

# Minutes

## Town of Heath Facilities Task Force

9/12/19

- The meeting came to order at 6:05.
- Since this was the initial meeting for the Task Force the first order of business was to choose the Chair. Dena Briggs was nominated for Chair. It was voted unanimously. Sue Lively was nominated for secretary and voted unanimously.
- We spent a few minutes introducing ourselves and sharing background information
- Sue Lively shared several pieces of information from Hilma.
  - A letter from Gary Singley declining appointment to the Committee.
  - A letter from David Travers regarding a Western MA Municipal Conference on 10/5/19 designed for issues common to rural communities. He thought Heath might like to send some representatives.
  - We will be receiving an invitation from the Select Board to a meeting on 9/24 regarding town energy issues. More information will be available soon.
- We reviewed Open Meeting Laws.
- We discussed Committee membership. It was voted unanimously to keep our membership at 5.
- Margaret asked for some information on the Task Force to use in the next printing of Heath Town Talk including a brief biography of each member and the tasks we have been charged with. Will is going to put this together and submit it. Each member will send him a brief biography to be included.
- A significant part of our time was spent discussing the tasks before us and how best to get started. A number of tasks were identified and assigned.
  - Dena will create a brief questionnaire for the people using Sawyer Hall. Bill will implement it through interview and/or written responses. The questions will focus on space for work and storage, ease of access for the community, and privacy needs.
  - Jim will interview the library staff at a future date.
  - Will is going to design a spread sheet to be used by Jim and himself to review previous facilities recommendations and implementations.
  - Sue will contact Nick from the fire department, Jeff for the town garage, Tim for Sawyer Hall Community Hall and the former school building, and John from the police department for information on the current use and needs within their respective spaces.
- The question was raised if we have any budget available. This will have to be address to the Select Board.
- Next meeting will be 9/20/19 at 2:00 in Sawyer Hall.
- The meeting was adjourned at 8:54.