

MEETING MINUTES

Town of Heath
SELECT BOARD
Virtual Meeting
May 25, 2021

Called to Order at 6:00 p.m. by Robyn Provost-Carlson, with Susan Lively and Hilma Sumner, Town Coordinator, in attendance.

Other Attendees: See attendance sheet.

Review Agenda: Brian will be joining the meeting at a later time.

Hawlemont Regional Study Team: Members Budge Litchfield, Ken Rocke and Barbara Rode joined the meeting. Budge explained that the Team is being careful about spending and believes they can accomplish the goals for study within the amount of the 191 Grant.

Public Comment for Mosquito Control Measures: Board of Health members Betsy Kovacs, Henry Godek, Armand Clavette and John Palmer along with researcher Barbara Gordon joined the meeting. Margaret Freeman asked who decides if/when there is a public health emergency. The response was that the authority rests with the state office. It does not mean that spraying would automatically be done.

Susan expressed a thank you for the thorough research and preparation that the Board of Health has done. She also commented that she understood there were no positive test results on the mosquitos last year and did not expect any emergencies.

Henry Godek remarked that the mosquito control district is using early testing so that, if treatment is necessary, larvicide can be used.

Robyn asked if the state decided to spray, could a person who had extreme health reasons opt out of having their property sprayed. The reply was that there would probably be a means of exemption.

Review Minutes: *On a motion by Susan Lively and a second by Robyn Provost-Carlson, the Select Board voted to approve the minutes of May 18, 2021, as amended.*

6:30 p.m. Brian De Vriese joined the meeting.

Mosquito Control Spraying: The Board discussed the various aspects and concerns of mosquito control through aerial spraying and/or ground spraying. It was reviewed that there are advantages to early testing through the mosquito district. If the Town opts out of only the aerial spraying, the Town will still be able to call on the expertise of state officials, if it is needed. Hopefully, by the end of this year, much more will be known about the status of the mosquito population in the Town and around the area. *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to opt out of mosquito control by aerial spraying only for the remainder of the calendar year.*

COVID-19 and Building Reopening:

Robyn stated that she viewed building reopening as a two-fold decision. First, there is the matter of reopening Community Hall and 18 Jacobs Road for use by the public. Secondly, is the timing and method of reopening of town offices and the possibility of relocating some of the offices.

Issues for reopening the two buildings that have space for public use include having the Fire Chief re-inspect the Community Hall for the status of items that had been inspection issues last fall. Brian remarked that there needs to be protocol for public use since COVID has not completely been eradicated. Protocol will be written and a release form developed that participants in either building will need to agree to and sign. The Board said they would evaluate the documents and consider a decision for reopening these buildings at the next meeting with a possible opening date of June 14th or 15th. Robyn stated that she was still researching the status of mask wearing and Brian suggested that they consider having a mask-wearing policy for inside gatherings until the end of summer.

In-person municipal meetings were discussed and the Board will also consider approving in-person meetings to begin June 14th with protocol in place. It was noted that groups can meet outdoors on Town property as weather permits.

Much more discussion needs to be completed before the Board is ready to finalize reopening Town offices. Employees need to be approached to assess how they feel about resuming office hours and having offices open. The Board noted that another consideration is the directive from the ATM of town offices having accessibility. Other concerns are the issues of privacy and security. Brian remarked that the Board needs to look at the cost and how to pay for proper ventilation. He said he thought it would be costly and difficult to install although rebuilding of the ramp and steps could probably be done. Sue said that she wanted to look at all the options, know clearly the various components to the decisions that need to be made and get information from the employees. Robyn remarked she knows there are people who will evaluate office space needs and costs for remediation of situations to get offices to modern levels of use. Hilma will contact the FRCOG and ask if they have information about a firm that would do such an assessment.

The Board considered the request from the Library Trustees and Library Director asking whether the Board would consider purchasing a group of ten air filtration room units. The Library needs three units for their space and suggested that the Town could use the other units in office space so that the purchase could be done at a greatly reduced price. ***On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve the purchase of ten air filtration units that will be paid for through CARES Act funding.***

Potential Building Renters: Hilma will provide an update of building reopening status to the Building Use Committee and inform them that they may resume reviewing applications for use. Hilma will particularly send an email to those individuals who have already requested use of building space.

Hawlemont Regionalization Study Team Request: Following a request and the report from the Study Team, the Board reviewed the three potential consultants and each of their contract terms. ***On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve entering contracts with: Sarah Carleton (\$70/hour; not to exceed \$7,000), The Management Solution (\$170/hour; not to exceed \$7,000), and KP Law (\$200/hour, as needed).***

18 Jacobs Road Kitchen Appliances: The Board reviewed a quote to disconnect the convection oven and steamer, connect the donated convection oven and reconnect and repair the steamer. ***On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve the quote from Hartnett Plumbing for \$1,772.25 to be paid from the School Building Use Revolving Fund.***

The Board also reviewed two quotes from POPCO for repair of the dishwasher at 18 Jacobs Road. One quote, for repair of the existing motor, is \$1,995.25 while the second quote, for replacement of the motor, is \$4,180.76. Questions were raised such as how far the repairman would have to go before realizing whether or not the existing motor could be fixed; how much does a new dishwasher cost or a used machine in working condition. Robyn stated she wants to speak to someone she knows in the field. The Board agreed that they want to obtain more information about a repair or other options before making a decision.

Special Projects:

Sawyer Hall double door hardware: *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve the quote of \$2,600.00 from Smith & Associates Locksmith Service to replace the Sawyer Hall double door hardware.*

Fire Station electrical upgrade: The Fire Chief had also requested that the company wire the heater in the Emergency Operations Center to the generator, if possible. *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve the quote of \$3,450.00 from Current Electric to install the electrical upgrade in the Fire Station with an additional change order to wire the EOC heater to the generator.*

Sawyer Hall second floor emergency light for egress and lighted exit sign: *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve the quote of \$600.00 from Current Electric to install the Sawyer Hall lighted exit sign and emergency light on the second floor.*

Community Hall doors: Hilma reported that, because the quote was several months old, Carson Ovitt had told her that he would need to redo the quote for the door replacement.

The Board requested that Hilma provide the Building Facilities Committee with an update of bid awards for the above listed projects.

Community Hall Windows: Brian stated that he thought the work would have to be advertised and RFPs solicited; he did not think a project of this scope could just be awarded to one company with the public advertisement. Storm windows might be paid for under the Green Communities grant if that proposal was rewritten to include the windows and then approved by the DOER.

Chief Procurement Officer: The Board agreed that they would like the Town Coordinator to serve in this capacity and, if at all possible, take the state-offered procurement training. Hilma stated that there is an overview class being offered on June 2nd that she will take part in. *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to appoint the Town Coordinator as the Chief Procurement Officer.*

Preschool Tuition: Since the estimated costs of tuition for the 2021-22 school year exceed the amount in the town budget, the Board suggested that Hilma communicate with Budge Litchfield and Barbara Rode, School Committee members, and ask them how to approach this situation; does MTRSD have any funds to help offset the overage? Hilma will respond to the Business Office that the Town will be helping with tuition although it is unclear how much of the total expense the Town will be able to pay toward each child's preschool tuition.

Building Use Committee Marketing Questions: The Board agreed that, due to near future building reopening, the committee can go ahead with short-term uses. In the meantime, the Board is reviewing

the extensive list of questions from the BUC and discussed that a possible option would be to ask a realtor like Timothy Grader to discuss possibilities with them.

WiValley Application for Pole Installation: The Public Hearing for the pole installation will be held on June 22nd at 6:15 p.m. If the Board members have any questions that they would like addressed by town counsel, they should be sent to Hilma who will compile and redirect them.

Green Communities Update: The engineering proposal bid has been received for the Community Hall heating system. Brian will email The Solar Store about the status of the solar feasibility study.

Broadband Document Review: Robyn expressed concern that she was uncertain as to whether WG&E DocuSign invoices were being reviewed properly before she was asked to sign off on the work. In particular, the latest work listed several items as “change orders” and she did not know if it was included in the original budgeting. The Board asked Hilma to send a query to the MLP Manager and ask for clarification about this process and the budgeting for change orders.

Northeast IT: The Board reviewed three quotes for the second phase of the Town IT upgrade work. SonicWall to be installed in the Hut for the entire town network: \$6,489.90. Network Upgrades to be installed at all town work sites: \$7,241.26. WiFi installation at all town sites: \$4,506.58. All quotes include equipment and labor. *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve the three quotes provided by Northeast IT as listed above.*

Town Coordinator’s Report:

- NEIT Quotes: Spoke with Tech Shawn Weaver about the 3 quotes that he has written. The SonicWall quote includes equipment that would be installed in the Hut that would protect IT equipment at all town buildings as well as a power backup unit. The Network Upgrades quote covers equipment and labor needed at each town site to complete the town buildings into one internet network. The WiFi quote would install units into the town buildings thus allowing for a secure system that would be tied into the same securities as the wired system. After the amount of these quotes, there will be still be about \$21,000 left of the IT grant monies which will be more than enough to purchase and install the central server.
- Franklin County Solid Waste Management District, OSHA Training: Attended the quarterly meeting of the Directors. Much of the time was spent in explanation of the upcoming mandatory OSHA training that is now required of transfer station attendants and substitutes. Both Ken and Steve will need to complete the training which is 3 ½ hours on two days. The Highway Superintendent said that there would be money in one of his accounts to pay for the extra time. Both men are registered for classes.
- FCSWMD, Recycling Fees: Another item of business at the meeting was review of the recycling fees that have declined over the previous 11 months (See mail for charts). July 2020 the fee was over \$90 per ton. Currently it is down to about \$13 per ton and is expected to actually see a profit return in another month or two. Much of this is due to the demand for #5 plastic being used in manufacture of recycled material products and in the demand for paper.
- Triwire Work: Triwire crew have begun running the internet lines into town buildings in preparation for hookup of the town network. They are finding Sawyer Hall a challenge as the cable needs to be run across the attic space.

- Mohawk Trail Woodlands Partnership Grant: Parks & Rec are applying for a third grant under this program. Funds are to be used for further trail-building and signage for the Burnt Hill-Catamount trails (Shapiro Land). Letter of support needs to be signed.

New Mail:

- K. Leistyna re: mosquito spraying
- R. Gruen re: HRST request to approve hiring consultants
- P. Porter re: request to authorize steamer work
- POPCO Service re: 2 estimates for dishwasher motor repair/replace
- Smith & Assc. re: Sawyer Hall hardware estimate
- Current Electric re: Fire House panel replacement estimate
- C. Ovitt re: replace Community Hall doors estimate
- S. Gruen re: rebuilding Community Hall 2nd floor windows
- S. Gruen re: request to place picnic tables—The decision was made to hold off on borrowing the tables. Hilma will speak with Parks & Rec. Committee about purchasing a couple to leave in place permanently and that would be owned by the town.
- M. Freeman re: opening up hotspot use
- C. Rabbitt re: exercise class & internet and HAS response
- L. Thwing re: pole hearing and HAS response
- FCSWMD re: recycling fees
- C. Tallen, A. Ciarcia, J. Gran re: mosquito spraying
- Current Electric re: Sawyer Hall emergency lights
- T. Lively (FinCom) re: preschool tuition
- B. Travers re: resignation— *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to accept with regrets the resignation of Barbara Travers from the Building Use Committee.*
- D. Purington re: resignation—The Board acknowledged Don's resignation as Library Director and agreed to send a letter of thanks for his service.
- J. Diamond re: Proposal for long-term lease of property—to be added to a future agenda
- J. Diamond re: possible agreement options
- L. Reveliotis re: Tax bill concerns
- B. Rode re: HRST documents for research—review for future meeting
- C. Curtis re: Deerfield River Watershed request for letter of support--*On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to issue a letter of support.*
- MTSS re: Modified mask wearing in schools
- Hawlemont News May 21, 2021
- Northeast IT Quotes for Phase 2 of Grant Work: SonicWall, Network Upgrades, WiFi
- Hartnett Plumbing re: estimate for steamer & oven
- Parks & Rec re: letter of support for grant— *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to write a letter of support.*
- Gov. Baker re: press release of legislation to extend certain COVID measures
- D. Purington re: COVID-19 spread, reason for air filters

Next Meeting:

Library Trustees Appointment
Building Reopening & Meetings
Preschool tuition
Board of Health Clerk
Special Projects
J. Diamond Request for leasing

On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to adjourn the meeting at 9:15 p.m.

Respectfully submitted,

Hilma A. Sumner
Town Coordinator