

MEETING MINUTES

Town of Heath
SELECT BOARD
18 Jacob Road
February 14, 2023

Called to Order at 6:03 p.m. With Robyn Provost Carlson, Susan Lively, Brian De Vriese, and Hilma Sumner, Town Coordinator, in attendance.

Others in Attendance: See attendance sheet.

Review Agenda: Open Meeting Law complaint agenda item tabled until February 21.

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 January 30, 2023, as amended.*

Public Comment: None.

Farmland of Local Importance: After review and discussion about the advantages of participating in this USDA program, the Board decided to table a decision until February 21.

Franklin Regional Retirement System: Towns had been requested to vote on whether to allow an additional two percent (2%) COLA retirement allotment. This would not increase the FY24 assessment. *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to accept the proposal to allow an additional two percent COLA retirement allotment for the Franklin Regional Retirement System.*

Animal Inspector: The Board reviewed a letter of interest from a resident who expressed willingness to serve as Animal Inspector. This person has experience working around animals and stated she is comfortable being around animals owned by other people. She also stated that she is willing to complete the required training for the position. *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to appoint Aimee Jarvis as Animal Inspector.* Hilma will notify the Animal Control Officer, Board of Health and the Police Department.

Hazardous Mitigation Plan/Municipal Vulnerability Preparedness Plan: In acknowledgement of the Plan that was completed late in 2022, the Board read a resolution to adopt the Plan. *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to accept the Hazardous Mitigation Plan/Municipal Vulnerability Preparedness Plan and sign the resolution.*

Community Hall Flooding/Building Concerns: The Board reviewed the initial report from the Building Maintenance Coordinator describing the burst pipe in the kitchen area. It was noted that, although the large leak has been repaired, smaller leaks were found and water in the building had to be shut off a second time. When Robyn, Tim and Hilma inspected the lower level last Thursday, they noticed that some of the linoleum tiles were lifting from the floor. The elevator had been repaired but the cost was unknown. Hilma will contact MIIA for information about making an insurance claim and finding out the amount of the deductible.

A section of the cupola trim had fallen off the building. The wood had weakened from rotting with age and, most likely, blown off with the high winds. Assessment of the remaining trim and evaluation of repair will need to be completed.

Jacobs Road Building: The Board reviewed a second report from the Building Maintenance Coordinator regarding a water pipe in the former art room that had frozen and developed a leak because it had been placed in an outside wall. An estimate will be obtained to relocate the pipe along the inside wall of the room so that it will no longer be exposed to the extreme cold.

Massachusetts Historic Commission Grant: The terms of the grant application include the town opening an account with funds equivalent to 75 percent of the total request of the application. These funds would be set aside in the account and dedicated to provide for the expense cash flow of the project. After discussion with Elissa Viarengo, Hilma requested that the grant application be postponed until the next year. This will allow the Board time to evaluate availability of funding and write a more complete application. Elissa and Hilma will continue to discuss plans and preparation work for the application.

Building Use Policy Review and Changes: Barbara Gordon, chairman of the Heath Cultural Council, expressed concerns about policy changes that would involve dropping the town sponsorship policy. She suggested that a comparison between the donations that were given for use and what rental fees would have been for the equivalent time use. The Board agreed that there were several aspects of building use, policy, and the future role of the Building Use Committee that need to be evaluated. Another factor is which users would need to have their own liability insurance and which ones would be covered by the town's insurance. Another possibility is whether the town needs to add scheduling oversight to a employee's position for managerial oversight.

Heath Historical Society Request for Room: Brian spoke with Bob Viarengo, HHS officer, about terms for the Society to rent a room in Sawyer Hall. Terms discussed were that there would be a one-year lease to secure the space. Any additions or alternations for climate control or light-blocking would be done at the expense of the HHS. Amount of rent for the year would be \$1,200 or \$100 per month. *On a motion by Brian De Vriese and seconded by Susan Lively, the Select Board unanimously voted to rent the smaller second floor room in Sawyer Hall to the Heath Historical Society for 12 months.*

Council on Aging—CORI Check Policy: Hilma presented a draft policy that outlined what employees and volunteers will be requested to complete a CORI screening in order to work with either youth or senior residents. *On a motion by Susan Lively and seconded by Brian De Vriese, the Select Board unanimously voted to accept the CORI Check Policy as written.* Hilma will speak with Victoria Burrington, COA chairman, and Lyra Johnson Fuller, Senior Program Coordinator, to inform them that the policy is in place.

Free Cash: It was noted that the accounts with negative balances were almost entirely from reimbursable grants. Research will need to be done to determine if money has been received or why each account remains in the negative. The process of notification about received reimbursement and knowing when a deposit has been made is not clear. The documents of the past two years and the current year of Free Cash reports will be sent to the Finance Committee for review.

Highway Department Changes: The Board will meet with the entire Highway Department tomorrow to discuss the recent changes that have occurred with the addition of the foreman duties to the Mechanic/Skilled Operator position. The history of the foreman duties in that particular position will be explained to the crew. If there are any questions, they can be addressed as well. A second point of discussion is how to respond to urgent needs from other departments that need additional

assistance. Robyn and Hilma will also meet with the Highway Superintendent at 8:00 to hear a department update.

Salt Shed: The Board is waiting for a contract to sign before the site feasibility study can begin.

Highway Truck: The Highway Superintendent received an email from one of the truck distributors that they need a letter of intention to purchase to lock in a slot for a truck cab and chassis. The Board decided they would wait until the next meeting when this could be discussed with the Finance Committee.

Future Meetings:

February 21: Budget Hearings and budget discussion with Finance Committee

February 28: Next regular meeting

Mail:

- A. Averill re: Farmland of Local Importance
- T. Lively re: Comm Hall burst pipe report
- T. Lively re: Jacobs Bldg burst pipe report
- D. Stokes re: approval to use Ch. 90 for study
- R. Gruen re: donation of POW-MIA flag
- P. McGahan re: Comm Hall use
- KP Law re: opioid settlements update
- Senator Mark re: invitation for contact
- K. Leistyna re: building repair questions
- B. Gordon re: changes in building use policy
- A. Jarvis re: Animal Inspector position interest
- HMP-MVP Plan adoption
- J. Johnston re: truck pricing status
- R. Gruen re: CH building steeple concerns

8:22 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