

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Community Hall
July 31, 2018

Call to Order at 6:05 p.m. by Brian DeVriese with Robyn Provost-Carlson, Gloria Fisher, and Kara Leistyna present. See sign in sheet for additional attendees.

Review Agenda: Added to Other Business: review applications submitted for Police Chief. Deadline for applications is August 3, 2018.

Public Informational Meeting, STRAP Grant Application: South and Burrington Road Repair Project: Kara Leistyna presented goal of grant application. The Town of Heath is applying for \$788,933.00. The scope of the project will be to repave 3.1 miles from Town center down South Road to Burrington Road and continue to the Charlemont line. Also included in the request is to improve a small parking area across from the Community Hall to ensure a safe, level parking area for visitors to the Senior Center, Community Hall, Library, Post Office, Town Offices, and Police Station. Heath has received a MassWorks grant in the past and is now eligible to apply again. Support letters from neighboring towns have been received as well as encouragement in writing from our fire chief and our legislators. The roadway will not be changed but improved to create a safe driving surface and shoulders. Lines will be painted to assist drivers on foggy, or dark road conditions. The grant is due on or before August 10. The Town hopes to hear back by end of October.

On a motion by Gloria Fisher, and seconded by Robyn Provost-Carlson, the Selectboard voted unanimously to approve and submit the MassWorks Grant Program application on behalf of the Town of Heath in the requested amount of \$788,933 to assist the town to complete road repairs to South Road and Burrington Road to Charlemont line.

Alyssa Larose and Nick Hill re: Green Communities Application and ASHRAE Level II Energy Audit (Draft): Reviewed draft energy audits compiled by Nick Hill for Community Hall, Sawyer Hall and Highway/Fire Dept. Nick also compiled a memo regarding Heath School building. These audits are required so that the Town may put together an energy reduction plan to submit with Green Communities application (Fall, 2018). Green Communities program provides qualifying municipalities with financial and technical assistance for energy saving objectives. For Community Hall, Nick's report includes that too much heat is being used in the building – could remedy by installing a WiFi thermostat; storm windows and wall insulation could also help in conserving heat. These changes could be covered by the Green Communities program. MassSave could provide LED replacement lights that could help lower electricity costs. For energy efficiency, separate heating units for each floor are recommended. For Sawyer Hall, Nick reports that thermostats need batteries replaced. Discussed malfunctioning valves. He will look into what is required for valve work from Sandri and Glen White. Discussed solar options. Green Communities, through designation grants, does provide funding for solar PV install if owned by the Town. Sawyer Hall draft report did not include a conclusion. Discussed Highway/Fire building. Nick suggested that spray foam be used to seal gaps. Discussed account numbers and input into MEI (Mass Energy Insight). Once reports are finalized, Alyssa will work on Energy Reduction Plan. The grant funding her work expires 9/2/18. She is waiting for the signed amendment from the state to allow more time. Once received, Alyssa will finalize the plan and use either FY17 or FY18 as a baseline. Most data is available for FY17. The plan will include what goals the town has sort term and long term and will assist when planning energy reduction projects. Thank you, Alyssa and Nick.

7:25 p.m. Alyssa Larose and Nick Hill left meeting.

Bob Bourke, Broadband Liaison: Bob reported that the 2nd grant disbursement request needs to be completed. Pole applications have been submitted. The total fees are approximately \$106,424 and will be paid with grant funds. Discussed Smartsheets and invoicing. National Grid will be paid with paper check and Verizon will be paid via EPay that will be set up for treasurer to use. Sometime during the fall, the applications will be processed and decisions will be made for poles; Bill Ennen will assist with definition of private vs. public way and construction should begin by spring, 2019. Need to establish a drop policy – after poles are negotiated with utility companies a spreadsheet will be created by WG&E and available for the Board to use in determining the policy based on cost. Discussed location of fiber hut/hub. Bob has explored other options and one option in an effort to save roughly \$50,000 which is the cost for the structure. CAF II funding is still in process. It is handled through a reverse auction and two bidders are still active. The funding is weighted towards towns designing a fiber build-out. The amount that Heath now may receive based on Census Tracts is \$79,379 per year for ten years. Bob will report more as information becomes available – there remain several unknowns. Colrain and Rowe Edge Cases need action. Bob will forward IGA templates. Thank you, Bob.

7: 53 p.m. Bob Bourke left meeting.

Mail/ Email:

- Email from Rebecca Sampson re: Use of Heath School
- Email to Robert Kragen in response to his request dated July 16, 2018
- Christopher Godfrey re: Asbestos Testing 5 Ledges Road (results on flash drive)
- Bethann Steiner (Sen. Hinds) re: TS Irene Reimbursement
- MIIA re: enhancement of comprehensive Cyber Liability protection
- Town Nurse monthly report

Other Separate Documents for review and/or signatures:

- Treasury and Payroll Warrants
- Town Coordinator Report
- 6/5/18 Minutes; 6/19/18 minutes
- Applications for Police Chief (deadline August 3)
- Proof of Authentication of Signature form for Broadband Construction Grant
- Letter to Secretary Jay Ash to submit with MassWorks grant application (2)
- Household Hazardous Waste Collection MOU 2018
- Third Party Inspection MOU (Transfer Station)
- IGA between Westfield Gas and Electric and Town of Heath (Amendment) for a vote.
- Bill Schedule for submission of timesheet for Broadband Liaison (\$455)
- 2019 Tax Map Maintenance Proposal for the Town of Heath, MA
- Application for Special License and Permit format to approve*

Other Business:

- Special License Application form, permit form, special license regulations. *On a motion by Gloria Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to accept all forms as drafted and to set the fee for a Special Temporary License (to serve alcohol/beer/wine/cider) for one day up to 30 at \$100.* Also *on a motion by Gloria Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve a Temporary Special License for the Heath Agricultural Society, Inc. to serve beer/wine/cider on premises at the Heath Fairgrounds during the Heath Fair pending receipt of application and due to time sensitivity, sign the permit outside of scheduled meeting. Permit shall be visibly posted at the event at all times.*

- Review Minutes: ***On a motion by Gloria Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve the minutes of 6/5/18 as submitted and 6/19/18 as amended.***
- Senior Center Grants: Gloria reported that Eileen Lively, Sr. Center Coordinator has applied for a foot clinic grant and another grant through Life Path and Church Street Home Grants, for a family handy person to assist seniors with small, household tasks (labor only). These include small tasks that do not require a licensed contractor or permitting. The grant offers a stipend to pay the coordinator – Hilma Sumner has offered to coordinate the grant. No Town money is required for a match.
- Appointment: ***On a motion by Gloria Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to appoint Noy Holland to serve on Energy Advisory Committee.***
- Heath School: Kara will schedule Andrea Woods from FRCOG to meet with BOS on Aug. 14 to discuss the RFP process for the Heath School.
- Transfer Station Sticker Policy for Heath Agricultural Society: ***On a motion by Gloria Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to allow the following: For small events, The Heath Agricultural Society Inc. may discard large trash bags (trash barrel liners up to 60 gallons) at the Heath Transfer Station affixed with two trash stickers each. Large events do not apply. Vehicles transporting trash must have a valid Transfer Station permit (\$15).***
- Sawyer Hall Basement: Discussed water issues in Sawyer Hall. Kara will arrange for electrical outlet to be replaced and raised; Robyn will inquire about a dumpster or assistance from Sheriff's Dept. for Community Service Workers to assist in emptying items to discard from both sides of basement. Work will continue until space is cleared of debris and dry. A new sump pump and dehumidifier was purchased with insurance proceeds and both will be installed.
- Heath School: ***On a motion by Gloria Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to allow the Federated Church to borrow 40 chairs for an event.*** Tim will handle the rental. Also, discussed proposal from Larry and Rebecca Sampson to use Heath School. Need to determine what the charge would be for such a use – Gloria will reach out to the Sampsons.
- Police Chief Applications: Reviewed applications received thus far. Reviewed job description and ***on a motion by Gloria Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to approved revised job description for Police Chief.***

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 9:10 p.m.*

Respectfully presented,

**Kara M. Leistyna
Town Coordinator**