

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
Sawyer Hall  
January 9, 2018

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

**Reviewed Agenda:** No changes. Will re-schedule Jack Gougeon for a future meeting to plan for bond bill funds in anticipation of approval by legislators. Paul Mark is overseeing bill and if passes, Heath should pre-plan and research how to utilize funds.

**Reviewed Minutes:** *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve the minutes of 1/2/18 as amended.*

**Dog Policy for Town-Owned Buildings:** Reviewed draft prepared by Sheila. BOH requested this change to address the issue of tethered dogs to posts at Town Hall and/or barking dogs left out front. *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve and adopt the revisions to the Pets in Municipal Buildings policy effective immediately.*

**Mike Shattuck, Highway Matters:** It was a busy week-end with extraordinary weather conditions. A couple of complaints were received and addressed. Robyn asked Mike to prepare a list of replacement drivers to ensure full crew on task when tending to winter weather road conditions. Need to ensure all options are open. Robyn also shared information about changes from straight plow to use of wing plow. The efficiency of the wing plow lessens the need for on-call, temp. workers. Since the help is not needed as much, it is now difficult to find available sub-contractors when necessary.

Mike has planned to have people staffed at various areas in town. With some crew meeting their maximum shift at 12 hours, temporary help is needed to operate the small trucks as it is difficult to find CDL licensed drivers on call.

Discussed equipment issues.

Mike also shared that phone calls help with acute weather conditions such as significant drifting in certain areas of town. Mike provided a summary of how he addressed such areas in town. Discussed best way to reach Mike off hours. Mike took photos with his cell phone of exceptional areas that proved difficult to clear in extreme weather conditions (snowfall and high winds). The grader, he added, could not penetrate certain areas. Sheila suggested perhaps declaring a State of Emergency if every house cannot be accessed during a storm. In this case, all resources could be directed to specific area(s) in need. Assistance from MEMA could be possible if emergency was declared. Mike said he addressed areas where passage was exceptionally difficult and/or if people were stranded such as Upper Hosmer, Flagg Hill, and/or Sumner Stetson Road. Discussed use of snow fences to act as barriers for drifting. In anticipation of storm, a pre-planning email was sent to Emergency personnel. An All Call message was sent to explain the process in case of extreme conditions. Communication of town-wide conditions is helpful in making decisions and perhaps triggering more potential resources from MEMA. It's important that emergency responders are aware of secondary routes. Need a way to communicate that information. This recent storm was a lesson for all. Again, a State of Emergency could be declared. The Fire Dept. has access to highway radio and can be in close communication with crew who are already out on roadways and aware of conditions. A

judgment call will be made at the time of need because each storm/situation is unique. Important to discuss and understand all factors in order to make informed decisions.

Ram 5500: Concern was expressed by a resident regarding the weight of this vehicle when considering additions of sand and plow. Mike reported that based on his research, the maximum load for sand with the plow is 1 ½ - 2 yards; and 3 yards without the use of plow/frame. Warranty information is available. As long as the equipment meets specifications, there is no affect to the warranty. Mike has instructed crew not to exceed load specifications. The truck's axle can handle the wing plow. Mike recommended this vehicle because the dept. needed a medium to heavy duty truck that could accommodate a plow/sander and chipper including crew, and it was discussed in detail prior to last year's annual town meeting.

Robyn asked Mike to look at the weight specs for the 5500 and to make one last assessment. This truck is now part of the town's fleet and we want to get the most out of it especially with wing plow usage. Mike shall make one final report using information gathered from neighboring towns that use wing plows. Mike will also research neighboring town's replacement schedules.

Diane Broncaccio from the Recorder asked for information regarding Community Policing. Brian shared that this was on agenda for the next FC Selectmen's Association meeting and he invited Diane to attend.

The Board discussed the need to enter into executive session to continue prior discussions with Mike Shattuck. Brian motioned to convene in executive session for purpose #2, to consider the discipline or dismissal of, or to hear complaints or charges brought against a public officer, employee, staff member or individual, and reconvene open meeting upon adjournment of executive session. Robyn Provost-Carlson seconded.

Roll call vote: Sheila Litchfield, Aye. Brian DeVriese, Aye. Robyn Provost-Carlson, Aye. The motion passed unanimously. Executive session was convened at 8:07 p.m.

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### **Reconvened open meeting at 8:58 p.m. and Mike Shattuck left shortly after at 9:03 p.m.**

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

- Email from Zack Holt re: TOH electricity supply renewal
- Email from Sheila re: fire chief retirement
- Email from Jeffrey Blake, KP Law re: 7 Cheyenne
- Emails from Robyn and Nick Anzuoni re: fire chief and fd matters
- Correspondence re: road conditions and highway truck Ram 5500/ training
- Email response from accountant re: school accounts
- Resignation letter from Margaret Freeman re: Historical Commission
- Emails from Alyssa Larose and Jim Barry re: Green Communities Initiative
- FRRS FY2019 Assessment Information from Dale Kowacki. Assessment letters not received yet.
- Heath Community Café Flyer

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

- Accountant's Cash Reconciliation Dec., 2017
- The Beacon, January, 2018
- Cancellation Request/ Policy Release XSZ91081
- HCOG Electrical Supply Documents for Renewal
- 1/2/18 unapproved minutes
- Draft Pets in Municipal Building policy
- Stretch Code Flyer
- Expense Reports 1/3/18
- Edge Case Scenarios

- FY19 Draft Budget Spreadsheet 1/9/18
- Town Coordinator Report

**Other Business:**

- **Fire Dept. Update:** Robyn reported that she's been in touch with Nick Anzuoni, Interim Chief. The compressor for the SCBAs needs to be replaced. The cost estimate for a used compressor is roughly \$7,000. Nick will research pricing. Nick will work with Robyn on budget request. She informed Nick that a budget hearing will be scheduled where he can discuss any revisions to compensation and the possibility of retiring Engine 2 (pumper). Only two members are able to drive this vehicle and both are retiring soon. The equipment on this vehicle can be removed and added to other vehicles within the fleet. All will be discussed at a future meeting.
- **Resignation:** Margaret Freeman tendered her resignation from Historical Commission. *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to accept Margaret's resignation with regrets.* There has also been a resignation submitted by Heidi Griswold from The Board of Assessors. This is an elected position and therefore the Select Board may appoint someone to fill the vacancy until the next election (May, 2018).
- **Fuel Efficient Vehicle Policy:** *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to adopt the FEV Policy as part of the criteria for Green Communities application.* Kara will forward to Alyssa Larose at FRCOG who is assisting with application.

**Signed documents.**

**Next meeting scheduled January 16, 2018 at 7 p.m. at 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 9:30 p.m.*

Respectfully presented,

Kara M. Leistyna  
Town Coordinator