

Meeting Minutes
Town of Heath
SELECT BOARD
18 Jacobs Rd.
Nov. 1, 2022

Call to Order: 6:00 by Robyn Provost-Carlson, Chair, with Brian DeVriese, and Susan Lively. Also present, Nancy Thane, Office Assistant.

See sign-in sheet for other attendees.

Review of the Agenda: There will be no Executive Session this evening.

Public Comment:

Susan Gruen: Spoke to her concerns regarding the possible relocation of the Town Nurse. Indicated that she was speaking as a resident of 47 years, not BOH.

Bob Gruen: Spoke to his concerns regarding the possible relocation of the Town Nurse. Asked for Select Board to be honest about Jacobs Road location. Is it truly "temporary" or "provisional" move. Asked why the building needed a new name if the moves were not permanent.

Budge Litchfield: Spoke to the budget development process at MTRSD for FY24. Currently, educators are working on gathering info as to what they will need. Requested follow up meeting in December/January for further discussion. Asked that Select Board expedite review of FY22 Assessment Error.

Barbara Gordon: Spoke about the potential for the town to apply for Cultural Council Civic grants. The deadline is Feb. 2. She will distribute this information. She attended a Webinar about it and feels that the Community Hall might be eligible for one of these grants.

Review of Minutes: *On a motion by Susan Lively and seconded by Robyn Provost-Carlson, the Select Board unanimously voted to approve the minutes of October 11, 2022.*

Other Business:

Transfer Station Attendant Position Description Update: Jeff Johnston and Hilma updated the existing job description. Once approved by the Select Board, Jeff will review it with the Transfer Station Attendant during his upcoming yearly employee review. On a motion by Susan Lively and seconded by Brian DeVriese, the Select Board unanimously voted to approve the updated job description.

Town Buildings and Offices

Salt Shed: Jeff has stated that the Bray Road property would be a good location for a new salt shed and for material storage. An updated site design is needed. The existing highway garage would get more space for other town equipment if the salt shed was relocated. Jeff is looking into the cost of tree removal and the value of trees on the Bray Road property. FRCOG can be asked to help with writing a RFP. Any plan would be presented to voters at ATM. Proper drainage would be part of the site plan. Brian said that he would reach out to a design firm for an idea on

cost of the site design work. Robyn said that it is a good idea to get some professional estimates to help in planning.

Nurse's Office: Sue had an information sharing-talk with the Town Nurse; they discussed vaccine security (yes, it will happen at Jacobs Rd.) phone line (will be worked out), who to help with actual move (highway department). Claire offered that she felt it would not be practical to do exercise class in two locations. Sue said that Claire did not tell her that she did not want to move, but instead raised the questions noted. She did not express any safety concerns. Robyn notified Gene from the Board of Health a few weeks ago about the possible relocation plans. Robyn informed Gene that the nurse's office door at Jacobs Road is fully lockable with lockable files inside. HIPAA compliance can be met at Jacobs Road.

Robyn stated some of her thoughts about the relocation. As the Senior Center is at Jacob's Road the relocation would allow for the nurse to meet with the visitors during their activity times. Icing run-off is a problem at the Community Hall to safe access at the lower level. To a question of the Jacobs Road building being remote, there are few Senior Center activities at night, people use the building during the day when there is a decent amount of people around. There is more off-street parking available at Jacobs Road and additional accessible parking spaces have been added close to the entrance door. Brian stated that the nurse's office is not actually a closed room at the Community Hall (it has louvers in the wall) and agreed that HIPPA is not a concern at Jacobs Road.

The Select Board received a letter from the Board of Health regarding their concerns about the nurse relocation. Robyn reached back out to the Gene to ask for additional clarification on some of the concerns. The Select Board will hold off on a final vote until the next meeting and will see if the Board of Health would like to offer clarification prior to that meeting.

Community Hall: The use of Community Hall may need clarity. For example, is the use of the upstairs hall for a two-hour meeting a good use of town resources when other, fully, and regularly heated space is available at Jacobs Road.

Renaming Jacobs Road Property

The Select Board reviewed a list of resident-suggested names for 18 Jacobs Road. All Select Board member agreed that "Heath" should be in the final decision. Brian hoped to find another way to get the word out to residents that we were looking to rename the building and ask for suggestions. It was agreed that clarity of what the building is being used for needs to happen before we can choose a name. It was deciding to continue the discussion on Nov. 29th.

New Business:

MLB Update: As per an email from Sheila Litchfield, DocuSign SERV-14 has been approved for signature and payment by the MLB. The amount is for \$21,618.27 and is included in the MLP budget. *On a motion by Susan Lively and seconded by Brian DeVriese, the Select Board unanimously voted to have Robyn Provost-Carlson to DocuSign SERV-14 when it arrives via email.*

Highway Department Update: Robyn reported that she met with Jeff Johnston. Jeff has met with Highway Department employees for annual reviews. Robyn read the reviews and had follow-up conversations with Jeff. Newest employee's 90-day review is due in mid-Nov. During Jeff's upcoming vacation Mike will oversee weather events, otherwise a clear list of responsibilities for each employee will be left. Jeff will discuss any difficulties completing assigned tasks when he returns. Brian would like to see a foreman position reinstated by the Town. This would be added to one of the existing job descriptions for approval at ATM. Jeff began Monday a.m. meetings, and a job list on a white board was established. Jeff and Hilma have worked well getting grants. Robyn and Jeff will meet every four to six weeks. Hilma will be asked to take notes.

Building Manager Update: Robyn reported that she met with Tim Lively for his annual review. Robyn asked Tim to create a thorough list of all activities and to begin a log to see what can be accomplished in his hours worked. He will create a list of all critical needs for each building. If there is not enough time for it all, at budget time Select Board will need to discuss the idea that some responsibilities may need to be reviewed and completed by another source. For example, the mowing package may need to be sub-contracted out like it is for the other Town owned properties.

The question came up as to whether the Center septic system needs pumping. Nancy was asked to call Bostley Septic Service and ask when it was last done.

Johnson Controls contract was presented for "furnishing and replacing eleven photo sensor Model 4098-9714 at 18 Jacobs Rd." It was noted that this quote was significantly lower than that submitted by Fire Equipment, Inc. ***On a motion by Susan Lively and seconded by Brian DeVriese, the Select Board unanimously voted to have Robyn Provost-Carlson sign the Johnson Controls contract not to exceed the quoted amount of \$4,031.96.***

Building Use Committee Resignation: ***On a motion by Susan Lively and seconded by Brian DeVriese, the Select Board unanimously voted to accept Pat McGahan's resignation from the Building Use Committee with thanks and regrets.***

Other Information:

- OWL- Robyn/Hilma will be looking into the use of an OWL for better Zoom access to in-person meetings. A use policy will need to be prepared.
- Green Communities grant: Brian is following up.
- An AT&T disclosure document is in the packet. It appears that a consensus has been made with the intervenors.
- The weatherization project is moving forward this month.
- A MTRSD negotiator has been appointed.
- 11 Bellor Rd. violations:
 - Jim Hawkins sent a letter to the construction company listing these violations. Trailers are in violation of site plan.
- Robyn talked to Doug Mason to ask where the Planning Board stands after their special permit meeting. Agreed to allow conditional permit as long as it is to code.

- Dated Oct. 12 (in mail packet from Oct. 20) was a memo from KP Law with an update on a ruling on local zoning prohibition on solar systems. The Planning Board needs to review our by-laws to be sure we comply.
- A concern was reported about a potential gas odor in Community Hall and Jacobs Road. Osterman was called; a valve on stovetop needed replacement at Jacobs Road. Nothing was found at Community Hall.

Possible Upcoming Meeting Schedules

Finance Committee is meeting on Nov. 17. They will be getting their budget letter and packet questions drafted.

Nov. 15: Hilltown Youth

Town Nurse office location

Nov. 29:

Dec. 6: possibly with Finance Committee?

Dec 13: with Finance Committee and Budge Litchfield regarding MTRSD FY24 budget?

Hold both Dec. 6 and 13 for Finance Committee. The 13th may be preferable.

Items for Discussion at Upcoming Meetings

- Meeting regarding AT&T lawsuit will take place as soon as a final settlement is complete.
- BUC: fee schedule discussion.
- Sawyer Hall; request for storage space by HHS.
- Town Coordinator's Group regularly scheduled meeting with Mohawk Administration previously mentioned by Hilma. It is hoped that this would help keep the flow of communication, re: budget open.
- Discuss Facilities Grant. Barbara Gordon says Webinar was recorded and is available.

There being no further business to come before the Board: *On a motion by Susan Lively and seconded by Brian DeVriese, the Board voted unanimously to adjourn at 8:30 p.m.*

Respectfully submitted,

Nancy Thane
Office Assistant