

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
Sawyer Hall  
June 5, 2018

**Call to Order at 7:00 p.m.** by Brian DeVriese with Robyn Provost-Carlson, Gloria Fisher, and Kara Leistyna present. See sign in sheet for additional attendees.

**Review Agenda:** Bob Bourke, Broadband Update, 7:15 p.m. and Appointment of Joseph Murdock, Detail Officer. Tax Collector Software Contract.

**Review Minutes:** *On a motion by Robyn Provost-Carlson and seconded by Brian DeVriese, the Board voted unanimously with one abstention to approve the minutes of 5/11/18 as amended.*

**Broadband Liaison, Bob Bourke:** Bob offered a summation of May's work on the issue of broadband. He met with Bill Ennen, Liaison to the State, earlier today. There is a rumor about town that broadband project has been halted – there was a brief pause in order to research and see how a wireless option could work for Heath. The town was going to see if RedZone provided a viable wireless alternative but that option proved unfeasible for Heath because that company was not interested in providing build-out and operations for one town. Other options were researched but proved unworkable. Design and engineering will continue so the town will receive a make ready cost for build-out. Verizon EPay has been recommended in order to pay broadband related bills. Ned Wolf, an advisor to the MLP, will reach out to treasurer to discuss the system. Discussed need for a drop policy. The BOS needs to decide what distance the town will pay for fiber from the street to the house. Westfield, Gas & Electric (WG&E) offered to prepare a spreadsheet with data including distances from road to dwelling for each household and the cost for the connection. This would be available for residents and town officials to view. It could help the Select Board make a decision on the drop policy based on cost projections. Discussed Connect America funds (CAF II). Heath will benefit from our share and use funds towards operation and construction phase, according to WG&E. Finishing final tweaking of pole applications and will continue to stay apprised of wireless option, if feasible. If viable, it could be integrated into our design for unique areas in town. Need a definition from Bill Ennen of public vs. private way. Any cost overruns on public ways, the town will be reimbursed by the state from a \$12 million pool of additional funds. Discussed possible location and requirements for hub. It could be located within an existing building.

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

*Sheila Litchfield to Advisor to MLP*

*Bob Bourke to Alternate WiredWest Delegate*

The Board acting as Municipal Light Board authorized Bob Bourke to research WiValley; authorize the treasurer to utilize EPay services; and to pursue the spreadsheet to be prepared by WG&E in order to make decisions on Drop Policy.

In a few weeks' time, Board will decide firmly on the following:

Location of Hub/Hut; Drop Policy (once spreadsheet is prepared and reviewed)

Pole applications will be submitted. Discussed time-frame. Utilities make final decisions on status of poles. Town has 45 day window to negotiate and make decisions. WG&E will assist on Heath's behalf. The MLP Advisory Board will assist. Need to determine make ready cost in order to proceed. Bob will meet again with the Board on 6/19. Thank you, Bob.

**6:30 p.m. Bob Bourke left meeting.**

**Sandy Gilbert, Resident:** Sandy is trying to follow up with Officer in Charge (OIC) since ATM. She found some trash that had been identified as belonging to a resident in town. Sandy shared that the OIC said she'd ask the highway crew to pick up the roadside litter (bags) and bulky item two weeks hence. The items were still there so Sandy took it upon herself to remove the trash. She had no luck following up with OIC. The heavier, bulky item is at the top of Bray Road and she asked the highway crew if they had been asked to remove it – they said no request had been made. Sandy shared that the highway superintendent had said that the person littering along Avery Brook Rd. had been identified but she never received a follow up. Sandy shared that a group of concerned women in town are planning a meeting to begin an action plan. Sandy does not want to personally spend a great deal of time and energy if it's not going to be enforced. Roadside litter is a big problem. Kara has begun to discuss signs with Mike Shattuck to be posted around town. Sandy suggested the Board endorse a message that could be mailed to residents. Will discuss further at next scheduled meeting on June 19.

Thank you, Sandy.

**8:23 p.m. Sandy Gilbert left meeting.**

**Mail/ Email:**

- Robyn, Heidi Griswold, Kara Leistyna, Tucker Jenkins re: mowing North Cemetery. Mike will check with Tucker on status of mowing and to respond to Heidi Griswold.
- Bob Bourke re: Broadband Liaison May Report
- Town Nurse May report
- Emily Cross re: tour of Heath School. Brian is available. Kara will find out time.
- Robert Kragen re: Informal Request for Warrant Items. Gloria reported that she attended the ZBA meeting. Resident withdrew his request after reading guidelines further. He will need to meet with Planning Board and request a Special Permit. All related Boards will need to work on this matter together.
- Bethann Steiner, Kara Leistyna re: DCAM Bond
- Jessica Atwood re: MassWorks Application. Kara and Mike will work on application.
- Phoebe Walker re: CPHS Staff Transition Details
- Rural Commonwealth re: Thursday Party
- Larry and Rebecca Sampson re: Heath School Proposal. School Building Transition Team has completed their work. Need to review options presented that are income producing for the Town. Perhaps involve FRCOG in procurement of RFP. Need to determine goals/priorities. Brian will follow through on RFP process prior to the Board making any long-term plans, and then revisit this request. Brian will reach out to Larry and Rebecca.

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

- Vacation Request(s)
- Request from employee re: insurance. Kara will draft letter of response and research matter.
- Treasury and Payroll Warrants
- Dennis K Burke Contract for FY19 Gasoline
- MOU FCSWMD Hauling Services FY19
- Municipality Enrollment in QDS – to be reviewed
- MA DEP Certification for the Operation of a Transfer Station

- The Beacon, June
- Final Thoughts – Sheila Litchfield
- Levy Limit, Tax Rate Recap, Local Aid Estimates
- CSC Conversion Contract Information and Related Emails (see above)
- Estimate from Berkshire Fence Company – Landfill Gate
- Fire Equipment Proposal for Repairs at Heath School
- Reimbursement Request
- Town Coordinator Report
- Kara will Draft letter to SBTT members for Board to sign.

**Other Business:**

- Appointments: *On a motion by Robyn Provost-Carlson, and seconded by Gloria Fisher, the Board voted unanimously to appoint Joseph Murdock to Detail Officer at the current rate.* Kara will send out appointment letter.
- Shared Services (Police): Peg Dean would like to set up next meeting with Select Board representation. June 18<sup>th</sup> at 7 pm. Brian will also reach out to Sheila.
- Tax Collector Software: Discussed contract and questions that remain unanswered. Funding from Community Compact will help to cover conversion and first/second year of maintenance. There are concerns. Robyn has discussed with Assessors about compatibility which is the main reason for researching other options that what is currently used. The new software must interface with Patriot system that is used by Assessors. The rest of the towns switched to Tyler Assessor software which already has compatibility. Heath has chosen not to switch. Alice reached out to Rebecca Krause Hardie who is the main contact person. Her responses led to further questions yet they feel we're being pushed into signing the contract. Testing is going to occur at some point this month yet the Town is being asked to sign contract prior to confirmation that the system is viable. Reviewed email correspondence and determined that contract should not be signed prior to testing out all the 'bugs.' Too many concerns remain. Kara will find out which towns have signed. And which towns have signed that use Patriot. Brian suggested we check with FRCOG to ask their opinion on this software and to find out more about their collector program. Assessors will meet and compile questions as will the Select Board. Kara will convey this to Rebecca Krause-Hardie.
- Swap Shed: *On a motion by Robyn Provost-Carlson and seconded by Gloria Fisher, the Board voted unanimously to approve Swap Shed guidelines as amended, effective July 1, 2018.* Shed is in place at Transfer Station.
- Frank E. Carpenter Prize 2018: Sheila Litchfield will present award and certificate at Hawlemont graduation on June 19.
- Merit Increases: Discussed vs. COLA. Need to track employee achievements and somehow have a way to monetize the value of the efforts and put it into a bonus or merit increase form. STEP system is another option that could be used.
- Landfill: Kara received a price for fence replacement at Landfill. It will be \$800 per town – Kara will reach out to Hawley and Charlemont.
- Future BOS meetings: Will begin at **6 p.m.**
- Signed documents

**There being no further business to come before the Board: *On a motion by Robyn Provost-Carlson, and seconded by Gloria Fisher, the Board voted unanimously to adjourn at 10:20 p.m.***

**Respectfully presented,**

**Kara M. Leistyna  
Town Coordinator**