Minutes

Town of Heath Facilities Task Force

11/13/19

- The meeting was called to order at 6:05. Members present were Dena Briggs, Will Emmet, Bill Gran, Jim Cerone, and Sue Lively. There was no audience.
- Minutes from 10/30/19 were accepted as printed.
- We reviewed an updated handout from Bill summarizing the results of the Facilities surveys. Privacy, storage and functionality were the primary themes throughout. Ideas were suggested for ways to address these issues. They included stagger Sawyer Hall employee hours, create a private meeting space to be shared, move some or all offices to another space, put in partitions. It was also suggested the Select Board could authorize a 'clean out "day for individuals to come and clean out and reorganize old files. Bill asked if there might be a benefit to inviting the staff at Sawyer Hall to meet with us and share thoughts and ideas. No decision was made.
- Jim shared revised printouts of the repairs list for Sawyer and Community Hall, plus the Fire Station and the Town Garage area. We reviewed and made revisions as needed. Jim will update these for final review at our next meeting.
- We reviewed Will's handout on 18 Jacobs Rd. He is going to follow up with Tim on some of the projects that may have been completed. We are all to review the information and be ready to revise at the next meeting.
- Dena handed out a draft for a possible town wide survey. We are to review and be ready to discuss at next meeting
- Bill questioned if there would be any value in having a joint meeting with Committees involved in the management of the town facilities. There was a short discussion. No decision was made at this time.
- Action items
  - o Review handouts from Jim and Will
  - o Check through survey
  - o Dena will speak to Margaret about the Deerfield survey and if they found it to be successful.
  - o Come prepared to start brainstorming idea for building needs/use
- The next meeting will be held on Monday November 18 at 6:00. We will meet at 18 Jacobs Rd.
- The meeting was adjourned at 8:30.