

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
September 26, 2017

Call to Order at 7:03 p.m. by Sheila Litchfield, Chair with Robyn Provost-Carlson and Kara Leistyna, Town Coordinator, Mike Shattuck, Highway Supt. present. Apologies for Absence: Brian DeVriese.

Reviewed Agenda: Only change is Mike Shattuck, before 7:30 p.m.

Mail/ Email:

- Email from Dave Howland sharing his conversation with Paul Mark re: paving on Rt. 2
- Email update from Heather Row re: Energy Advisory Committee
- Letter from Linda Marcotte inquiring about dog matters. Melinda Herzig has received both complaints and correspondence.
- Emails from Denise Allard re: Electric Aggregation. They still want you to sign on BEFORE public informational/educational session
- Letter from Gov. Baker re: \$500 Sustainability Grant for Recycling. Next year it will be more due to transition to PAYT
- Notice from FCCIP – they have a reserve amount that will be re-distributed to towns. Heath will receive a \$862.96 refund.
- Email from Atty. Lee Smith re: Conlon property
- FCSA Quarterly Meeting announcement
- Emails from FRCOG/Sean Cronin re: acknowledgement of completion of some community compact projects. Heath finished Financial Best Practice project and regionalization best practice.
- Emails from Budge Litchfield re: question from accountant on MOA between District and Heath
- Email from accountant re: new Veteran on Benefit, \$313.60/month
- Email re: Open Meeting Law Complaint
- MMA Breakfast Series Announcement

Other Separate Documents for review and/or signatures:

- Treasury/Payroll Warrants
- 8/22/17 minutes; 8/29 minutes
- WiredWest MOU Draft Revised
- MassDOT Bridge Inspection Reports
- Draft All Boards Meeting announcement – last meeting was November, 2016
- Cintas Rental Service Agreement (12 mos.)
- Vacation Request
- Agreement for Technical Support Collector – Mike Quinlivan (FY18)

Highway Dept. Matters: Mike shared that he met with John Deere and gave them Heath's spec/needs for an unofficial grand total of \$47,896. Mike says Heath can use Chapter 90 funds for this purchase which includes tractor, York rake, front-end loader and it can also accommodate mower. Crew can use in winter and the existing mower deck will fit. This purchase will make other tasks more efficient. If use Chap. 90, it will leave a balance of roughly \$38,000 that will roll over next FY.
Tank Spryer: Need to purchase a trailer and outfit with a tank sprayer. Current equipment is rusty/leaking. Need a designated trailer which again, will create a more efficient use of equipment. Cost is roughly \$6,200 total. May also use Chap. 90 funds or wait and plan for next FY. No decision made at this time.

Road Plans: Next year will address West Branch Road.

Bridge: Discussed Rt. 8A over West Branch Brook. This bridge is currently on the watch list but not due for renovation until 2022. Concerns with winter snow removal. Mike and Kara will contact MassDOT to discuss possibility of partial, emergency repairs. This bridge does not qualify for small bridge program. If this bridge were closed, it would be problematic for emergency personnel lowering response time by at least half hour. Detour would be extensive – Mike will calculate mileage. Once Mike finds out more about entity responsible and timeframe; as well as emergency repairs, he will apprise the Select Board.

Graffiti: Some State-owned signs have been defaced with spray paint. Police have been notified as well as MassDOT.

Road Signs: Mike shared that some wooden signs will be updated with retro-reflective signs. He will inventory town-wide. Currently, there is a need for Royer Road, Rowe Road, both sides of Long Hill, and possibly others.

Compactor: Some inspection items have been addressed by contractor, LaFogg. Working towards getting electrical connection complete and final installation of compactor controls.

7:38 p.m. Mike Shattuck left meeting.

Heath School Matters: Budge Litchfield attended to discuss Pre-K costs for Heath; some questions regarding MOA with District; and clarify process for requests for furniture, etc. from District as well as the status of transition of Heath students to Hawlemont.

Pre-K: Intention is to support students from Heath. Charlemont and Hawley have a similar program and use a revolving account. Budge will research how to mirror what Hawley/Charlemont do and how Heath can contribute proportionally in order to support the program. The Business Administrator will come up with a dollar figure to contribute – mostly likely under \$10k – remaining \$5k could be saved for future costs. This amount off-sets afternoon program making it tuition free for Heath students. District money covers mornings. The grant which is used traditionally, is being cut by 1/3 each year and the District reduces overall money for tuition free Pre-K. Select Board has several questions:

Is Rowe offering free, all day Pre-K?

What is cost currently, and for future?

What is the fate of the grant?

Data – what is the request for Pre-K hours beyond tuition free?

Next year's budget may be different due to transition.

MOA – all set. Questions have been answered.

Requests for furniture: Kara created a system where all items are labeled with a designated number and documented in a binder. Kara will let Robin Pease know lending process. Tim needs a push mower and snow blower. Kara will check on status of surplus sale.

Transition: Transition for Heath students went very well. There are 39 students attending Hawlemont from Pre-K to sixth grade. There were initially some transportation issues but they have been corrected. Parents who attended recent open house were happy. Budge is attending Hawlemont school committee meetings. He raised the need for a permanent MTRSD school committee member – someone to focus on at secondary level would be ideal. Board of Selectmen need to think about transitioning possibly to Hawlemont District in future but right now need to observe fiscal arrangements. Heath can then decide to begin discussions and go through process of change/withdrawal Pre-K-6. If no debt owed to MTRSD, Town may vote to withdraw; otherwise all eight towns need to approve. Discussed bond and tuition agreement. Budge says we'll have a better sense in March, 2018. Sheila raised need for outreach to Heath families. Discussed best way to gather feedback from Heath parents. Sheila will also work with Friends of the Heath School Library during transition. Sheila shared that they are a very knowledgeable and thoughtful group. Thank you very much to Budge for all his work.

8:36 p.m. Budge Litchfield left meeting.

Schedule: Select Board will meet Oct. 3, 17, and 24.

Gary Singley: Gary visited tonight to schedule time with Select Board to discuss various questions he has posed via email regarding Avery Brook Road planning/culvert work. The Board encouraged Gary to direct his questions to the highway superintendent as they are within his purview. If not satisfied, he should then bring the issues back to Select Board. Disciplinary action is under the jurisdiction of the Select Board and if necessary, will be handled accordingly.

8:48 p.m. Gary Singley left meeting.

Review Minutes:

On a motion by Robyn Provost-Carlson, and seconded by Sheila Litchfield, the Board voted unanimously to approve the following minutes as amended:

7/25/17

8/8/17

8/22/17

9/12/17

Minutes of 8/29/17 will be reviewed at next scheduled meeting. Kara will prepared minutes from 8/11/17 for next scheduled meeting.

Other Business:

- **MLP Conference:** “MLP’s: What Small Towns Need to Know.” was held at the Heath School on 9/22. 65 participants included members of MLP’s, Select Boards, Broadband Committees and Town Accountants/ Treasurers.
- **Town Coordinator Report:** Double doors at Sawyer Hall will be placed on Special Project list for FY19 to be replaced. All Boards Meeting to be held on Nov. 14. There is an open meeting law training on Nov. 15 – Kara will attend. A public info. meeting for Community Choice Power (Aggregation) will be held Oct. 17
- **Offer of land from Don Conlon** – to be discussed at next scheduled meeting with full Board in attendance.
- **WiredWest MOA** – to be discussed at next scheduled meeting with full Board in attendance.
- **School Use Application from Jonathan Diamond** to be discussed at next scheduled meeting with full Board in attendance.
- **Performance Reviews:** Robyn and Kara will meet with Mike Shattuck; Sheila and Kara will meet with Charlene Reynolds.
- Kara will check on status of **landfill sampling**.

Signed documents.

On a motion by Robyn Provost-Carlson, and seconded by Sheila Litchfield, the Board voted unanimously to sign the FY18 Tech Support contract for Tax Collector for services to be provided by Mike Quinlivan.

Board will postpone the signing of the new Cintas contract until overcharge matter is resolved and credit issued.

Next meeting scheduled October 3, 2017 at 7:00 p.m.

There being no further business to come before the Board: *On a motion by Sheila Litchfield, and seconded by Robyn Provost-Carlson, the Board voted unanimously to adjourn at 10:28 p.m.*

Respectfully presented,

Kara M. Leistyna
Town Coordinator