

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
Sawyer Hall  
March 6, 2018

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

**Reviewed Agenda:** Mike Shattuck rescheduled to March 20, 2018; Art Schwenger withdrew his application for Broadband Construction Liaison; Finance Committee not meeting tonight; Steve Thane will be arriving at 8:45 p.m.

**Accountant Budget Hearing and Other Budget Related Discussion:** Reviewed FY19 Budget Request. Everyone agreed it is a reasonable request. Tracey has also requested a software stabilization account. The current software has been in use since 2011. Tracey suggests a ‘savings’ each year for planned replacement in 10 years or so – cost currently is roughly \$16,000.

Discussed Other Fund 29 Misc Special Revenue accounts and Fund 03 Special Project accounts. Several accounts will be closed out at end of FY. Some will be ‘cleaned up’ at upcoming STM and/or through use for various expenses e.g. Planning/Visioning Fund 24 can be used for broadband expenditures or Open Space & Recreation could be used by the Parks & Recreation Comm. Reviewed various other accounts. Sheila will discuss Ice Storm Donations with Tim Lively and use for shelter expenditures or Emergency Operations Center. Any donation fund no longer needed requires a letter sent to donor asking for approval to redirect funds to another purpose. Hands Across Heath has funds for use by Town Nurse. Stabilization accounts may be repurposed with town vote. Reviewed STM warrant. Kara will create a hand out with explanations of articles. Thank you, Tracey.

**7:40 p.m. Robyn Provost-Carlson arrived.**

**7:55 p.m. Tracey Baronas left meeting.**

**Minutes:** *On a motion by Brian DeVriese and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve the minutes of 2/20/18 and 2/27/18 as presented.*

**Jack Gougeon, Broadband Construction Liaison:** Jack inquired about hours. There are some evening, as well as daytime, current monthly meetings will be more frequent to every other week via phone as project progresses. There is flexibility. Jack also inquired on when the job ends. The BOS not certain at this time but sometime in 2019. At that time, the Town will contract with ISP for operations. It is an involved job with a lot of moving parts and pieces; basically a clerk of the works to advise BOS/MLP and keep on target. There will be a learning curve but WG&E will offer guidance. Jack reviewed his experience as construction superintendent and work with military as well as private sector. Sheila explained the status of project and communication tools provided by WG&E (e.g. Smartsheets). Discussed pole survey. Data will be cleaned by Pioneer Valley Communications and WG&E will serve as negotiator with Utilities on behalf of Town. Sheila also explained edge cases and need to sort out rough agreement with our neighboring towns for construction phase. There is a Drop Policy Forum scheduled for March 28. The State is covering cost to road and the Town needs to decide on a policy on how from road to home will the Town cover the cost of stringing fiber/connection. The prospective candidate will need to be apprised of WiredWest and attend those meetings as well to get sense of regional status of project and to learn from other town’s experience. Thank you, Jack.

**8:35 p.m. Jack Gougeon left meeting and Melinda Herzig arrived.**

**Police Dept. Budget Hearing:** Reviewed budget proposal for FY19. Training has been segregated from salary. A lot of training is required of officers. This line covers the cost of officers attending the training – cost for training is usually free. 40 hours is required. Finance Committee asked if other towns share the cost. Melinda responded that trainings are typically alternated or split with other towns – Chiefs agree upon an arrangement if employee works in multiple towns. This will be further discussed at the shared services meetings – Sheila shared a hand out from those meetings. Thank you, Melinda.

**8:50 p.m. Melinda Herzig left meeting.**

**MLP Advisors and Board of Selectmen (MLP Board) reviewed three applicants. *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to hire Robert Bourke as Broadband Construction Liaison.*** Contract to be negotiated.

**Steve Thane and Bill Lattrell – Solar Proposal for Heath School:** Steve and Bill have reached out to Jim Barry, DOER, regarding solar development at the Heath School property. Jim provided information regarding the process. He suggested Heath seek out a META grant to assist with funding a project manager and to conduct a feasibility study for the site. If feasible, funding could also assist with procurement. The rough cost for a study is \$12,000 but the Town could be eligible for \$130,000 through Green Communities' grants to assist with the cost of implementation. Heath has already received a META grant to assist with the Green Communities application through FRCOG. Kara will check to see if another can be sought. Bill shared that it's roughly \$75-100,000 for a full system and the Town may have to commit to providing some of the funding. However, a solar array could help off-set \$20-30,000 in electricity costs for the Town. Bill provided sketches of a mock up system which he reported can be up to 97% efficient. Also discussed an option to install solar atop the Broadband hut to provide power needed for that specific site. Thank you Bill and Steve.

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

- Sheila Litchfield re: WGE Drop Policy Forum
- Linda Dunlavy re: Opportunity Zone Program
- Lorena Loubsky re: Café
- Claire Rabbitt re: Nurse monthly report
- FRCOG re: Solar arrays and bylaws/enforcement. Also see thumb drive with proposed change to bylaws submitted by Planning Board
- Alyssa Larose re: Ashrae RFQuotes also see draft Energy Reduction Plan (no action yet)
- MassDOT re: Chap. 90 \$209,862
- Dale Kowacki re: COLA 2% for Retirees
- Amy Donovan re: Transfer Station Attendant Training
- Gloria Fisher re: Mohawk Budget
- Another reminder Vacant and Abandoned Buildings: Options for Town Officials, March 8.
- Sheila re: upcoming events Reminder\*\*

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

- Highway Dept. Capital Expenditure Request Form
- Performance Evaluation for Librarian
- Packet for discussion with Accountant
- Ashrae Level II RFQ quotes
- Draft Energy Reduction Plan
- Proposed Bylaw Changes for ATM Warrant
- BB Construction Liaison job description for interview
- Draft STM warrant

- Draft FY19 Budget
- Opportunity Zones Powerpoint
- Minutes for review 2/20 and 2/27

**Other Business:**

- 5 Ledges Road: Robyn reported that she should have a price for asbestos testing next week.
- Heath School Transition: Brian reported that the Transition Team voted not to consider the sale of the building at this time. Mark Zaccheo, a real estate developer, visited the SBTT to discuss potential for the school.
- Town Coordinator Report
- STM Warrant: reviewed. *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve the STM Warrant for 3/27/2018. Kara will send out an All Call announcement prior to the meeting.*
- Transfer Station Attendant: BOS encourages Ken Erho to attend the upcoming training. Will add to job description for next review. Can offer mileage reimbursement.
- Appointments: Assessor and Temporary Winter Help: *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to appoint Margo Newton to serve as temporary assessor to fill vacancy until the next annual election and to appoint Tim Lively to serve as Temporary Winter Help (shoveling).*

**Next meeting scheduled March 13, 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 10:20 p.m.*

Respectfully presented,

Kara M. Leistyna  
Town Coordinator