

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
March 20, 2018

Call to Order at 7:05 p.m. by Sheila Litchfield, Chair with Brian DeVriese, Robyn Provost-Carlson and Kara Leistyna present. See sign in sheet for other attendees.

Reviewed Agenda: No changes.

Treasurer Budget Hearing: Kris Nartowicz reviewed FY19 budget request with BOS and FinCom. We will use Clark Rowell as a financial advisor for broadband borrowing. He is an excellent advisor. Kris will move money out of the broadband grant account as expenses are paid. Kris was notified that Bob Bourke will be assuming the role of broadband construction liaison. Discussed debt schedule. Kris will adjust WiredWest to Broadband and will create a hand out for distribution at ATM. Sheila advised that Heath is going to need to be ready to borrow for broadband related expenses as the project progresses. Kris will contact Clark Rowell in anticipation of this next financial step. Sheila explained the additional grant provided by the State that may provide additional funding to towns to cover approved shortfalls.

Thank you, Kris.

7:30 p.m. Kris Nartowicz left meeting.

Highway Dept. Budget Hearing: Mike Shattuck attended tonight to review FY19 budget proposal and capital expenditure request. On roadside mowing: Mike tries to hire out but the crew is able to take on this task as needed. Select Board would like the entire town done during the season. Mike feels if they are aggressive, it can be done. He's leaving a small amount in the budget line in case he hires Steve Thane for a small portion of the work. Overgrowth is a safety issue for driving and visibility. Having the crew manage the bulk of this task is a great way to conserve funds. Regarding tree removal, Mike will work from main hazard areas to main roadways and then work on smaller, side roads. This work will be done through a contractor and will go out to bid. Chap. 90 funds, according to Mike, may pay for detail work. Sheriff's Dept. also helps with brush clearing. Discussed budget for cemetery lawn care; will level fund. Kara mentioned that Transportation/Tipping/Disposal line will increase due to price increases in both hauling and tipping costs. Having the PAYT program which reduces Heath's trash by 82 tons will save the town \$8,200. Discussed uniforms. The current contract has a 5% annual increase built into it. Also discussed salt/sand/other budget line. Mike has lowered this line. Gloria mentioned that there is a rule where if the budget is lowered, the Town may not overspend this particular winter account next year. Mike feels there is still a sufficient amount and overspending most likely will not be necessary.

Capital Expenditure Request: Mike has submitted a request for a new truck replacing the 2003 vehicle. It is old, unreliable, and annual repairs are indicating that it is no longer cost effective. \$20,000 was spent in the last two years on repairs. Finance Committee would like a full assessment and justification for this request. Mike will create a spreadsheet for each vehicle listing cost of repairs and maintenance.

Reorganization: Robyn and Sheila have worked with Mike to redo the job descriptions for the highway crew. They discussed tasks and personnel and how to rework to maximize each members' abilities and to create efficiency within the department. New descriptions were drafted creating new titles and supervisory designation. One main change is to eliminate the superintendent role and to create a road foreman; shop foreman; mechanic/operator; skilled laborer/operator; and administrative assistant. All will work together as a whole to complete necessary tasks. The next step is to classify each position based on

the classification system used by the Town and re-grade jobs if necessary. Sheila, Robyn, Brian, and Mike will work on this on April 3. Mike has briefed the crew on these proposed changes.

Schedule: As voted by BOS, the crew will work 5, 8 hour days in winter starting with time change in fall and transition to 4, 10 hour days in summer, again during time change in spring.

Thank you, Mike.

Broadband Construction Liaison: Bob Bourke attended tonight for a chance to review with the group the job description and duties required of his new position. Reviewed project status and scheduling. Bob will meet with Art and Sheila and contact Westfield Gas & Electric as well as Bill Ennen.

9:38 p.m. Art, Bob, Ned, Jan left meeting.

Other Business:

- Emergency Dispensing Site: Sheila requested the current site be moved from Hawlemont School to the Heath School. They request space for clinics, training, as well as space for storage. When an emergency drill occurs, they will use the gym and cafeteria. On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve request to use the Heath School as the Emergency Dispensing Site (EDS).
- Animal Control: Kara will invite Joe Kovach to meet with BOS to discuss his interest in serving as Animal Control Officer and Inspector of Animals.
- Minutes: On a motion by Brian DeVriese and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve minutes of 3/6/18 and 3/13/18 as submitted (with one abstention).
- EMD Alternate: Sheila offered to serve as alternate in case Tim Lively is not available. Kara will add that position back into Art. 3 with \$100 stipend.
- Transfer Station Attendant Training: BOS would like this added to the TS Attendant job description. Kara will inform Mike Shattuck.
- Opportunity Zones: On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to participate in regional Opportunity Zone application.
- STM Info. Sheet: Kara prepared explanations of each warrant article. Will add announcements.
- Executive Session Meeting Minutes: Kara will prepare all minutes for resolved executive session matters for Board review prior to ATM.
- Culvert Replacement Grant: Kara will forward information to Brian DeVriese per Robyn's request.

Mail/ Email:

- Information re: Lead and Copper Notification for Heath School
- Bill Stathis re: CAF II Proposal for Heath and other broadband related info.
- Town Clerk re: Master's Capstone Project UMASS Student (wants an interview)
- Letter from Carolyn Kirk re: \$32 Million Grant Program for broadband infrastructure
- Sheila's response to Carolyn Kirk's letter
- Letter from NEAgTech re: host agreements with communities on cultivation of medical marijuana (wants to meet)
- ATM dates for District Towns
- Nick Anzuoni re: Steve Bigelow
- Jessica Atwood et al re: Opportunity Zone
- Accountant re: available funds to repurpose at ATM
- Ned Wolf re: electric company assessments in Heath
- Various re: Marijuana Revenue
- Budge Litchfield re: Regionalization
- Betty Nichols re: Heath timeline CSC
- Accountant re: donations from Community Café
- Phoebe Walker re: Toolkit for abandoned buildings (see flash drive)

- D2R2 Announcement August 18, 2018

Other Separate Documents for review and/or signatures:

- Draft job descriptions – highway
- Highway Budget Proposal FY19 and Cap. Expenditure Request
- Treasurer Budget Proposal FY19 and List of Debts
- Asbestos testing proposal – ATC. Board reviewed. Brian questioned whether remediation specs are included in pricing. Kara will confirm and bring proposal back to next scheduled meeting.
- Letter to Heath Rural Connections
- MOU – Municipal Energy Coordinator Services
- FRCOG Fuel Bids – due March 29
- Sign off on Exec. Session minutes 9/7/16 – already released 1/31/17
- STM Info. Sheet DRAFT
- TC Report

Next meeting scheduled March 27, 2018 at 7 p.m. at Community Hall – SPECIAL TOWN MEETING

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 10:30 p.m.*

Respectfully presented,

Kara M. Leistyna
Town Coordinator