

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
October 23, 2018

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

Review Agenda: No changes.

Prepared for discussion with John McDonough, applicant for Police Chief.

Review Minutes: *On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve the 9/25/18 (with one abstention), and 10/9/18 minutes as amended.*

6:27 p.m. Art Schwenger and Ned Wolf enter meeting.

WiredWest Update: Art began discussion informing BOS that a WiredWest alternate delegate is needed. The next meeting will be October 28, 2018. Art is able to attend. The Bylaws have been passed but it is required that a second vote take place – the final version will be approved on the 28th. WiredWest is preparing to contract with Westfield Gas & Electric for operations. Art feels this is a good deal for towns – WiredWest will handle all aspects of operation. The Board asked why we need WiredWest when Westfield Gas & Electric can do the same thing. Discussed comparison. When asked about dues, Art responded that the towns would be asked to continue to pay dues during transition but at some point this will discontinue. Discussed upcoming DLS workshop on the accounting for Broadband. Art shared that an MLP is run like a business with an MLP manager and Board; Enterprise funds require all decisions go through BOS and/or town voters – this method is offered by the Dept. of Revenue as an alternative to towns. Art suggests to contact Jim Drawe at WiredWest or David Dvore to get cost information in order to compare with Westfield Gas & Electric. Kara will reach out to Westfield; Art will reach out to WiredWest. This discussion will resume after meeting with John McDonough who is scheduled for 7:00 p.m.

John McDonough: The BOS thanked Mr. McDonough for attending tonight and Robyn introduced herself. They first questioned him about scheduling and if there were any issues while maintaining a full time job elsewhere. John sets his hours at each location and it is flexible; he is in Charlemont on Saturdays and in Greenfield M-F 7 am to 3 pm. He will maintain Tuesday office hours in the evenings and coordinate with other officers in town. The State Police covers off hours. Major incidents will not be a problem. Discussed regionalization efforts. Mutual aid can offer similar services. Still uncertain how towns will enjoy cost savings. No cost trainings are offered at GCC for all towns. Discussed Community Policing. John feels it's important in small towns to meet where people congregate the most – library, transfer station, etc. Discussed Standard Operating Procedure (SOP) for chief. The severity of a case would impact/determine level of on-site presence. Dispatch will notify chief in such cases. Officer presence is important in preventing unwelcome behavior. The cruiser needs a home in town – possibly a space at highway garage. Discussed officers and detail officers. John was thanked for his time.

7:50 p.m. John McDonough left meeting. Art and Ned returned to room for continuation of discussion on WiredWest.

BOS pointed out that the contract term may be three years (not five). Had several questions on subscriber costs, packages offered and pricing, costs incurred by town and dues. Ideally they would like a one page

comparison of services provided and subscriber and town costs. Art informed the Board that the WiredWest website offers access to accounting or one may contact Jim Drawe. Art and Bob Bourke will connect and update each other. Bob Bourke will be invited to attend the next scheduled BOS meeting. Thank you.

8:20 p.m. Art Schwenger and Ned Wolf left meeting.

Mail/ Email:

- Robyn to Ned Wolf re: Highway Liaison (FinCom)
- TC re: Joint Meeting to review Camper Trailer Regs.
- Phoebe Walker re: FRCOG Trainings
- Phoebe Walker re: CPHS Oversight Board Meeting
- Jim Hawkins to Heather Sessions (CC)
- Claire Rabbitt re: Monthly Nurse Report
- FRCOG Shared ACO Minutes from Sept. 10, 2018
- Beth Bandy re: Rural Commonwealth (support letter in to sign folder) with schedule
- FRCOG re: Emergency Communication System Manger position and radio system. Brian reported that equipment needs updating and they are looking for someone to hire until the transition to State Police system.
- TC (Gloria) to Budge Litchfield re: Regionalization. Heath will need to pay off capital debt. They are close to finalizing an agreement. Current capital debt is \$73,349. If paid, no other town would have to vote on matter.
- Bob Dean re: FCCIP membership
- Sheila Litchfield re: FinCom
- Jonathan Gould re: Letter to Senator Hinds (Public Safety Facility)
- Mary Sumner to Jim Hawkins re: 4 Apache Dr.
- Mark Abramson re: Valuation of Heath School (Broker's Opinion)
- Town of Hawley re: Landfill fence and email correspondence re same
- MA Office on Disability re: Commission on Disability. This proposed commission is inappropriate for a small town like Heath.
- Small Town Summit Nov. 1, 2018, Belchertown
- HRA event Nov. 2, 4-6 pm Dedication
- Art Schwenger re: DLS Workshop, Nov. 1 from 1-4 p.m. (Bob Bourke can attend as well as Tracey Baronas). Kara will invite Finance Committee members as well.
- FC Tech School re: Negotiations with FC Tech Teacher's Association (notification)
- Jessica Atwood re: Brownfield's Redevelopment Fund – new round
- Tracy Rogers re: Tabletop Drill Nov. 3 9-3:30 (Tim will attend)
- Municipal Financial Management Review Workshop Nov. 8 6-8 p.m.
- Jeff Blake, Esq. re: Bylaw Enforcement Matter
- Melinda Herzig: Time Off Notice
- Devon Clark re: Transfer Station

Other Separate Documents for review and/or signatures:

- Treasury and Payroll Warrants
- Town Coordinator Report
- 9/25/18 minutes; 10/09/18 minutes
- Request for use of Heath School – O'Neill. Rejected because another event is planned.
- WiredWest related emails
- EMPG Grant \$2,220
- Vacation/Time Off Request
- Mass Cultural Council Allocation Grant \$4,500

- Reimbursement Request for postage
- State Broadband Grant Bill Schedule (Westfield Gas & Electric Invoice)
- Congratulations Letter to Senator Hinds
- Election Warrants
- Support letter for Colrain's Municipal Small Bridge Program Application
- Constellation NewEnergy, Inc. (Competitive Supplier) executed agreement
- Chubb Insurance Certificate for Police and Fire (67 pages)
- Revised WiredWest bylaws
- Operation Contract (sent by Art) between WGE and WiredWest
- FCCIP Quarterly Advisory Board Minutes and Agenda; Benefits & Fee Schedule and Permit Tracking

Other Business:

- Planning Board request for joint meeting re: Camper/Trailer Bylaws. Planning Board would like a joint meeting including Board of Health members, Health Director, Building Inspector, and Select Board to discuss and clarify enforcement of camper/trailer bylaws. Board would like to know what Planning Board would like clarified. It is the BOS opinion that the current bylaw is clear indicating enforcement roles. Kara will draft a clarification of bylaw for review. This will be sent to BOH and Planning Board, etc. to have on file. Select Board feels that the Trailer Inspection Program/Permitting may be handled with Non-Criminal Disposition ticketing. They also feel that the program is obsolete and should be discontinued.
- Highway Dept.: Robyn summarized her conversation with FinCom regarding a liaison to the highway department. FinCom historically has wanted a liaison but Robyn, who has been the designated liaison for BOS, has been working closely with crew and is able to share information. Most recently they've been compiling a detailed inventory of the fleet. This master inventory is nearly completed. It may be used to determine replacement and/or other information for decision making during budget planning. BOS, the supervisor of the highway dept. will then make decisions and recommendations to voters. BOS meets regularly with FinCom during budget planning where both groups work together with departments. Robyn feels that the highway supervisors should meet more regularly with the BOS/FinCom during planning phase. Information may be relayed during regular planning meetings rather than during regular work time. It is the hope of the BOS that FinCom will take on a more proactive role and take on projects that could positively impact Heath such as Irene reimbursement; reuse of Heath school building, keeping apprised of the Bond for Public Safety facility and/or grant opportunities. Robyn will relay to the highway supervisors that a list of completed tasks, sent out on a regular basis to residents will be beneficial.
- Police Chief: *On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to appoint John McDonough as part-time Chief of Police, effective December 3, 2018 at \$23.49/hour (current rate).* New position will require regular Tuesday evening office hours, chief will actively seek officers and coordinate shifts. Kara will research whether or not detail officers are considered employees.

Signed documents.

There being no further business to come before the Board: *On a motion by Gloria Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to adjourn at 9:40 p.m.*

Respectfully presented,

**Kara M. Leistyna
Town Coordinator**