

MEETING MINUTES

Town of Heath
SELECT BOARD
Virtual Meeting
December 1, 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 review and vote to accept FRCOG quote for bidding.

Public Comment: None.

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 17, 2020 as amended.*

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 24, 2020 as amended.

School Building Use Committee: Members Pam Porter, Lyra Johnson-Fuller, Pat McGahan and Mary Sumner met with the Board for the last time before the committee is dissolved. There was a review of the report that been submitted about their initial research on potential marketing space with town buildings. The following summary was given of the report. Two local realtors who deal with commercial space were given tours of the former school building, Sawyer Hall, and the Community Hall. Both realtors saw potential for marketable space. Of particular interest is the school building kitchen which can easily be made ready to offer for rent. The committee spoke with the Community Development Center who said that they frequently have an overflow of interested people. Jim Cerone was also consulted about building code improvements that would be needed for the various buildings and he said that he did not think there was any improvements that were needed to market any of the spaces. Randy Crochier, County Health Agent, gave the input that, if a kitchen was offered for commercial use, there was some work that needed to be done first.

The committee offered several recommendations in the report. These included speaking further with Timothy Grader because of his particular interest, move forward with obtaining a grant(s) to correct the accessibility issues at Sawyer Hall and the Community Hall, determine what to keep and/or dispose of with equipment at the school building, moving ahead with commercial rental of the school kitchen, and engaging the FRCOG to assist with a community needs assessment.

It was agreed that, besides doing a survey of needs, there should be a cost-benefit analysis of the various spaces. Brian said that it was possible to determine the electrical power draw of equipment. He also suggested having another conversation with the CDC to ask what percentage of their rental fee pays overhead versus what is profit.

The Board issued their thanks and appreciation to the committee for all the work done by the committee and to the volunteers who have been working at the educational hub. It was also noted that potential visitors to the area will look at websites to see what is available for activities and services and the town website could be enhanced to reflect the spaces available for rent. *On a motion by*

Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to accept the presented report of the School Building Use Committee and ask the Building Use Committee to continue this same work and follow up on the recommendations.

Robyn asked that the disposal of town property policy dated August 23, 2016 be reviewed and verify whether it is consistent with state law. Hilma will follow up on this.

Pam mentioned that Jonathan Diamond has made a proposal for Hilltown Theatre to use areas in the former school building. The Board of Health will review the proposal tomorrow and it will then be passed on to the Building Use Committee.

Building Maintenance: Brian has communicated with Andrea Wood, FRCOG, about preparing a bid document for the Community Hall insulation work. The cost is \$500 and can come out of a grant so there would be no expense to the Town. *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to authorize FRCOG to issue an RFB for the Community Hall insulation work that will be done under the Green Communities Grant Program.*

Town Facilities Task Force Report: Robyn reported that she is putting together a list of repairs in chart form of what was mentioned in the report. The Board discussed that a survey of community needs and wants be developed by members of the Building Use Committee, The Select Board and FRCOG members Jessica Atwood and Amy Shapiro.

Heath Historical Society Request: The Board reviewed details of an email sent by Bob Viarengo about the erecting a storage building on 5 Ledge Road. Brian said he thought there would be space on the lot, but it would need to be worked out where the footprint would be located. Robyn asked why the wheelchair ramp was located at the front of Sawyer Hall when there was no handicapped parking there. Brian replied that it was required by regulation to have access to the main entrance of a building and behind the building was a wetlands area. At this time, the front cannot be accessed because of the unevenness with the street and the drain. The Board agreed that possibilities for relocating the ramp would be investigated.

Heath Town Finance Review: Gloria has not yet received a response to her email to DLS.

Town Audit: Hilma has contacted three separate accounting firms although two companies have not yet submitted proposals. It was clarified that the purpose of an audit was to make certain that spending and deposits were done correctly, and the financial data is entered where it is supposed to be. The Board wants this audit to be a full financial audit for FY 2020 and would like to get all proposals by next Tuesday to be able to review them. Robyn stated that she had read through the 2012 audit report and the recommendations given. She asked Brian and Gloria to read the report and have the Board discuss what recommendations had been done and which ones had not been implemented.

Green Communities Update: Brian will work with Andrea Wood and provide information about the specifications for the bid document for the insulation project.

Town Coordinator Leave: Hilma will be out of work for the first two weeks of January. When she can begin working again, she will need to begin with working at home. When she is out entirely, Mary Sumner, office assistant, will work each day checking mail, email and doing other essential tasks.

Town Coordinator's Report:

- Northeast IT: Further coordination with Assistant Assessor regarding her computer files and with Highway Superintendent regarding his inability to access email. For Highway, the problem lay in outdated software that is not compatible to Windows 10. That computer will be transferred to a monthly MS subscription service to keep the programs compatible and email accessible.
- Audit contact: Received a proposal from Roselli, Clark & Associates, Accountants of Woburn, MA for \$15,000 plus expenses to complete an FY20 audit in April 2021. Given the uncertainty of the ongoing COVID environment, they would not give a price for an FY21 audit. Placed call to & left message at Tom Scanlon's office asking for a proposal. Also called Melanson Accountants and spoke with someone in their main office who would refer me to their Greenfield branch.
- STM Warrant: Prepared warrant for SB signatures and posting. Posted on the website calendar and the SH kiosk has the announcement.
- Remote Meeting Platforms: Researched various meeting platforms. See separate paper for information obtained.
- Employee Work Records: Following a request from Franklin Regional Retirement System, researched 2004 BOS minutes and personnel records to find all documentation regarding authorization for an employee to take an extended medical leave. Sent pertinent documents to FRRS, Treasurer and Highway Supt.
- ACO Report: Spoke with and received written report from ACO Kyle Dragon regarding a situation of a livestock complaint. A dog was attacked in its own yard by a mule that was roaming loose. Dog suffered severe injuries and needed reparative surgery on her hip. Owner of mule was located and informed that he would bear responsibility for all expenses. Called dog owner this morning. Dog was recovering but would probably never have full use of leg and mobility. Mule owner had reimbursed for all veterinary expenses to date.
- Sawyer Hall Railings: Called and left message at B. Gorey Fabricators informing them that the town would like to engage their services. Requested a call back.

Mail:

- H. Griswold, Assessors' Chair re: preliminary 3rd quarter tax bills—Robyn and Hilma will write a response.
- S. Litchfield, MLP Manager re: tracking time vs. paid time—Will be added to the Dec. 3 MLB meeting agenda.
- JamrogHVAC re: scheduling repair work
- CCC IT Grant re: notice of award
- CARES Act re: notice of award
- R. Viarengo re: HHS building information
- M. Freeman re: road complaint & Superintendent's response—Robyn will send a response.
- R. Gruen re: audit opinion
- B. Kovacs re: 3 Ledge Road shed—To revisit after Dec. 16.
- C. Rabbitt re: Town Nurse November report
- S. Stanton re: MTRSD Superintendent's report
- C. Clark re: audit proposal of Roselli Clark & Associates
- FC Regional Housing & Redevelopment Authority re: FY20 report

Future Meeting: December 8th

Agenda Items: Audit, Green Communities update, budget schedule, STM quorum.

It was agreed that there would not be a meeting on December 22nd.

On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to adjourn the meeting at 8:26 p.m.

Respectfully submitted,

Hilma A. Sumner
Town Coordinator