

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
Sawyer Hall  
August 8, 2017

**Call to Order at 7:07 p.m.** by Sheila Litchfield, Chair with Brian DeVriese and Robyn Provost-Carlson present. Also present: Kara Leistyna, Town Coordinator. See sign in sheet for other attendees.

**Reviewed Agenda:** 7/25/17 minutes to be reviewed at next scheduled meeting. Ryan Archambault, 7 p.m.; MLP Conference, 9/22/17.

**Schedule:** Board will meet with School Building Transition Team on 8/22 at 7 pm (Kara will notify appointees); Regular meeting on 8/29 and 9/12. Robyn will not attend on 8/29. Brian will not attend on 9/12 or 9/26.

**Ryan Archambault:** Mr. Archambault requested that he continue to have permission to graze his three cows on property at 153 Sumner Stetson Road. Tenant has been evicted. Property will be selling soon at auction. Mr. Archambault is in good standing with Town. *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to allow Mr. Archambault to graze his cows at 153 Sumner Stetson Road until property is sold at auction and no longer town –owned.*

**Heath Rural Connections (HRC):** Lorena Loubsky, Judy Schotland, and Pat MaGahan attended to present proposal to the Board for an internet café. Discussed how to accommodate request while abiding by Town's policy. Use of Community Hall is determined by Committee that meets as needed. The Town has a use policy and there are three categories with applicable fee. HRC would be considered private, for profit group and be charged accordingly. It was explained that any funds coming into Town need to come through town accounts. Donations are filtered through a designated Community Hall donation account and used for improvements to the building. Board explained use of town facilities and sponsorship by an existing town entity – perhaps Community Hall Committee would strengthen this proposal. The reliability of the internet at the Community Hall was mentioned as a concern as well as the need to monitor/supervise children and rules for food safety. HRC feels this proposal serves as an opportunity to offer a service to residents. HRC will look for a sponsor. The Board appreciates the energy and ideas and hope that efforts may be put forth on an existing town committee.

Discussed Recycling Committee and educational efforts and ideas to share about recycling. Compost flyer was shared and Kara will ask for input from Solid Waste District. Installation of Swap Shed planned when construction project complete.

Board also mentioned that grant funds need to go through Town accounts. The recent donation from Benson Farm for the beautiful plants is an improvement to the Town center but stressed the importance of following accounting rules.

**8:21 p.m. Larger group left meeting.**

**Reviewed Town Coordinator Report:**

- Mark Reich confirmed that if an appointment period ends without a successor appointment, the previous appointee may remain in the position as a “hold over” pursuant to the provisions of G.L. c. 41, sec. 107. The current chief may stay on until a successor is found, after which time the current chief may tender his resignation. The Board of Selectman may also appoint an acting

chief to fill the vacated position until a permanent chief is selected for appointment. Ken Gilbert's appointment letter states, "This FY17 appointment is subject to your acceptance, and will expire at the end of June, 2017, or until appointments for the following fiscal year are made."

- FY18 Appointments: On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to appoint to the Council on Aging: Margo Newton, Alli Thane-Stetson, Teresa Peters, Jean LaMothe, Eileen Lively. And to the Community Hall Committee: Margo Newton, Delores Churchill, Marian Churchill, Don Dekker, Tracy Schott. Also, Larry Sampson to the School Building Transition Team.
- PAYT: The Board authorized Kara Leistyna to assist in the sale of transfer station stickers/permits as needed. Also, to allow Charlene Reynolds, at her discretion, to discontinue sales after 12:30 p.m.
- Westfield Gas & Electric: Board will review and sign agreement, tentatively on 8/22, if funding from the State is secured at that time.
- Animal Control: Kara will check with Ed Grinnell on recommendations for someone to serve as Animal Control Officer.

#### **Mail/ Email:**

- Email from Sheila re: Ryan Archambault/ Cows on town owned property/153 Sumner-Stetson Road, Heath
- Larry Sampson would like to be appointed to SBTT
- Dog Complaint. Ask Melinda Herzig for follow up.
- Announcement of changes to Gateway OL-1 (Overlay)
- Town Nurse Report
- Email between Hilma and Sheila with information on Fire Chief appointment – Heath is in compliance with Town Counsel response
- Eric Sumner request to use picnic tables at Heath Fair. The Board agreed to allow this loan and ask that the tables be returned at end of fair.
- Public Records request from Linda Marcotte
- KP Law Update
- School related emails (4 pages)
- Separate file: Heath Rural Connections emails
- Separate file: WG&E emails
- Separate file: MLP Conference emails. MBI Planning Assistance grant will cover expenses for 9/22 conference on the subject of Municipal Lighting Plant accounting and management with special focus on legal and accounting matters pertaining to building and operating a broadband network sponsored by Heath. Sheila is planning to have a CPA who is an expert on MLPs attend as well as an attorney to speak on legal aspects of operating an MLP and a representative from the Dept. of Local Services. The conference goal is to help towns find a way to understand and prepare for the financial and administrative tasks associated with MLP management of broadband make-ready and construction projects. The conference will be open to town accountants, broadband comm. members, treasurers, finance committee members, etc.
- Separate file: Energy Advisory/Green Communities related emails

#### **Other Separate Documents for review and/or signatures:**

- Accountant's Cash Reconciliation July 2017
- WG&E revised MOA (tracked)
- 2020 Census packet
- Shared Services email and list from Sheila
- Unsigned MOA from District
- Appointments (FY18) Spreadsheet
- WiredWest MOA Draft

- Vacation Request
- Verizon Transfer for Heath School Form
- Town Coordinator Report

**Other Business:**

- Update on Fire Dept. Matters: Robyn is exploring options for the future of Heath fire department and has met with staff at Colrain to discuss collaboration. Stipends need to be discussed once decisions on roles/responsibilities/expectations are made.
- Melinda Herzig: Discussed Heath Fair coverage. Concerned with additional needs due to 100<sup>th</sup> anniversary. Roughly \$1,200 is allotted for coverage in police salary line. Melinda would like additional staff. Melinda will review budget with Kara and Melinda will also contact Heath Agricultural Society, Inc. to address coverage needs.
 

*On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to appoint the following to serve as Police and/or Detail Officers for the Town of Heath: Kyle Shippee and Holland Herzig.*
- **Shared Services:** Sheila discussed a list of questions posed by Daniel Nietzsche, Emergency Preparedness at FRCOG on what police services are needed. Will discuss with Melinda at a future meeting.

**8:55 p.m. Melinda Herzig left meeting.**

- WiredWest MOA: Select Board would like to know make-ready cost prior to making further decisions.
- MLP & Broadband: Sheila met with Al Canali and Art Schwenger to discuss MLP management going forward. Will explore option of using a representative from another town. Clarification is needed on role overall and whether or not a MLP manager is able to sign contracts on behalf of town. Will learn more at conference. Kara will provide a copy of Planning Assistance grant to Sheila. Need to review edge cases and decide on distance of drops and maximum Town will cover to home. Select Board serves as MLP Board. Need a designated contact within the Board to act as liaison. *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to appoint Art Schwenger to serve as Alternate Heath MLP Manager.*

**Signed documents.**

**Next meeting scheduled August 22, 2017 (SBTT Kick Off) 7 pm Sawyer Hall**

**There being no further business to come before the Board: *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to adjourn at 10:10 p.m.***

**Respectfully presented,**

**Kara M. Leistyna  
Town Coordinator**