

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
August 9, 2016

Call to Order at 7:00 p.m. by Sheila Litchfield with Brian DeVriese, Robyn Provost-Carlson, and Kara Leistyna, Town Coordinator present. Also present: Ken Gilbert, Fire Chief. See sign in sheet for additional attendance.

Reviewed Agenda: Ken Gilbert to discuss purchase of rescue vehicle by Firefighter's Assoc.

Ken Gilbert: Ken shared that the goal of the Firefighter's Association is to raise money to buy a new rescue vehicle. When the FFA purchased a vehicle previously, some residents wanted a voice in the process. The town incurs insurance and maintenance costs, etc. The Association is planning to spend money to replace similar vehicle so it is a wash expense-wise. The Board encouraged the chief to inform residents about plans to purchase vehicle and FFA efforts. The Board voted unanimously to support these efforts to purchase a replacement rescue vehicle.

7:05 p.m. Ken Gilbert left meeting.

Atty. Roger Reid: Sheila shared that Heath has some foreclosure properties and the town will need help managing properties in the interim prior to sale. Atty. Reid outlined the rights of owners/tenants. An owner has the right to occupy a property until foreclosure. Then the town or 'landlord' may evict. There are many factors involved and it's critical to ensure process is done correctly. The town acting as 'landlord' is fraught with risks. Atty. Reid reviewed the steps in the process. Evictions can drag on so the most beneficial option is to encourage voluntary surrender secured with a signed form. If keys are handed over, that is a clear message that the property has been surrendered. A judge may also make an order or if certain criteria are met, abandonment may be determined in order to take possession. An owner has a year from date of foreclosure to recover property but they need to show land court an ability to pay. Treasurer and DPW manage properties in most cases. Once foreclosure is final and possession secured, locks should be changed and windows boarded up. Sometimes demolition is a choice and property sold as land only. If a property is condemned, it is sold with condemnation status and the new owner would have a time table for demo or repair. The group will continue to discuss the steps in process and who will take on what responsibilities. Atty. Reid suggested offering current occupants some support services for relocation and this is looked upon favorably by land court. Thank you to Atty. Reid.

7:40 p.m. Atty. Reid left meeting and Jan Ameen entered meeting.

Jan Ameen, PAYT: Jan Ameen, Executive Director of the FC Solid Waste Management District attended tonight to assist with planning for the transition to Pay-As-You-Throw at the transfer station. Jan offered an overview of options in a hand-out. Reviewed different models used by other area towns. Jan recommends use of stickers rather than bags. Shelburne, Montague, and Gill use the sticker system. Charlemont uses bags. Need to decide cost of stickers and whether or not to offer a certain number of stickers to each resident to start. Stickers do not expire. One 33-gal. bag would cost one sticker or an option could be two 15-gal. kitchen bags equals one sticker; no construction/contractor bags allowed. Discussed option to retain some form of access permit to prove residency – and fee would need to be decided. The price of stickers pays for disposal costs but there are still operating costs that could be offset by the permit fee. Discussed purchase locations. Jan shared that most towns sell through their attendant at the transfer station. Employee would need to be bonded and an inventory system put in place. Stickers are numbered so a certain sequence could be issued and recorded. Discussed bulky waste within

the PAYT system – everything needs to be bagged. Need to convey options for large items. There are three bulky waste days per year and Greenfield is always open. Jan offered her assistance with this transition. There is fear that illegal dumping and/or burning of trash will increase with implementation of this program. Jan shared that some people will always choose these options and the town needs to be vigilant. Landfills are filling to capacity so the town needs to figure out ways to reduce solid waste. The goal of this program to shift transfer station costs and encourage recycling. Legally, people are supposed to recycle and this needs to be encouraged. Informational meetings will be essential to inform the public—perhaps beginning Jan. 1 and implementing the program beginning with FY18, July 1, 2017.

Jan will assist as well with Stantec on the compactor replacement at the transfer station. Thank you to Jan.

8:09 p.m. Jan Ameen left meeting.

Joe Markarian, Community Compact Capital Planning: Current planning system has been working effectively. The group would like to discuss in more depth policies, planning for borrowing, cash expenditures, worksheets for capital needs. Joe provided a template for discussion. He has spoken with Town Coordinator, Highway Supt., and Fire Chief and plugged information into a working document (20 year replacement schedule). Discussed stabilization accounts and needs for the 20 year term. Joe will include broadband project in worksheet. A ‘master’ sheet is recommended so only one person is making changes/revisions. Joe will provide guidelines for decision makers – how it unfolds, resources, criteria, etc. to review. A binder including all pertinent forms, including debt schedule, will be kept each year so it serves as a chronicle of debt/budget decisions. Joe was asked for guidance on emergency spending – definition (need clarity). He shared that DLS has opinions on unforeseen spending needs. Discussed Finance Committee reserve fund – finance committee has discretion but Joe advises that the Board of Selectmen be notified first of any unforeseen need. It is difficult to define emergency spending, and reserve fund should be used prudently. Need to plan for large capital expenditures – need to be vigilant with a plan and adhere to schedule as best as possible. Discussed different options for financing capital needs. One group could work to make recommendations for capital needs, the Finance Comm., Treasurer and Select Board will determine best funding options. Committee will review policies and make suggestions to Joe. Need to define the limits of capital expenditures, and what needs to go through process or not. Thank you to Joe.

9:05 Joe Markarian and larger group left meeting.

Other Business:

Broadband Committee: *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to appoint Kara Leistyna to serve on the Heath Broadband Committee.*

Committee continues to work on completing the Readiness Forms for acceptance by MBI Board.

Board of Health: Some complaints and concerns have been voiced. The Board of Selectmen would like to arrange a meeting with all members of the Board of Health to discuss further. Discussed the support Glen Ayers offers as health agent due to technical nature of work and would like him to be present at the meeting as well. Kara will arrange for a Sept. 13 meeting.

Assessor’s Mapping Project: Robyn shared that the project is in process. Sheila will reach out to Betty Nichols regarding collector software.

Reviewed Minutes:

On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve the minutes of 7/26/16 meeting as amended.

Mail/Email and Town Coordinator Report:

1. Renewable Wood Heating for Mass – they are asking for information on our buildings. I am compiling this but wondering if you are interested in converting because otherwise, I won't spend the time creating a spreadsheet as they have asked;
2. Copy of an update I sent to Hawley and Charlemont re: landfill;
3. News article sent by Jan Carr Aug 3, 2016;
4. Thank you letter for support to Charlemont for Massworks application;
5. Small Town Summit Actions to take before next meeting;
6. Email from accountant re MLP/Muni Modernization Bill;
7. Town Nurse monthly report (July);
8. Email Brian sent to Phoebe Walker re health district;
9. Info. on MIIA Loss Control Grant. I can't find any area for which to apply;
10. Email from Ken Gilbert re hired mechanic;
11. Copy of signed agreement between building inspector and owner of 280 Rt. 8A North;
12. Suggested change (addition) to personnel policy from Dale Kowacki;
13. Quote for ESET Virus protection for 13 work stations. Kara will order protection for all work stations.
14. Proposal with sketch for remedying fire escape at Comm. Hall. Brian will review and follow up with Carson Ovitt.
15. Two price quotes for work on town website. ***On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to accept Erich Holan's offer for website updating at \$12/hour up to 40 hours to be paid from Technical Support budget.***

Other Separate Documents for review:

16. Minutes from 7/26
17. Accountant's Cash Reconciliation (June)
18. Insurance Quote for 55 Rt. 8A North
19. Contract for copier/printer with Baker Office Supply

SIGNED:

- Letter to Peter Larkin, MBI Board
- Vacation Request Form
- Insurance Quote for 55 Rt. 8A North. ***On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to accept coverage and to add two additional properties under General Liability at \$200/each.***
- Warrants for State Election
- Contract for copier/printer with Baker Office Supply (Already approved at town meeting).

Next meeting scheduled for August 23, 2016 at 7 p.m.

On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to adjourn at 10:25 p.m.

Respectfully submitted,

**Kara Leistyna
Town Coordinator**