

MEETING MINUTES

Town of Heath
SELECT BOARD
Virtual Meeting
July 27, 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: Heath Agricultural Society's application for a License to Pour.

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 July 13, 2021 as amended.*

Hawlemont Regionalization Study Team (HRST): Members Budge Litchfield, Bob Gruen and Barbara Rode joined the meeting to provide an update. The Team requested a longer appointment to meet with the Board at the end of August or early September. They also asked that the Select Board find and appoint a parent who would become a part of the Team. Bob and Hilma are filing the necessary reports for closing out the present grant and will apply for the new grant. The Team spends one and one-half hours each Thursday working through data and some legal aspects of potential regionalization. They have requested a report of the financial reserves for each school district from The Management Solution (TMS).

After reviewing and studying data the Team intends to write up their observations with the goal of presenting the information to the Board, the Regionalization Study Group and the Hawlemont School Committee for review. This will be necessary to determine if each group wants to continue to move forward in exploring the possibility of Heath joining the Hawlemont School District. Bob, with Budge and Barbara in agreement, stated that Ken deserves special recognition for all the work that he is doing on behalf of the Town.

Public Comment: None.

Request for Road Closure: On behalf of the Heath Art Show, Harry Hallman sent a request asking if the stretch of South Road in front of the Community Hall could be closed between 1:00 p.m. and 4:30 p.m. on September 5th when the reception for the show opening is being held. *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to allow for that section of South Road to be closed during those hours on September 5th.*

Charlemont IGA Amendment: After review of the document which will be to include coverage of one home in Charlemont, and the recommendation of the Municipal Light Board, *on a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve the Amendment to the Charlemont IGA.*

6:38 p.m. Robyn Provost-Carlson joined the meeting.

COVID-19 Protocol:

Mask-wearing policy: The Board agreed that the policy of wearing masks when in the Town Hall or when in a town building for a municipal meeting, is to continue. Masks are to be worn due to the reports that there is an increase in the number of infected persons across Massachusetts.

Office reopening/relocation: Robyn stated that after reading the emails received from town employees with the concerns of returning to work in Sawyer Hall her thoughts were that town offices needed to relocate to the municipal building on Jacobs Road. Susan added that when there is something that is more suitable, it needs to be used. Office needs that are not being met in the present location include mechanical ventilation, security, ability to safely social distance in an office, privacy, accessibility (ADA compliant), and proper egresses. A group of the Town Coordinator, Building Maintenance Coordinator, and one Board member should meet over the next two weeks and develop a plan for the logistics of moving.

Road Conditions: The Board reviewed a report from the Highway Superintendent who stated that the washout on Rowe Road had been repaired and the road was open to thru traffic. There is also a small washout of the embankment on a section of Route 8A between Hilma Sumner's house and the corner of Branch Hill Road.

Police Department Job Descriptions: Hilma explained that the job description change for both the Police Chief and the Police Officers was the wording for the new training requirement that is being mandated by the state. *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve the revised job description for the Police Chief. On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve the revised job description for the Police Officers.*

Board of Health Invitation: The Board agreed that they appreciated the invitation from the Board of Health to a special meeting, however, the August 5th suggested date was not available. It is unclear as to why there would need to be a lengthy meeting although topics such as introduction of the new BoH members and duties of the BoH as outlined by the state had been mentioned. If there was an urgent matter for the Board to consider, the information could come in an email. Hilma was directed to respond to the Board of Health and offer them an appointment at the next Select Board meeting.

Special Projects:

Community Hall Roof: Carson Ovitt will be coming tomorrow to look at the repair that is needed to see if he can do it.

Community Hall Double Doors: Carson Ovitt will take measurements of the doors in order to get an accurate pricing and provide an estimate.

Salt Shed: Robyn reported that cost estimates are coming from companies from which she had requested information.

FY2022 Appointments: *On a motion by Brian De Vriese and a second by Robyn Provost-Carlson, the Select Board unanimously voted with two members in favor and one member abstaining to appoint Susan Lively to the Council on Aging for the FY2022 year.*

Senior Center/Council on Aging (COA): Hilma is updating the Senior Center Coordinator job description after reviewing it with Eileen Lively, the former Sr. Ctr. Coordinator. The COA will be invited to meet with the Board with possible dates of either August 10th or 24th.

Hilltown Theatre Long-Term Lease: No updates.

Green Communities Update: Brian and the Building Maintenance Coordinator uncovered some of the heating duct work in the Community Hall and met with Roger Harris so he could take measurements. He will now be able to finish preparing a proposal for HVAC renovation in that building.

Agricultural Society Application for a License to Pour: The Board reviewed the application requesting a License to Pour beer, wine and hard cider during the two days of the Heath Fair: August 21st and 22nd on the Fairgrounds. *On a motion by Brian De Vriese and a second by Susan Lively, the Select Board unanimously voted to approve the application for a License to Pour from the Agricultural Society pending receipt of their insurance certificate.*

Town Coordinator's Report:

- Staples Account: Spoke with a Staples representative about establishing a business account for the town that would allow each department to order their own supplies and then submit their invoice directly to the Accountant without getting rerouted through the Town Coordinator. Will continue the discussion on July 29th.
- Community Hall Roof: Still leaking when it rains. Still trying to find a roofer who is available.
- Building 911 Numbers: It was brought to my attention that 3 town buildings do not have address numbers which is required by the general bylaws. Do we want to use the standard signage that Ken Gilbert makes up or go with something fancier?
- Sawyer Hall Internet: Internet and phones were non-functional on Saturday when Don Purington came to work. He did most of the trouble shooting but we found the source of the issue which lay in the Axia equipment. I made arrangements to be back at the building Saturday afternoon for a repair person to have access. The backup batteries needed to be replaced and caused the system to go down.
- FY22 Appointments: Susan Lively is willing to serve on the Council on Aging. Prepared updated list of appointments.
- Building Use Jurisdiction: Met with Pam Porter, chairman of the BUC, to discuss division of responsibility for different types of building rental: short-term, long-term, any immediate change to an agreement. Pam is writing a summary of what we discussed so that it can be reviewed by the BUC and SB for approval.
- Phone System: Spoke again with a Crocker technician about getting phones to work in a different building. I will be bringing a phone to the Jacobs Road building and call the technician so he can walk me through the steps and trouble shoot if necessary. Brian suggested that the phones may need POE, power over ethernet, that provides the power that is needed.
- BUC & BFC Overviews: It is past time to review the BUC & BFC overview and charge documents. Each one states that they will be reviewed after six months and it has been about eight months since inception. When to add to agenda?

New Mail:

- H. Hallman re: request for road closure
- M. Reich (KP Law) re: intermunicipal agreements

- MLB re: IGA amendment with Charlemont.
 - MLB re: original IGS with Charlemont.
 - B. Kovacs (BoH) re: invitation to meeting
 - N. Anzuoni re: fire house conditions
 - S. Litchfield (MLP) re: conversation with DLS
 - N. Anzuoni re: CH old stove
 - Gov. Baker re: \$100,000 grant award
 - FCSWMD re: recycling values report
 - EEA re: mosquito opt-out approval
 - M. Medon 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 Melanie Medon from the position of Treasurer.* Hilma will begin the process of advertising for applicants.
 - D. Porter re: presentation to Keith Sherman at Fair—Brian volunteered to make the presentation on behalf of Senator Adam Hinds.
 - FCSWMD re: paper shredding event—More details will be obtained.
 - S. Lively re: division of preschool tuition—This information will be sent to the MTRSD business office.
 - R & L Sampson re: letter stepping down from rental
 - R. Viarengo re: HHS property lease—The Board discussed the possibility of selling the property and Hilma will inquire of town counsel what the procedure is to do that.
 - FRCOG re: Memorandum of Agreement for FCECS and CoMIRS— *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve the Memorandum of Agreement with FRCOG.*
 - FCRHRA re; citizens advisory committee—The Town of Hawley will be consulted so that the two towns can find three members to serve on this committee.
 - FCRHRA re: quarterly report
 - EOPSS re: denial of grant award
 - FCSWMD re: recycling dividend program report
 - J. Voas (FRCOG) re: mosquito & tick bite prevention
- Reopening/Relocating Town Offices**
- S. Lively re: considerations for co-working of town employees
 - C. Rabbitt re: nurse response for safe reopening
 - A. Wozniak re: assistant assessor response for safe reopening
 - E. Nichols re: tax collector response for safe reopening
 - K. Peppard re: BoH clerk response for safe reopening
 - H. Sumner re: Town Coordinator response for safe reopening
 - J. McDonough (Chief of Police) re: request to relocate office
 - H. Sumner (Town Coordinator) re: request to relocate office

Fire House Conditions: Fire Chief Nick Anzuoni joined the meeting to describe to the Board the condition of the Fire House. With the wet and dampness during the month of July, mold has crept into the building and infested some of the turnout gear. Nick had to dispose of several sets of gear and helmets that had become moldy because there was no adequate method for cleaning. The engine bay area needs more ventilation. Nick asked that a Board member meet him for a site visit. Robyn will meet him and a member of the Building Facilities Committee will be invited as well. The residency of the raccoon was mentioned and options of securing either a pest control service or a wildlife control service were discussed.

There are 12 to 14 fire fighters who report for training on a regular basis. Chief Anzuoni will need to assess what turnout gear needs to be replaced and will report his findings back to the Board. The Board as well as the Fire Chief acknowledged that funding is needed to build a new fire station to house the engines and other equipment.

Next Meeting:

BoH appointment—possible
Senior Center Coordinator job description
COA appointment—possible
BUC & BFC charges-review
Location of town offices

On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to adjourn the meeting at 8:19 p.m.

Respectfully submitted,

Hilma A. Sumner
Town Coordinator