

Minutes

Town of Heath Facilities Task Force

3/3/2020

- The meeting was called to order at 5:44. Members present were Dena Briggs, Jim Cerone, Sue Lively, and Will Emmet. Members of the audience were Margaret Freeman, Sue Gruen, Bob Gruen, Pat McGahan.
- Minutes from 2/28/2020 were approved as amended.
- We reviewed sections available from the first draft of our soft report to the Select Board. Suggestions for corrections and changes were made. Dena corrected the documents as we discussed them. Several discussions led to further need for clarification and research. Individuals were assigned to follow up on identified tasks
 - Look at maintenance costs over 2 or 3 years and take an average. (Jim)
 - Set a date to meet with Fin Com to go over the information we have gathered. Two possible dates were suggested, March 26 or March 31. (Jim)
 - Create a bullet list of the Report Gap (Sue)
 - Complete putting all sections of the report together (Dena)
 - Follow up on requirements for sprinkler systems (Jim)
 - Work up a plan for how to use the SWOT for comparisons (Dena)
 - Update layouts for the office plans (Will)
 - Get examples of available office furniture (Will)
 - Possible case study based on Leyden experience converting school space to municipal. (Will)
 - Get numbers from Brian on Safety Building (Jim)
- The next meetings are scheduled for March 10 at 6:15 and March 19 at 6:00. All meetings will be held at 18 Jacobs Rd.
- The meeting was adjourned at 8:20.