

MEETING MINUTES

Town of Heath
SELECT BOARD
Virtual Meeting
January 19, 2021

Called to Order at 6:00 p.m. with Robyn Provost Carlson, Gloria Cronin Fisher, and Brian De Vriese. Hilma Sumner, Town Coordinator, was not in attendance. The Chair noted that the meeting was being recorded.

Other Attendees: See attendance sheet.

Review Agenda: At Brian's request, a discussion of the progress of the Heath/Hawlenont regionalization effort was added.

Robyn began the meeting with a declaration of remembrance of all those who have died from COVID-19 in the United States. A moment of silence was held in honor of the deceased from Franklin County.

Public Comment:

Bob Gruen: asked why classrooms in the 18 Jacobs Rd. building were allowed to be used but not space at Community Hall when they both initially had ventilation issues.

Betsy Kovacs: welcomed the news that the Select Board will be creating protocols for building use and wanted to know who will be given permission to use the buildings and how will that be determined.

Jesse Weigand: pointed out that none of his e-mail messages to the Select Board have been answered and asked if they will be in the future.

Minutes: *On a motion by Brian De Vriese and a second by Gloria Cronin Fisher, the Select Board unanimously voted to approve the minutes of January 5, 2021, as amended.*

On a motion by Brian De Vriese and a second by Gloria Cronin Fisher, the Select Board unanimously voted to approve the minutes of January 12, 2021, as amended.

Regionalization

Brian pointed out that a regionalization grant is available from the Department of Elementary and Secondary Education (DESE). The grant application is due January 25. It was pointed out that this was different from the Community Compact regionalization grant opportunity. Bob Gruen will mention this to Budge Litchfield and will try to write a grant application before the deadline. Ken Rocke suggested putting together a modest grant proposal for legal or process consulting services and noted that he can't help with the application because he works part-time for DESE. Discussion was held whether the application should or needs to be a three-town effort or should it just be Heath. Bob said the regionalization study group was meeting the following day and he would bring it up. Ken pointed out that Heath has a history of working on this beginning with the Heath School Task Force; Brian suggested that Heath apply for the grant to help with our town's expenses. Robyn noted that the Community Compact Grant application had a longer time line and that perhaps the three towns could apply together for this grant to help cover regionalization expenses for all three towns. Brian will forward the grant information to Bob and Budge. Brian wondered if we still want to pursue regionalization; he wants to look at a cost/benefits analysis of joining a small regional school district.

Robyn suggested meeting with Bob and Budge next week. They have a regionalization study group meeting tomorrow (January 20).

Building Maintenance

Salt Shed: nothing new to report.

3 Ledge Rd.: Carson Ovitt submitted a change order to the SB for another dumpster due to the contents of the shed. *On a motion by Gloria Cronin Fisher and seconded by Brian De Vriese, the Board voted unanimously to approve the change order of \$450.*

Community Hall Doors: a quote has been received and will be discussed next week.

Boiler at 18 Jacobs Rd: the expansion tank in the one of the boilers has failed. Glen White submitted to Tim Lively a cost for a replacement bladder. It was suggested that Glen submit an official quote for materials and labor and that the SB will vote on it at next week's meeting.

COVID-19 Municipal Protocol, Concerns, Updates

Learning Hub Update: numbers of students and teachers using the hub have declined. There are two elementary school students and two teachers. One of the teachers will be able to stop using the hub once she gets broadband.

Sawyer Hall: Mary has been working with Northeast IT to set up her remote access. She is not sure how it will work from her home due to her internet access. The town clerk's laptop is still being set up, and Melanie (treasurer) is still in the process of getting her remote access set up due to a power outage at her house.

Telephones: Tim is working on the VOIP and where it will ring at 18 Jacobs Rd. Alice needs to access her phone messages from her phone at Sawyer Hall; Hilma is working on this with Crocker.

18 Jacobs Rd.: Alice is ready to move to 18 Jacobs Rd. Items still needed to be figured out include access into the building. Robyn suggested locking the door and buzzing people in. Discussed who is allowed to have keys. Pam suggested that only people who work there will need keys. Gloria proposed keeping a log of who has keys and when they are returned. Robyn wondered if, when Hilma is in the front office, we still need volunteers. This will be discussed with Hilma.

Cleaning Protocol: is being taken care of by volunteers at 18 Jacobs Rd. A discussion will be held with Tim regarding cleaning protocols with TriWire.

Mail: discussed how departments access their intergovernmental mail – whether it all should be moved to 18 Jacobs Rd. or whether departments can get their mail after 2:00 in Sawyer Hall. Also mentioned is who will be distributing USPS mail as well.

Building Use: Discussed need for the Building Use Committee to keep an up-to-date calendar and the process for making an application for use through that committee. It was noted that as long as the buildings are closed, an application needs to be made to the Use Committee, then forwarded to the Select Board for approval, and that the Use Committee manages it and puts it on a calendar. Brian noted that the SB can approve foot clinic, Fire Department trainings, and other uses with prior notice. Betsy asked about the rules for teachers and students using the Learning Hub. Pam replied that they apply to Hilma and Pam sets them up with a space. In response to another question from Betsy, it was noted that students and teachers are self-screening. Discussed locking the front door at Jacobs Rd. Gloria suggested keeping the door locked at all times and buzzing people in; Robyn suggested keeping the doors open between 8:00 and 9:00 and locked at other times.

Indoor Hot Spot: discussed the indoor hot spot at 18 Jacobs Rd. and what COVID-related regulations would need to be put into place. Robyn suggested an indoor hot spot in the gym with cubicles paid for by the state grant. Brian asked how do we judge interest and noted that people would need to apply. Robyn queried whether we can use the grant for the use we already have. Gloria is opposed to an indoor hot spot for use by the general public because, in her opinion, she thinks it's contrary to all public health concerns and wondered why we continue to want to add more people to the building. The issue will be discussed further.

SB “Meeting” Discussion

Robyn noted that it's a challenge to run meetings not held in person and that she thinks it stifles conversation. Gloria said it's hard not being able to see the people at the meeting and wondered if the meetings could be a little bit shorter. Brian also dislikes the format and said sometimes parts of conversations are lost. He also pointed out that Jesse Weigand asking the SB to respond to letters is a good point and that we need a system. Robyn said the SB should be discussing e-mails at our meetings and that they need to be put on the agenda. She noted that it's the Board's job to serve the public as elected officials and do the people's business. Robyn suggested that we need a policy on how to handle all the e-mails the Board receives. Discussion held on mail received by a certain time and day (Wednesday) that could then be forwarded to the SB for their recommendations of what should be added to the following week's agenda. It was also noted that the Town Coordinator should be responding to each sender that their message has been received. Discussed whether the Town Coordinator could answer e-mails on the Board's behalf, if the full Board should be answering, and what to do if the SB doesn't agree on an answer. Gloria wondered if perhaps the SB could hold a question and answer session once in a while in order to facilitate an earlier response. Robyn said perhaps we could standardize it, e.g., have it on a certain day of each month so everyone knows when it happens.

Robyn reminded everyone that any e-mail that is received by an individual SB member in their official capacity should be forwarded to the Town Coordinator who will forward it to the other members so it becomes part of the public record. She also suggested the creation of official town of Heath e-mail addresses for SB members so mail would not go to their private e-mail accounts. Gloria suggested that those in attendance could send in their thoughts regarding the e-mail process to the Town Coordinator.

Other Business

Green Communities Grant: Brian said that more companies have expressed interest in the insulation project at Community Hall. Bids are due February 2. The engineer needs copies of two years' of electric and heating bills through December 2020.

Town Coordinator's Report: None

Mail – Robyn pointed out that we should note which items we want to include on next week's agenda

Part 1

- ° P. Porter re: Guidance on Unauthorized Visitors at 18 Jacobs Rd. -1pg
- ° B. Kovacs, P. Porter, R. Provost re: Learning Hub use 18 Jacobs -4 pgs
- ° J Weigand re letter/concerns – 2 pgs
- ° M. Freeman re: letter re; Budget – 2pgs
- ° R. Provost re; email update on temp close 2nd floor Sawyer Hall – 3pgs
- ° B. Kovacs re: BoH letter on Sawyer Hall 2nd floor – 3 pgs
- ° T. Lively re: boiler update at 18 Jacobs -2 pgs

Part 2

- ° N. Wolf, R. Provost re: FinCom/SB meeting for Jan 12 – 2 pages
- ° D. Stokes MassDOT re: ch90 reimbursement – 2 pages
- ° D. Travers re: update on Facilities Committee – 1 page
- ° L. Jacobson Carroll of FRCOG re: updated 3 year contract with CPHS – 11 pages
- ° S. Litchfield re: MLP meeting agenda – 1 page
- ° MTRS re: Capital projects meeting agenda – 1 page

Part 3

- ° Jan Ameen re:DEP grant update – 1 page
- ° Jan Ameen re : FCSWMD meeting/minutes - 3 pages
- ° Compactor Connector Grant – 3 pages
- ° D. Giannotti (ETH) Conflict of interest seminars – 2 pages
- ° Baker-Polito, and FRCOG re; COVID Vaccine updates – 8 pages

Part 4

- ° K. Leistyna re: Building use committee 1 page
On a motion by Gloria Cronin Fisher and seconded by Brian De Vriese, the Board voted unanimously to accept Kara's resignation from the Building Use Committee with regret.
- ° E. Lively re: letter to SB 2 pages
- ° Hawlemont news letter 3 pages

There being no further business to come before the Board: ***On a motion by Gloria Cronin Fisher and seconded by Brian De Vriese, the Board voted unanimously to adjourn at 8:22 p.m.***

Respectfully submitted,

Gloria Fisher
Heath Select Board