

**MEETING MINUTES**

Town of Heath  
SELECT BOARD  
Virtual Meeting  
June 8, 2021

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

**Other Attendees:** See attendance sheet.

**Review Agenda:** Brian reported that possible thunderstorms are predicted for the Heath area and wanted a means of continuing the meeting if either power or internet was suddenly cut off. *On a motion by Brian De Vriese and a second by Susan Lively, the Select Board unanimously voted to continue the meeting to Thursday, June 10<sup>th</sup>, at 7:00 p.m. in case of loss of essential utilities.*

**Review Minutes:** *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve the minutes of May 25, 2021, as amended.*

**Public Comment:**

Pam Porter asked the Board if they would consider making Juneteenth (June 19<sup>th</sup>) a paid holiday for employees since it has been declared a Massachusetts legal holiday.

**Musacchio Table and Chairs:** Hilma explained the background of John Musacchio and his father making the conference table that was used at the elementary school. The table and eight chairs that they had donated had remained in the building. The Musacchios now would like to remove the table and chairs for their own use. *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to acknowledge release of the conference table and chairs.*

**Golden Cane Award:** Hilma reported that Alli Thane-Stetson is now Heath's oldest resident at the age of 93. *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to award the honorary Golden Cane to Alli Thane-Stetson as the Town's oldest resident.* The certificate will be prepared for the Board to sign and to be presented to Alli.

**Dishwasher Repair:** Information was obtained that indicated the cost of a new motor and purchase of a different used dishwasher would be approximately the same. There would be no guarantee that repairing the current motor would last and there would be no warrant. *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve repair of the dishwasher through purchase of a new motor and work done by POPCO for an estimated cost of \$4,180.76.*

**Preschool Tuition:** School Committee members Budge Litchfield and Barbara Rode are speaking with MTRSS administrators to see if there is any money that could be accessed to cover the remainder of the preschool expenses. The Board requested that Hilma ask when the deadline will be for making a decision based on the invoicing schedule of the business office. Based on that information, the Board will set a deadline by which a decision needs to be made concerning what amount of the tuition cost the Town will cover.

**Special Projects:**

Highway Garage Exhaust Ports: Robyn has consulted with the Highway Superintendent and determined that there is not a high level of need for this work. The workers are aware that trucks are not to be left idling inside and, if possible, to have a door open when the vehicles are started.

Salt Shed: After assessing the building and examining the trusses, Robyn concluded that there are either six or seven trusses equally in need of repair. There may be more problems that could develop if parts of the structure were removed to replace these trusses. She said it was unclear which of the bracing members were holding the building together at this time. Robyn suggested that the Town could do its own essential repairs and tie the two walls together.

The Board expressed agreement that they needed to make construction of a new salt shed a priority. Robyn said that she would take the two quotes for salt sheds that had been recently obtained and get pricing for complete construction for each design.

**Library Trustees:** Members Deborah Porter, Emily Cross and Maureen O'Malley, along with Library Director Don Purington, joined the meeting to discuss their plans in two areas. First, it was reported that the library would like to reopen as of June 14<sup>th</sup> with the protocol in place that they had presented to the Board. The Trustees have chosen to take a careful, conservative approach to reopening by requiring masks, limiting patrons to 10 at any one time, and discouraging patrons from lingering by removing chairs and children's toys.

Since Don has given notice of retirement, the Trustees are posting a notice of job opening at Sawyer Hall and online. There will also be a notice placed in The Recorder.

Chairman Porter stated that the Trustees have spent considerable time discussing how they can look to the future with the library facility in its present location. If the Library was to remain at Sawyer Hall, 50 percent of the collection would need to be eliminated to make the space ADA compliant. It will also not allow for the Library to develop and offer different opportunities. Libraries, as a whole, are seeing themselves more as a community center, a 'maker' center, and offering a variety of programs.

Most importantly, the Library needs to be accessible to everyone. There are concerns about space needs, overall parking and handicapped parking spaces. Don reported that two elderly patrons had fallen trying to access programs and, fortunately, neither had been hurt. There is no method to make a good traffic-flow pattern in the present space. When the Library is open, there is also no work space for the staff.

The State does provide guidance in the form of a notebook and has a consultant who will make site visits. This person has come to Heath once and will return if asked. The Board encouraged the Trustees to invite the consultant to return for a second visit and tour both the present site and the former school library site. The Trustees asked that they be kept informed of any progress about future location plans.

**COVID-19 and Building Reopening:** In summarizing research that she had done, Hilma stated that pandemic regulations are ending across the Commonwealth. However, there is also flexibility in that any private business or public entity may keep in place a more conservative approach, if they so choose. Robyn stated that she would like to see a required continuation of mask-wearing when workers are interacting with other individuals in town offices. It was also discussed that members of

committees holding in-person meetings are encouraged to wear masks because the public can come join as well. If a meeting is held outdoors, distancing is encouraged but masks are not required. Building capacity has returned to 100 percent as long as social distancing can be maintained. The Board determined that, when space is utilized, each group is to clean the used area after themselves so that Town maintenance staff will only need to do sanitizing.

The Board agreed that, as long as the Building Use Committee was ready to review requests for use, both the Community Hall and the former school building could reopen on June 14<sup>th</sup> except for the kitchens in both buildings due to the fact that work is still being completed in each. The Library could also open on June 14<sup>th</sup> operating according to their own protocol. It is to be noted that the Community Hall has no mechanical ventilation so that potential users are aware of that.

Use of buildings and protocol will be reviewed by the Board at their July 20<sup>th</sup> meeting.

***On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve the reopening of the Community Hall and the 18 Jacobs Road building (except kitchens), and the Heath Free Public Library on June 14, 2021.***

Hilma will send an email to board and committee chairmen informing them of the accessibility of space for meetings and the above-requested protocol. The email will also include information about reserving space through either Pat MaGahan or Pam Porter.

***State of Emergency: On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve ending the Town of Heath State of Emergency on June 15, 2021, contingent on the end of the Commonwealth of Massachusetts State of Emergency act.***

**Reopening Municipal Offices:** Susan reported that she has spoken to the postal worker, Charlene, who stated that her contact with the public would remain the same: she would keep wearing a mask and keep the spray shield in place. Hilma expressed reluctance for having second-floor offices open without required appointments to limit contact with the public. Also, there are no measures in place to separate the public from the employees. Robyn said she will contact the Tax Collector to speak directly to her.

**Hilltown Theatre:** Robyn stated that she had met with Jonathan Diamond about his request for a long-term lease for use of 18 Jacobs Road. She thought it best if he met with the entire Board. Susan commented that a clear decision cannot be made until the Board makes decisions of space usage by the Town itself. It will also be important to have knowledge about whether the offered compensation is reasonable for the requested space.

**Building Use Committee:** An email will be sent to the committee with information about building reopening and that the Board will be addressing, in the near future, the marketing questions they have raised.

**Board of Health Clerk:** The Board read Mary Sumner's letter of resignation from this position. ***On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to accept with regrets Mary Sumner's resignation from the position of Board of Health Clerk effective June 30, 2021.***

**Job Description:** The Board discussed the need to review the job description for the Board of Health Clerk position. It has not been rated and given a job classification grade which the Board will work on.

**Appointment of New Clerk:** Following the recommendation by the Board of Health, the Select Board reviewed the qualifications of Kate Peppard for the position. *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to offer the position of Board of Health Clerk to Kate Peppard under the following terms: Training in June would be for a maximum of nine hours at \$14.00 per hour with a July 1, 2021 appointment to the position under the current job description with an understanding that the details of the job description were under review and could change.* Hilma will send a letter to both Kate and the Board of Health outlining the above details.

**Employee Job Descriptions:** The Board requested that Hilma review all employee job descriptions to determine if there are any others that have not received classification grading.

**WiValley Application for Pole Installation:** The Board decided to set the length of the pole hearing to one hour for June 22<sup>nd</sup> with a possible continuation if necessary. Robyn will prepare an opening statement that will include decision limitations within which the Board must consider the request. Hilma will send a compilation of documents to the Board members.

**Green Communities Update:** The Energy Advisory Committee meets tomorrow to review the engineer's proposal for the Community Hall heating system. Brian sent an email to The Solar Store asking for an update about the final report of the feasibility study.

**Broadband Document Review:** After a discussion, *on a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to give authority to the Select Board chairman to sign the DocuSign forms after the Municipal Light Board has reviewed and recommended them.*

#### **Town Coordinator's Report:**

- **MassWorks Grant:** With much help from Jeff Johnston, a STRAP grant application was submitted June 4 requesting \$700,000+ for repaving, culvert and guardrail replacement, line painting and shoulder fill for the entire 7.1 miles of Route 8A. The grant process has changed and there are specific goals and objects that the state looks for in an application. The primary reason addressed in the application was travel safety as it relates to thru-traffic, residential travel, school and emergency vehicles.
- **Custodial Coverage:** In regards to Tim Lively's many vacation days during the month of June, should there be fill-in, substitute cleaning? Tim's future scheduled days off will be June 10, 14-17, 22, 24, 28-30. At the very least, bathrooms in SH and 18 JR should get disinfected most days.
- **End-of-Year Accounts:** In preparation for the end of year transfers, the latest expense reports from the Accountant were sent to departments that manage accounts with a memo that the reports should be reviewed and any accounts that look like they will be overdrawn by July 1<sup>st</sup> should be brought to the Town Coordinator's attention.
- **Community Hall Stove:** Met with the Fire Chief and the Plumbing Inspector this morning for inspection of the second-hand stove. There unfixable safety concerns and stove must be disconnected and not used by the Town anywhere. The original stove will be reconnected after a permit is obtained and a CO sensor is installed.

- Reopening: Researched reopening standards and suggestions from the State and the CDC.
- CPO Seminar: Attended an online seminar for chief procurement officers. It was an overview and time for asking questions about specific situations. The Board agreed that this should be added to the Town Coordinator job description.

#### **New Mail:**

- M. Griffin re: FY21 Fund Code 191 Grant
- KP Law re: WiValley pole hearing
- Anonymous re: complaint of BoH member behavior—forward to the BoH.
- E. Pare re: AT&T monopoly hearing
- C. Rabbitt re: Town Nurse May report
- FCSWMD re: quarterly reports
- MTSS re: educational revisions of mask policy
- BoH re: reopening town buildings
- Library Trustees re: Looking to the future
- Library Trustees re: Library Director posting
- M. Sumner re: BoH Clerk resignation
- E. Lively re: resignation from all town positions-- *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 Eileen Lively from all held positions in the Town.*
- D. Purington re: Juneteenth Legal Holiday—The Board will study this for next year.
- N. Anzuoni re: fire chief position on potential cell tower
- S. Litchfield re: MLP Manager salary account—Forward to the MLB and the Finance Committee asking for suggestions.
- S. Litchfield re: ARPA monies and broadband
- S. Litchfield & T. Lively re: Hub generator
- B. Kovacs re: FRCOG (CSPH) grant
- B. Kovacs re: BOH recommendation for Clerk
- J. Wong (MIIA): insurance credits-- *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to take the insurance credit.*
- A. Larose re: Green Communities technical assistance from FRCOG—The Board will review and vote on this at their next meeting.
- A. Larose re: hiring for design work for CH heating system
- B. Kovacs re: BoH appointee
- K. Rocke re: agreement with S. Carleton for service
- B. Dean (FRCOG) re: space-consultation resources
- R. Boyd (FRCOG) re: CoMIRS emergency communication radio system
- S. Litchfield re: BB invoices & DocuSign process
- W. Ennen re: monthly BB call
- Hawlemont News June 4
- Regional Pollinator Plan Toolkit—this will be forwarded to the Planning Board and Agricultural Commission.
- HAS re: reopening building notes
- CDC re: Guidance for large events & gatherings
- KP Law re: Implications of the Pending Termination of State of Emergency
- D. Purington re: Library phased resumption of services

**Next Meeting:**

6:15—7:15 Pole Hearing  
Annual Appointments  
BoH Clerk job description and classification  
FRCOG & Green Communities agreement  
COVID—reopening offices

*On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to adjourn the meeting at 9:48 p.m.*

Respectfully submitted,

Hilma A. Sumner  
Town Coordinator