

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
January 3, 2017

Call to Order at 7:06 p.m. by Sheila Litchfield, Chair with Brian DeVriese and Robyn Provost-Carlson present. Also present Ken Gilbert, Fire Chief and Mike Shattuck, Highway Superintendent. Kara Leistyna, Town Coordinator unable to attend. See sign in sheet for other attendees.

Reviewed Agenda: Jan Ameen, FC Solid Waste Management District has cancelled for tonight, to be rescheduled. Add: Request from Ed Grinnell, ACO for Dog Hearing. Appointments to read as follows:

- 7:05 – Mike Shattuck, Highway Superintendent
- 7:15 – Ken Gilbert, Fire Chief
- 7:30 – Discussion with FinCom members, Don Freeman and Ned Wolf.
- 8:00 – Jonathan Diamond, Grants for Heath School and Programming
- 8:20 – Al Canali and Art Schwenger, Broadband/WiredWest

Minutes: *On motion from Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve the minutes of 11/29/16 and 12/6/16 Selectboard Meetings as submitted.*

Mail/Email and Town Coordinator Report:

1. Emails re: MBI/Broadband/Crocker (letter of support for signature)
2. Email confirming meeting with DOR on Jan. 13
3. Emails from Lorena Loubsky re: Heath School
4. DCR announcement of funding for \$2,000 to Heath Fire Dept.
5. Email from accountant re: above grant
6. Email from accountant re: PAYT
7. Email from Denise Allard/Colonial Power with final pricing for Town of Heath FYI
8. Notice from Dept. of Housing & Community Development Re: Subsidized Housing Inventory Update – no action
9. Announcement for Margo's Retirement Party
10. Email from Debbie Cavalier – BOH taking action.
11. Copy of proposed Resolution from email from Al Canali. See draft resolution to sign in TO SIGN folder; as well as RFP support letter
12. Email from Al Canali re: Suggested Resolution (MBI)
13. Email points from Jon Diamond
14. Resignation from Budge Litchfield, E911 Coordinator.
15. Email from Lisa Wexler re: Community Meeting to discuss Town Issues, etc.
16. Quote form from Ken Gilbert – Please award lowest bidder, Procom Services, \$10,088.71.
17. Email correspondence between Lorena, Budge and Ken Rocke re: school
18. Email correspondence re: Energy Advisory Committee. Summary: Heather Row is trying to arrange a meeting to get started with FRCOG on Green Community Initiative.
19. Summary of Community Hall Inspection. Tim working on correcting findings. Extinguishers inspected last week. Kara getting copy of fire alarm report. Everything should be all set for re-inspection.
20. HRA letter re: CDBG. No action.
21. Email from Bill Stathis re: RFP support letter.
22. Email from Karen Axtell re: timeline for bridge repairs.

23. IRS travel reimbursement rate: 53.5 cents per mile. My understanding is BOS goes with IRS rate as it changes.
24. Email from Joe Markarian re: Financial Policies. No update.
25. Some emails re: Fire Dept. repair. Summary: Work done. Invoices will be sent to insurance company. Ken working on engine repair. Awaiting deductible amount from insurance company. Payment issued for engine at \$5,001.20 deductible waived.
26. Letter from Ken Gilbert re: snow removal at Fire Dept.

Other Separate Documents for review and/or signatures:

1. Letter to Peter Larkin re: Crocker
2. Contract for Pagers (Ken will discuss)

CHANGES TO AGENDA:

- Ed Grinnell, ACO, requests a Dog Hearing for Hillary Black and David Bohrer. Several complaints have been filed, a ticket issued but it is an on-going problem and Ed would like a more formal meeting ordering a fence enclosure or leash the dogs at all times. Posting requires 10 days so it could be held 1/17.
- Al Canali, around 8:20 p.m. to discuss RFP Support Letter and Resolution re: Broadband/WiredWest

7:10 p.m. Mike Shattuck, Highway Superintendent Update: Mike is currently working on a “master plan” for the replacement of the Towns larger vehicles and equipment. This includes reviewing and updating the repair history for each truck and piece of equipment to help determine possible replacement schedules, obtaining replacement cost estimates and researching possible funding options. Mike will use the new capital expense form when requesting a replacement. A brief discussion of the winter road care followed and the BOS commented that they have been appreciative of the work done by the road crew during the recent storms. The BOS asked Mike to pass along their thanks to the road crew for their continued hard work during the storms.

7:20 p.m. Ken Gilbert, Fire Chief, Concerns and Fire Dept Matters:

- There have been three (3) recent automobile accidents during snow/ice events in town and Ken is concerned that the winter road care may be part of the reason for the accidents. For most snow/ice events, the town pre-treats with salt. As we start to get snow, the salt will go from its solid form into a solution, and creates a brine. The brine is water that is saturated or strongly impregnated with salt, and that brine helps stops the snow/ice from adhering to the road, allowing the plow truck to get down to the black top easier with each pass of the snow plow. There is a period of time between the pre-treating and the snow fall and then the plowing, this is the time that Ken is concerned that the “brine” creates a potential hazard to vehicles on the road. The BOS understands that this “time” from pre-treating until plowing exists but feels that the current practice of pre-treating is the best course of action as recommended by both the previous and current road superintendents. The BOS did agree that is time to review the current data and studies from within the winter road care industry to be certain that previous recommendations are still enforce today. As Highway Liaison, Robyn Provost-Carlson will work on this with Mike Shattuck, Highway Superintendent.
- As the Fire Chief, Ken made a formal request for assistance with clearing snow and ice from the area in front of the fire department overhead doors on a regular basis. The BOS asked Mike Shattuck if this chore would create any issues for the highway department. Mike said that it would not, unless we were having a large storm. The BOS instructed Mike to add this chore to the list of items for the highway department. Mike agreed that they would check for and clear snow

and ice on a regular basis. If Mike felt the need for assistance with this during large storms, he would plan accordingly and schedule for the assistance. It was also suggested that we look into adding snow guards to the roof to help with the snow and ice that slide off of the roof and accumulate in front of the doors.

- Ken questioned if there were any possible issues that could arise from the run-off from the highway garage that is created by the crew washing salt off the trucks and equipment. The BOS understands this concern and will continue to seek solutions to the issue. It is agreed by all that we need to continue washing the trucks and equipment on a regular basis to maintain the life of the trucks and equipment. The addition of a wash bay has been previously explored but is both cost prohibited and presents a location challenge. The idea of sharing a wash bay with another town has been looked at, but discussions need to continue on this. Water tests at the highway garage show that the water is safe for drinking. However, the BOS recognize the need to continue looking for a long term solution to this issue. The construction of a new municipal building would address this issue.
- Ken updated the BOS on the repairs to the Fire Department overhead door and frame and the repairs for the fire engine storage compartment door. The repairs to the overhead door tracks have been completed. The doors are working well. The door frame/wall area repairs are near complete with the addition of angle supports needed for completion. Ken stated that his investigation of the accident showed that a side storage compartment door popped open while the engine was exiting the building. The truck was jarred a bit while exiting due to snow and ice build-up outside of the truck bay. The jarring of the truck appeared to allow the compartment door to pop open and hit the overhead door frame causing damage to both the wall and the compartment door. Corrective action includes: the creation of a policy that states that all doors must be completely latched before you walk away from the truck after the removal of any items from the compartment; the area in front of all overhead door bays must be kept clear of snow and ice; and agreement that snow guards would be a good addition to the roof of the fire department building.
- Ken updated BOS on engine door repairs. The cost will be \$5,000 and the engine needs to go to Hopkinton, MA for the repairs. The engine will be out of service for 1-2 days while being repaired and the cost to transport the truck to and from the repair shop will be \$300 plus mileage. BOS accepted these costs.

7:35 p.m. Ned Wolf and Don Freeman enter meeting during Ken's update on Fire Dept matters. Mike Shattuck exits meeting.

7:45 p.m. BOS discuss the levy ceiling and the levy limit of the town of Heath with Don Freeman, Chair of Finance Committee and Ned Wolf, Finance Committee member. Don and Ned presented a review of the current fiscal situation in Heath. For FY 17, the town of Heath, like a handful of other communities in the Commonwealth, have had our levy limit (the maximum levy that can be raised in one year) match our levy ceiling (the maximum the levy limit can be based on 2.5 percent of Heath's full and fair cask value). Ned created a chart for review for the BOS and the Finance Committee showing the town's levy data for the past 15 years. A meeting has been scheduled for January 13, 2017 with Heath's representatives from the Division of Local Services to talk further about the town's fiscal position. The meeting will be held in Heath and members of the town's financial team will be asked to attend.

7:55 p.m. Jonathan Diamond arrives.

8:00 p.m. Al Canali arrives.

8:04 p.m. Art Schwenger arrives.

8:14 p.m. Ned Wolf, Don Freeman, Ken Gilbert exit the meeting.

8:15 p.m. Jonathan Diamond, Grants for Heath School Building and Programming: Jonathan came to talk about a handful of ideas that he has and would like the BOS to consider for the possible re-

purposing of the Heath Elementary School building. Jonathan would like to pursue available grants, both for the building care and upkeep and for programming focused on youth in our area. Jonathan spoke of the idea of moving the Hilltown Youth Theatre Summer Workshop to the Heath School, or perhaps alternating seasons with the Academy of Charlemont. Another idea is to have the Hilltown Youth Performing Arts Programs create a year-round "leadership academy" for theater and outdoor-adventure based programs, by collaborating with other local cultural partners. The BOS is currently in the process of creating a Heath Elementary School Building Re-Purposing Committee to look into the many possibilities for the re-use of the school building in the event that Heath's school children would be relocated to a neighboring community. Jonathan was asked to serve on this committee and to continue to research his ideas and bring updates to the BOS when available.

8:37 p.m. Jonathan Diamond exited the meeting.

8:38 p.m. Al Canali, Art Schwenger, RFP Support Letter and Resolution re: Broadband/WiredWest: Al discussed the current letter of support to allow Crocker Communications, along with other similar sized communications companies, to submit responses to a recently issued Request for Proposal from MBI for design and engineering services of a fiber network and for private sector providers to build, own and operate last-mile infrastructure within our towns. The BOS agreed to sign this letter of support along with a resolution stating the town's position of wanting to see broadband services made available within our town in an affordable and sustainable approach as quickly as possible while allowing our Town the right to have regular and substantive input into policy making and decisions.

8:58 p.m. Art Schwenger exits the meeting.

9:08 p.m. Al Canali exits the meeting.

Other Business:

1. BOS reviewed request from Ed Grinnell, ACO for a dog hearing for Hillary Black and David Bohrer for a formal meeting to order the addition of a fence enclosure or to leash their dogs at all times. Hearing can take place on January 17, 2017 at 7:00p.m.

Motion from Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to hold a Dog Hearing for Hillary Black and David Bohrer on January 17, 2017 at 7p.m.

2. BOS discussed the formation of the Heath Elementary School Building Re-Purposing Committee. Possible members include: Brian DeVriese, to represent the BOS; Jonathan Diamond, Wanda Mooney (or another local realtor) Tim Lively and perhaps someone in marketing.
3. BOS reviewed Budge Litchfield's letter of resignation as the E911 Coordinator. The BOS thanks Budge for his years of service in this position. The BOS will ask Budge to create a job description to assist in preparing to fill this position.

Motion from Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to accept Budge Litchfield's letter of resignation as E911 coordinator.

4. The IRS has released the new travel reimbursement rate as 53.5 cents per mile. The BOS recognizes this rate and will continue to uphold the town's policy to pay the IRS going rate.
5. BOS would like to ask Kara to follow up with obtaining a plaque to recognize Margo Newton and her upcoming retirement as Chief of Police for the Town of Heath since 2004.

Items Signed:

Fire Alarm Testing Contract Bid Signed

Motion from Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to sign the fire alarm testing contract bid.

Fire Department Pager Contract

On motion from Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to accept the contract for fire department pagers from the lowest bidder, Procom Services for \$10,088.71.

Warrants

Adjourn: *On motion from Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to adjourn at 9:59 p.m.*

Respectfully submitted,

Robyn Provost-Carlson, Secretary