 2021. If the town waited to do an FY21 audit, they would be able to do the work in Fall 2021, if their service were contracted soon. They will be providing separate quotes for each.
- KP Law Invoice: Separate invoices were sent today for the September legal work. Work for the Board of Health totaled \$3,743 and the remainder of the work totaled \$4,423. Balance in Legal Fees account is: \$737. There are a couple of options for transferring Free Cash as a possible solution for funding.
 1. Calling an STM very soon to transfer money from the FY19 Free Cash. This can only be done before the FY21 tax rate is set.
 2. Wait until the FY20 Free Cash is certified, call an STM to transfer money from that funding source. The Accountant predicts that Free Cash may not be certified until January as the state is focusing on certifying tax rates.
- Sawyer Hall Railings: Contacted the Steel Shed to obtain their email address so Robyn could send specs for the project. Was told that it would be approximately two months before they could do the work.
- FSWMD Board of Directors' Meeting: Attended meeting where the proposed FY22 budget was presented. A holiday recycling information sheet was presented, and towns were encouraged to put it on websites to inform residents. Recycled plastic is in demand and exceeds the supply currently.

Mail:

- C. Tallen re: appt. with Police
- B. Rode re: safe internet hub
- RPC re: B. Gorey Fabricators quote
- E. Lively re: thank you for foot clinic
- E. Lively re: resignation from Cultural Council— *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to accept with regrets Eileen Lively's resignation from the Heath Cultural Council.*
- J. Pfister re: Revised ERP approval
- M. Cucchiara re: land for possible purchase w/MT Woodlands Grant
- J. Hawkins re: Building Commissioner order to demolish
- FCSWMD re: Transfer Station Inspection approval
- RPC re: response to C. Luis-Schultz email
- M. Baldino re: MBI extension of WIFI Hotspot program—This included an offer for an indoor wi-fi hotspot. Hilma has sent an email asking for more information.
- R. Dane re: comment on last week's comments
- EOHED re: MassWorks nonreceipt
- J. Ameen re: FCSWMD FY 2022 proposed budget
- EOHHS re: emergency medical services providers, police, fire
- FCSWMD re: holiday recycling guidelines
- S. Stanton re: MTRSD update
- Hawlemont News Nov. 20,2020

Future Meeting: December 1st

Agenda Items: 6:15 appointment with School Building Use Committee, Hilma's Leave, other items continued from tonight.

On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to adjourn the meeting at 8:20 p.m.

Respectfully submitted,

Hilma A. Sumner
Town Coordinator