

MEETING MINUTES

Town of Heath
SELECT BOARD
Virtual Meeting
February 16, 2021

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: Rental opportunity added.

Public Comment: None.

Review Minutes: *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board voted to approve the February 9, 2021 minutes as amended. Robyn Provost-Carlson abstained due to absence from that meeting.*

Building Maintenance

Salt Shed: Brian reported that the engineer has everything he needs to develop repair plans.

Community Hall doors and Sawyer Hall doors: Decision on hold. Robyn stated that she has been in communication with the locksmith who should come next week to look at the doors.

COVID-19 Concerns:

Indoor Hotspot: Hilma has updated the policy forms. Copies of all necessary forms were made and collated by Pam Porter. Pam has updated the volunteers as to procedures for the public hotspot. It is available for use with advance reservations preferred. Walk-ins will be permitted as space permits. A notice of availability and the policy and registration forms will be posted on the town website and sent out in a town-wide email.

Highway Department Budget Hearing: Highway Superintendent Jeff Johnston and Finance Committee members Ned Wolf, Alice Wozniak, Janis Carr, Ken Gilbert and Will Emmet joined the meeting to discuss the department's FY22 budget requests. Jeff went over the different accounts and explained his rationale for each requested amount. He said that he wanted to keep the materials budget and the fuel budget at the same levels as fuel prices are rising and municipal information for materials bids is not due into FRCOG until March 5th so the price the town will have to pay has not yet been determined.

Jeff has submitted a capital request for \$50,000 for refurbishing the front-end loader. He said that he has guesstimated that amount for the cost, but it is indefinite. He is waiting for an individual to come from a local company to give an appraisal. With the work that is planned, Jeff thought the loader would last another five to ten years. He would request that the immediate needs be done first and, if there were enough funds, then would have the vehicle's secondary needs attended to. It was estimated that the loader is washed about seven to eight times per winter, depending on frequency of storms. Jeff said the crew tries to rotate vehicle washing and have to bring each washed vehicle into the garage to dry. Unlike the trucks, the loader does not get undercoated for winter protection.

A discussion was held about leasing large equipment versus purchasing. Jeff will research both options when it comes to a grader since that has seen a lot of use and wear. He said the grader is used not only in the summer but also in the winter for shelving snowbanks.

Current Highway Budget: Jeff has concerns with the winter machinery maintenance budget running low on funds but there will probably be extra money in the sand & salt account that can be transferred at the end of the year. The machinery maintenance budget is low on funds because one of the trucks needed a great deal of repair work.

Cemetery Mowing: The past practice of using funds from the cemetery account was mentioned as a possible means of paying for some of the mowing done at those locations.

OSHA: Jeff stated that he believes the highway department has been keeping abreast of the OSHA regulations as they change. He subscribes to J.J. Keller literature which provides regular, up-to-date information about regulations. That information is printed and kept in a notebook in the highway office.

Small Bridge Program Grant: The grant application was submitted in 2018 with the award notification coming to the town in autumn 2020. The amount of the grant is \$500,000 for engineering and construction of a new bridge on Route 8A over the West Branch Brook. Jeff contacted five different engineering firms who each submitted a quote for services. He and Robyn (with guidance from FRCOG Andrea Woods) reviewed the submissions and selected VHB Engineering considering their proposal the most cost effective. This award is only for engineering and the actual construction will be done under a separate bid.

At this point in the meeting both the Highway Superintendent and the Finance Committee left the meeting.

Important Dates Calendar: Since the town no longer has a Special Town Meeting prior to the Annual Town Meeting, the date for registering to vote and posting the warrant for such a meeting no longer apply and can be deleted. After updating, the calendar will be posted on the website and by the payphone at Sawyer Hall.

2020 Town Report Dedication: After a short discussion, *on a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to dedicate the 2020 Annual Town Report in memory of Richard Giard and in honor of an individual retiring from long-time service to the town.*

Green Communities Update: The Energy Advisory Committee will meet tomorrow evening with Alyssa LaRose to discuss future projects. Brian reported that the insulation will be installed from the outside of Community Hall. He will talk to Energia and see if the building needs to be entirely closed during the work.

Response to Board of Health Email: Tabled.

Resident Email of Concern for Constitutional Rights: The Board reviewed the draft letter that had been written by Gloria. *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to send the letter as written.* Hilma will place on Select Board letterhead for the Board members to sign.

Potential Rental Opportunity: Gloria brought to the Board's attention that there was an advertisement in Saturday's local newspaper seeking a building to rent. It was decided that this would be referred to the Building Use Committee to investigate.

Town Coordinator's Report:

- Northeast IT: They are in the process of setting up the town emails for the three Select Board members. Spoke with a technician who needed to work out some discrepancies of the way attachments were being sent to a few individuals. I will be speaking to our technicians on Thursday to go over what will be included in the upgrade part of work that will be covered by the CCC IT grant.
- Annual Town Report: Began sending reports to Liz Canali for formatting. Also began working on updating town official/committee & board lists.
- Internet Hotspot: Worked with Pam Porter and Pat McGahan in developing procedure for residents to reserve times to use the hotspot. Usage policy, registration and waiver forms have been developed and are available at the building and on the town website. People may make reservations by contacting the town coordinator or using the online form. Walk-ins allowed on availability only basis.
- CodeRED Message: Recorded and sent R911 message from the Board of Health.

New Mail:

- J. Weigand re: after-meeting thoughts
- D. Dvore re: Broadband, VOIP information—This information will be discussed at the MLB meeting.
- FEMA re: modification to reimbursements
- NEIT re: revised COVID employee policy
- FCSWMD re: Recycling Dividend Program grant fund balance
- B. Kovacs re: PVMCD annual report
- DOR re: FCTS excess and deficiency balance sheet
- GCF re: draft letter to resident/constitutional rights
- S. Hannay re: resignation from Heath 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 Suzanne Hannay's resignation from the Heath Cultural Council.* The remaining council members will be contacted and asked if they want a new member appointed at this time.
- M. Newton re: resignation from MLPAC— *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to accept with regrets Margo Newton's resignation from the Municipal Light Plant Advisory Committee.*
- M. Freeman re: commendation for Nick Anzuoni and ambulance crew
- B. Travers re: office rental space inquiry—To be added to next week's agenda.

Next Meeting:

MLB Items
Building Maintenance items
Response to BoH email

On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to adjourn the meeting at 7:40 p.m.

Respectfully submitted,

Hilma A. Sumner
Town Coordinator