

**MEETING MINUTES**

Town of Heath  
SELECT BOARD  
Virtual Meeting  
July 13, 2021

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

**Other Attendees:** See attendance sheet.

**Review Agenda:** Added: access to dump stickers, MVP initial meeting.

**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 June 22, 2021 as amended.*

**Board of Health Clerk Job Description:** Robyn has asked Hilma to request job description samples from other small towns with part-time clerks for comparison. There can be no major changes in the duties until there is a conversation with the Board of Health. If there are major changes in duties that rate a higher wage and larger budget, it would then have to be presented at ATM. Discussion included making certain that the FRCOG health agent was being utilized wherever possible and making certain that there was no overlap in work.

**Special Projects:**

**Community Hall Roof:** The Building Maintenance Coordinator sent pictures of the leaks that he had discovered on the south side of the building. Robyn stated she will call a couple of roofers she knows of to see if anyone is able to do a repair.

**Fire House:** The electrician will be doing both the repair work in the Fire House and the installation of the emergency exit light on the second floor of Sawyer Hall on Thursday.

**FY2022 Appointments:** *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to appoint various individuals to positions for the FY2022 year.* (See separate list of appointments.)

**Senior Center/Council on Aging (COA):** The Board would like to schedule an appointment with the COA to discuss their role in planning activities and support for Heath's senior citizens and in working in conjunction with a Senior Center Coordinator. The previous Coordinator, Eileen Lively, will be asked to review the job description on file and give feedback.

**Lease of Town-Owned Land:** The Board reviewed an email from town counsel stating that any long-term lease of town land to allow a private entity to erect a building on that land could only be approved by a town meeting vote. It does not require an RFP as part of the process. The Board asked Hilma to send a response to the Heath Historical Society who have inquired about leasing 5 Ledges Road and ask them how they want to proceed.

**Hilltown Theatre:** Jonathan Diamond with team members Arlie Hart, Zachary Arfa, Laura Iverson and Dan Land joined the meeting to discuss the request to enter into a 12-month lease with the Town for use of certain areas of the 18 Jacobs Road property.

The team gave a brief background stating that Hilltown Theatre has been in existence ten years. Recovery Theatre was added about five-to-six years later. The near future would continue to involve a day camp with a youth corps program that would involve older teens who would receive stipends. There is also the hope that, after a couple of years, the program would grow to include a week-long youth project of overnight camping. The indoor program is envisioned to be basically the same as it is now but would be ongoing. Perhaps a multi-grade classroom would be added for circus skills training as an afterschool enrichment program. Jonathan stated that he sees it as a positive environment if some town services were also located in the building so that there could be interaction between town departments such as Police and Fire and between people of a variety of ages from elementary school through senior citizens.

Discussion included points that the Board needed to hold a larger conversation such as whether, and what, parts of the building the town needs access to for use. Since there are town functions occurring in the building, the use times and space would need to be coordinated with clear boundaries. Although Hilltown Theatre has requested exclusive use of some areas such as the gymnasium, Jonathan stated that an arrangement for public use could be reached with the exception of some black-out performance times. The appointment concluded with an agreement to continue exploring the possibility of reaching an agreement for a lease.

**Year-End Transfers:** After review and a recommendation of the Finance Committee who were present, the Board agreed to authorize the Accountant to make the year-end transfers as proposed by the Town Coordinator and the Accountant. It was noted that the MLP Manager Salary account was overdrawn and questioned as to how a potential overage would be handled in the future. There were several accounts overdrawn by a few dollars and it was suggested that amounts be rounded up in budget preparation to avoid this in the future. *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve transferring funds from Vehicle Gas and Oil account for year-end account transfers as outlined and presented by the Town Coordinator and the Accountant.*

Suggestions for future meetings included holding quarterly meetings with the Finance Committee for a status update on accounts and financial discussion and holding a quarterly meeting with the Municipal Light Board to receive periodic updates.

**Preschool Tuition for FY22:** Finance Committee recommended that the Town expend the budgeted amount in the preschool tuition account and not commit any money that had not been appropriated. Following discussion that included noting that, in the previous several years, the Town had paid the full amount of extended day preschool tuition for all Heath children, there remained divided opinion as to a decision. *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board voted by a majority of 2-1 to use only the existing amount in the preschool tuition account to help fund tuition for Heath preschool children and that this would be allocated among the children currently enrolled by a dollar value given per days of enrollment, not to exceed the cost of tuition for any particular child.* This decision was made with regrets. It was also noted that any children enrolling in the FY22 preschool program after today would be not be included in the tuition funding.

**Public Comment:**

Bob Gruen commented that preschool tuition money was always a variable amount that would be based on the previous year's enrollment.

Brian De Vriese remarked that there were years when MTRSD did not require the additional tuition and the town paid nothing.

Alice Wozniak thanked Bob for his explanation and said she hoped that senior-child involvement will come back to town for the interaction so that the younger generation to learn Heath history.

**COVID-19 Concerns:**

**Public Meetings:** For the immediate future, the Board will continue to hold their meetings remotely.

**Reopening Offices:** The ‘when’s’ and ‘where’s’ need further discussion. Employees are concerned about having sanitary, clean space and knowing who has been in the space. For business purposes it is also important to get people in a central location and to realize that COVID-19 is not over yet. It is also difficult to have the Town Coordinator working out of different locations to accommodate the building restrictions at Sawyer Hall. Priority needs to be on getting office staff in one location and to provide more accessible service to the town as soon as possible in a way that is safe to employees and patrons.

This matter will be discussed further at the next meeting. In the meantime, Brian will speak with FRCOG to ask about issuing an RFP to hire someone to help evaluate and plan what is needed. An email will be sent to office employees asking each what work environment conditions need to be in place for them to return to regular office hours and interaction with the public. Besides what each employee’s response will be, there are also baseline requirements given by the CDC and DPHHS such as proper ventilation, space needs and limited access to the space.

**Securing Buildings Upon Departure:** In response to a complaint from a town employee about lack of communication between parties using space in a building and departing from the location without locking up or notifying the other occupants, the Board noted that there was an activities calendar on the town website which listed use for Community Hall and 18 Jacobs Road and can be referred to. There was concern that, if a paper calendar was used at locations, it would not be kept up-to-date and there would be inaccurate information. The Board suggested that further communication between the parties was needed to coordinate efforts at the locking the building.

**WiValley Pole Application:** The Board reviewed and accepted a letter from FHMS Broadband and WiValley announcing their decision to withdraw their application to install a utility pole on Schoolhouse Road.

**Green Communities Update:** The final report of the solar feasibility study has been received.

**MVP Planning Meeting:** Brian agreed to attend the meeting as the Select Board representative. A definite date for the meeting has not been set but will be announced in the near future.

**Transfer Station Permits:** It was reported that a few people had expressed difficulty in obtaining their annual permit because their work schedules conflicted with the post office hours of operation. Susan and Hilma will work on a possible solution.

**Town Coordinator’s Report:**

- **Age-Friendly Communities:** Spoke with Nour Elkhattaby Strauch from Lifepath about the Town becoming designated as an Age-Friendly Community. He will meet with the Council on Aging at the beginning of August, hopefully, to explain the process and benefits which would include a needs-assessment and accessibility to additional grant monies. This is a national designation that is beginning to catch hold in communities across the country as they recognize the needs of the older population. After speaking with the COA, he would also like to speak with the SB about the

program. He is out of the office until the end of the month but will schedule a meeting when he returns.

- Phone Service: Working with Bill Fontes to assess the various phone line accounts and what will need to continue, what can be changed, and what costs will be incurred. With his background, Bill is a tremendous help and willing to make calls to get information. We are trying to determine how many lines can be done with VOIP, who the best company would be for that, what landlines (if any) are still needed.
- ARPA Funds: The Town has received its first installment of ARPA funds: \$36,372.32. It is significantly less than half of the total allotment of \$207K. It was determined by other Franklin County municipalities that the state is withholding a large portion until they determine whether part of each town's allotment should go to FRCOG for their services. This is contrary to what was first published that those towns having a non-governmental county agency would receive their entire allotment.
- End-Year Transfers: Read through the FY21 expense reports to find discrepancies and determine which accounts were, indeed, overdrawn. It has resulted in about 11 hours being spent on this project.
- Community Hall Roof: Tim Lively discovered that there was either one or two leaks in the south side roof of Community Hall. It has put a bucket on the second floor where the water was dripping on Monday but that only prevents water from running down the wall to the first floor. Tim sent pictures of the area.
- FY22 Appointments: Made emails and phone calls to the individuals who have held appointed positions over this fiscal year to ask about reappointment. Prepared updated worksheet.
- Picnic Tables: Parks & Recreation Committee supplied the parts for two picnic tables for the Center Common. They were assembled and set in place by Bob Gruen and his crew. The tables are very heavy and durable and should last for many years.
- Town Buildings' Broadband: Triwire has begun splicing the cable lines to the four town buildings and will test the connectivity when that part is complete. After that the actual internet routers will be installed.

#### **New Mail:**

- P. Porter re: asking clarification of mask policy in town buildings
- E. Lively re: request to continue coordinating sr. art & foot clinic— *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve Eileen Lively's request to continue coordinating the senior art program and the senior foot clinic.*
- J. Gran re: endorsement for E. Lively
- MLB re: Broadband invoice processing policy
- A. Wozniak re: complaint
- K. Thwing re: FHMS pole application withdrawal
- M. Reich (KP Law) re: process for lease of land
- A. Larose re: MOU for cont. GC technical assistance— *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve the MOU for continuation of Green Communities technical assistance with FRCOG.*

- B. Dean re: FCCIP program contract renewal— *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve the FCCIP program contract renewal.*
- M. Thurber re: planning group for capital project—Hilma will send a confirmation of participation.
- S. Litchfield re: ARPA funds—Hilma will send a reply.
- H. Farrell re: Regional Pollinator update
- B. Ennen re: notes on 6/29/21 broadband call
- Hawlemont News June 25, 2021
- B. Rode re: preschool tuition recommendation
- Triwire re: town building hook-ups
- FCSWMD re: recycled content refunds
- K. Polito re: completion of Community Compact projects
- SB re: HH letter for Don Purington
- KP Law re: update about short-term rentals
- CoMIRS Migration and FCECS Decommissioning Status Report of July 2, 2021

**Revised Summer Meeting Schedule:** Due to conflicts with scheduling, the summer meeting scheduled has changed to July 27, August 10 and 24.

**Next Meeting:**

Hawlemont Regionalization Study Team update  
 Mask-wearing policy for town buildings  
 Senior Center Coordinator/Council on Aging

*On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to adjourn the meeting at 9:41 p.m.*

Respectfully submitted,

Hilma A. Sumner  
 Town Coordinator