

MEETING MINUTES

Town of Heath
SELECT BOARD
Virtual Meeting
April 5, 2022

Called to Order at 6:00 p.m. with Robyn Provost Carlson, Susan Lively, Brian De Vriese (joined at 6:45 p.m.) and Hilma Sumner, Town Coordinator, in attendance.

Others in Attendance: See attendance sheet.

Review Agenda: Tabled Boards Clerk.

Review Minutes: *On a motion by Susan Lively and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the minutes of March 15, 2022, as amended.*

On a motion by Susan Lively and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the minutes of March 31, 2022, as amended.

Community Hall Window Repair: Hilma explained that, due to the interest expressed by some residents, the Building Maintenance Coordinator assessed the second-floor windows and determined that there was possibly one window on each side of the room that could be opened after the sash cording has been replaced. An email has been sent to Jade Mortimer of Heartwood Window Restoration inquiring about her availability to complete the work. It will also be necessary to install finger opening metal handles on the windows so they can be pushed straight up to open.

Green Communities Update: The Board reviewed a proposal from the Franklin County Technical School for replacing the outdoor lights at 18 Jacobs Road. This also included a parts estimate. *On a motion by Susan Lively and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the proposal for outside light replacement at 18 Jacobs Road by Franklin County Technical School contingent upon final DOER approval of the project.*

Town Coordinator's Report:

- **Substitute Cleaning:** Engaged Donna Tanner to do some cleaning this week while the Building Maintenance Coordinator is not working.
- **Community Hall Windows:** Second floor windows evaluated by the Building Maintenance Coordinator. Sent email of inquiry to Jade Mortimer of Heartwood Window Restoration requesting information and have not received a reply to date.
- **Annual Town Report:** Working on gathering last of the reports and updating records for the report. The FC House of Corrections is once again accepting outside printing jobs. I have been in contact with them about doing the printing.
- **Article 3 for FY23:** Updated worksheet with a corrected number for Salary Tax Collector. Added \$6,800 to Salary Highway to cover retiree vacation payout that will occur in August.
- **KP Law:** Correspondence and other communication with town counsel in regards to legal situations that the Town is presently having to address.

Mail:

- RPC re: Robyn's notes on salary calculations
- Tom Lively re: notes from 3/17/22 FinCom meeting
- N. Wolf re: note on Legal Fees account
- J. Johnston re: retraction of capital expense request
- J. Johnston re: snow & ice guards
- FCTS re: agreement for installation of outside lighting @18 JR
- FCTS re: Needham estimate for equipment
- Parks/Rec & HAS re: request to move monies—The Board agreed that, in order to place an article on the ATM warrant to transfer money from a stabilization account, there needed to be a specific purpose for using the funds. According to the correspondence such a purpose has not yet been identified.
- J. McDonough re: Bridge Academy training reimbursement
- C. Rabbitt re: Thank you to Highway Dept.
- C. Rabbitt re: March nurse's report

6:31 p.m. Finance Committee members Tom Lively, Alice Wozniak, Ned Wolf, Will Emmet and Bob McGahan joined the meeting. Tom called their meeting to order.

MTRSD FY22 Assessment Error: A letter to the school district superintendent and school committee chairperson has been drafted but is not finished. Robyn stated that she has more questions that she wants to add to it before sending. Last Thursday at their meeting the Finance Committee voted by majority to not move forward with a repayment plan until questions were answered and more information was known about how the error occurred. Alice stated that she hopes for school committee support in getting the proper documentation.

Brian De Vriese joined the meeting.

FY23 Town Operating Budget: Both the Select Board and the Finance Committee agreed to remove Special Projects and Landfill Expense accounts from Article 3 and present them in separate articles.

COLA: The Finance Committee had voted by majority vote to agree with the six percent COLA increase for employees.

Senior Program Coordinator: There was no resolution about how to fund this position.

Preschool Support: It was agreed that the Town would stop funding preschool tuition.

Maintenance Accounts for Town Buildings and highway fuel: The question was raised as to whether these accounts should be increased due to the increased prices of fuel. Hilma will check on the expected date of the bid opening for gas and diesel.

Special Projects: There was discussion about whether to appropriate funds designated for a new salt shed and/or planning for construction of a new highway garage or public safety facility for fire and police departments. To rebuild a new salt shed in the existing location would present additional challenges that building on a new site would not have. In the near future the Town also needs to find a site for storage of road materials. Brian will talk with Rep. Paul Mark about the emergency situation that Heath is facing with its highway and emergency facilities. Alice remarked that, because of the nature of the Town's situation, it will be important that Fire, Police and EOC reach out to the legislative representatives. There are letters in hand from the Fire Chief and Emergency Management Director.

Operations Project Manager (OPM): There was discussion about the need to have an OPM to work a few hours per month on this project to evaluate both sites, develop the new site, and draw together

plans and cost estimates for each site. Bernardston is paying approximately \$80,000 for an OPM although their project involves much more extensive construction. Brian will work on estimating a consultant fee for Heath's work.

April 21: It was agreed that this day would be held tentatively for a combined meeting.

8:33 p.m. Finance Committee adjourned their meeting.

Next Meeting: April 12th

MLB appointment, review of draft ATM warrant, Boards Clerk, Senior Program Coordinator

8:44 p.m. *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to adjourn the meeting.*

Respectfully submitted,

Hilma A. Sumner
Town Coordinator