

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
February 27, 2018

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

Reviewed Agenda: Minutes of 2/20/18 will be reviewed at next scheduled meeting.

Tim Lively, Heath School: Select Board is concerned about maintenance costs. Discussed #2 Fuel use. Tim reports that rooms are kept at 55 degrees. Tim adjusted thermostat in several areas and set at 55 degrees. Eric Dean needs to complete the insulation job that he started while the building was under the supervision of the Mohawk District. Sheila will check with Budge Litchfield who previously suggested use of capital funds and will check on status and whether these funds can cover the remainder of job. Tim reported there have been three deliveries since end of December. Sheila suggested perhaps the building needs to be drained and closed for winter months – need to keep apprised of costs to maintain. The town has limited funds to keep building going for four years. The funds from the District allow the town to make long term decisions for transition. The school building transition team is working on a recommendation for the Select Board before annual town meeting. Discussed high cost of electricity as well. Tim suggested it could be the freezer unit; the exterior lights are on a timer. Tim was thanked for his input tonight.

Bill Tucci, Broadband Construction Liaison Interview: Discussed job description and requirements. Mr. Tucci shared his qualifications. He is not familiar with project in Western MA but has broadband construction experience. Sheila summarized status of Heath's broadband construction project. This position terminates at the operations phase at some point in 2019. The group posed questions to the applicant. Someone is needed to fulfill the position right away and to work in the best interest of Heath. The job includes managing the hub site and coordinating all work necessary for installation. Heath is looking for a 'clerk of the works' to help interface with town and WG&E to ensure goals are being met.

Bob Bourke, Broadband Construction Liaison Interview: Bob Bourke was present during the previous interview. Bob shared his qualifications in construction and project management. He shared that he has excellent communication skills and is familiar with broadband project and town staff and roadways. Sheila shared that the position is funded by MBI grant funds.

Community Café: Pat McGahan and Lorena Loubisky attended tonight to review with the BOS the last four cafés, feedback, concerns, what went well, what didn't work, were goals met, suggestions, etc. Sheila explained the accounting practices for town funds. Generally, according to our accountant, donations don't cover the costs involved such as possible additional insurance and utilities. She suggests perhaps a revolving fund. And reminded that no tax can be reimbursed and town policies would have to be followed as for all other departments. No income has been submitted so far. Margo Newton, Community Hall Chair, offered some feedback particularly that the hall needs to be set up just as it was found. The rules are clear in the policy for use of the building and it's Margo's job to oversee the building and enforce the rules. The group needs a good pool of volunteers to ensure that tables and chairs are repositioned and space is cleaned. Lorena affirmed that there are enough volunteers to help put the room back together. The group intending to use the space needs to complete the application for use including specifying dates intended for the café. The Select Board thanked everyone and suggested that someone meet with the accountant to receive guidance on how to submit all donations and request all expenses to be paid through the traditional town accounting processes. There is a concern that expenses may have been reimbursed for items that should not be reimbursable.

8:40 p.m. Melinda Herzig and Atty. John Connor entered meeting.

On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Select Board voted by roll call vote to enter into Executive Session for reason #1: To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against, a public officer, employees, staff member or individual, and reconvene regular meeting upon completion of executive session.

Sheila Litchfield, aye.

Brian DeVriese, aye.

Robyn Provost-Carlson, aye.

10:40 p.m. Regular Meeting Reconvened.

Mail/ Email:

- Sheila re: Heath School Expenses
- History of School Expenses from accountant
- Sheila re: rural events scheduled for March
- Betty Nichols re: update on CSC/ timeline. Kara will inquire with Rebecca Krause-Hardie.
- Emails re: glitch with Colonial Power/Verde
- Jan Ameen re: Estimate FY19 TS costs/roll-off replacements
- Bob Bourke re: DCR assessment for Heath land/ Parks & Recreation Comm.
- Phoebe Walker re: Upcoming Workshop on Abandoned Buildings
- Sheila re: discussion items/ meetings
- Sheila re: Kragen matter
- Emails re: communication and coordination/ Betsy Kovacs
- Andrea Woods re: Collective Purchasing Spring 2018
- Adam Hinds re: Culvert Replacement Grant Program
- Adam Hinds re: Rural Schools Public Forum March 12
- MMA re: Upcoming Legislative Breakfasts
- MIIA re: Options offered through MIIA
- FCSA Upcoming Meeting, March 28, 5:30 Whately Inn. All members will attend. Kara will RSVP.
- Linda Dunlavy re: Opportunity Zone Program. Heath interested. Need more information.
- Caitrin Ferriter re: WGE
- Bill Ennen re: February Call and Program Guidelines Extra Mile

Other Separate Documents for review and/or signatures:

- Payroll and Treasury Warrant
- 2018-19 Survey of Quantity Estimates (Highway Dept.)
- TickReport Contract (BOH)
- Vacation Request
- Packet Summary of Community Café
- Resume for Bill Tucci and Bob Bourke

Other Business:

- **Parks & Recreation:** Bob Bourke presented a grant opportunity for Parks & Recreation Committee. These funds provide assistance for mapping the town owned “Shapiro” land located off of Flagg Hill Rd. This is a large (over 300 acres) plot which is underdeveloped. A forester will be hired to assess the land for timber, vegetation, and bird habitat. After the initial study, a plan to

develop the land for public use will be implemented. *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve Bay State Forestry work order to be funded by grant from DCR in the amount of \$4,946 – no cost to town.*

- **Board of Health:** Sheila and Robyn will attend the next BOH meeting on 3/7. Kara will confirm time.

Signed documents: *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to sign the following:*

- Payroll and Treasury Warrant
- TickReport Contract (BOH) for the TickProgram renewal through UMASS Laboratory of Medical Zoology.
- Vacation Request

Next meeting scheduled March 6, 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 11:30 p.m.*

Respectfully presented,

Kara M. Leistyna
Town Coordinator