

## MEETING MINUTES

Town of Heath  
SELECT BOARD  
Sawyer Hall  
July 2, 2019

**Call to Order at 6:00 p.m.** by Brian DeVriese with Robyn Provost-Carlson, Gloria Cronin Fisher, and Kara Leistyna, Town Coordinator. See attendance sheet for others present.

**Review Agenda:** No changes. Robyn reiterated the importance of staying on schedule and limiting public comments to the specified timeframe on agenda so that Select Board may conduct the Town's business.

**6:05 p.m. Regionalization Update:** Budge Litchfield attended tonight to offer an update on Heath regionalizing with Hawlemont for grades PK-6. Feedback from DESE has been slow but group is moving ahead. The three towns will be asked to plan a vote for a STM as early as Sept., 2019. One piece of Special Legislation will need to pass dealing with weighted voting. Final approval from DESE will be needed. Goal is July 1, 2020 for Heath to become member of Hawlemont District. Budge also shared that the group is working on OPEB which could run as high as \$1.5 million. The conceptual agreement is to continue to have a budget line with the District for Heath to respect the obligation for retiree benefits. Continuation of payments to go towards OPEB would run roughly 20-25 years and then be paid in full. A new portion with Hawlemont will be assessed but working on how to determine percentage. Budge asserts that detailed projections will be needed with timing overall being the biggest challenge. It will be up to DESE if process may proceed prior to special legislation approval. Budge encourages planning for STM in near future. He will keep Board apprised as progress is made. Budge will prepare a statement for Brian to share with the Governor's Director of Western MA office, Pat Carnevale, whom he is meeting with on July 30. Thank you, Budge.

**6:29 p.m. Budge left meeting and Hilma Sumner arrived.**

**6:30 p.m. Public Comment Period:**

Bob Viarengo offered public comment regarding options for Heath School.

Susan Gruen offered public comment regarding hole in asphalt near handicapped ramp at Sawyer Hall.

Bill Gran offered public comment regarding Zoning Bylaws and FRCOG's willingness to assist in reformatting, as well as comment on ATM article regarding 18 Jacobs Road.

Betsy Kovacs offered public comment regarding ATM.

**Minutes:** Discussed public comment period to allow for citizen participation. The meetings are held so that Select Board may conduct business. The "public comment" period is a time slot typically set aside on the agenda for citizens to address the Board on any subject. There is no need to make a permanent written record of the public's comments or views. The Board agreed that a name may be recorded and simply stated, "public comment was given." Town Coordinator will revise minutes of 6/18/19 and bring back to the Board for review on July 16.

**Records Requests/ Records Access Officer:** Hilma Sumner attended tonight to discuss this topic. Hilma shared that she will work on creating a public notice outlining procedure for making public records requests. It can be posted on bulletin board and on website. Hilma will also create a guide for all Boards/Committees/Depts. Discussed written vs. verbal requests. It is encouraged to make requests in writing.. Hilma shared that time clock starts when request is received and opened by Town Clerk (Records Access Officer). Hilma will prepare a draft version of procedures for review by Select Board.

Hilma added that if a request is lengthy, the Town may charge a fee based on what is allowed by State. Thank you, Hilma.

*On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to appoint the Town Clerk to serve as Records Access Officer for the Town of Heath.*

**7:12 p.m. Hilma Sumner left meeting. Finance Committee members entered.**

**Joint Meeting with Finance Committee: Projected expenses for 18 Jacobs Road; Final FY19 Transfers:**

**Discussed Ch. 44 Transfers. Finance Committee approved all as presented.**

*On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve Ch. 44 Transfer Requests as presented:*

*\$300 from Emergency Med. Services to Fire Dept. Utilities*

*\$500 from Personal Protective Equipment to FD Vehicle Maintenance*

*\$1,500 from Pre School Support to Legal Fees*

*\$8 from Health Insurance to Veterans Benefit*

**Heath School Building Operational Costs:** Finance Committee has been researching past costs for 18 Jacobs Road and compiled expenses in a spreadsheet broken down into categories. This is a work in progress in an effort to get a general sense of cost to maintain the building/grounds. Discussed boiler inspection and cleaning costs as well as septic pumping and other areas in need of maintenance and related costs. A need to get a better sense of what is being done currently for maintenance vs. when it was operational and what is not attended to due to schedule. Discussed roof repair. Robyn is seeking pricing for repair and also life expectancy and cost of full replacement. Attic fans are not functioning and causing attic to overheat. Two fans need to be wired.

With Bob Viarengo, Board discussed Heath Historical Society's need for a climate-controlled storage of documents, textiles, photos, etc. Discussed possibility of grant to build, and the site at 5 Ledges Road was floated as one option. Will discuss further at a future Board meeting.

**Other Business:**

**Highway Update:** Robyn reported that Bray Road is being patched, Taylor Brook is undergoing cutback of vegetation; Warner Bros. is finishing paving on West Branch. Jeff is working with FRCOG on cab/chassis. Kara will assist in getting membership to the Greater Boston Police Council (GBPC) that offers competitive pricing. Kara also offered summary of Massworks grant application. The Town will apply for \$1,000,000 for road improvement on South Road and Burrington Road. A public meeting will be scheduled for July 16. Mowing bids are due July 10. Also, the Town received a \$35,000 grant for a culvert survey.

**Performance Review:** Robyn will conduct Jeff Johnston's 90-day review on July 18 at 3 p.m.

**Feasibility Group:** Susan Lively is interested in joining this group. Tasks for this group will be discussed at 7/16 meeting.

**Transportation for Seniors:** Gloria mentioned that Shelburne Senior Center has an agreement with the FRTA to provide transportation to seniors who are 60 years of age or older in the nine towns served. Heath Seniors (60 years or older) may use this service for medical appointments, shopping, etc. There is an application and small fee.

**FY20 Appointments:** Board reviewed spreadsheet prepared by Town Coordinator. A few minor changes were made. *On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to appoint all listed with the exception of Historical Commission and Council on Aging. Listing to be posted on website.*

**7:58 p.m. Finance Committee left meeting.**

**Mail/Email:**

- Alyssa Larose re: Follow Up on META grant for energy audit/feasibility study
- Noy Holland re: net metering for solar
- Greenfield Record advertisement for Highway Summer Temp Help
- Brian DeVriese & Kara Leistyna re: Energy Committee
- Brian DeVriese & Kara Leistyna re: Building Use Committee
- Noy Holland re: Energy Committee
- Police Dept. monthly report (June)
- Town Accountant re: July 2 Transfers
- Brian DeVriese re: Website and Building Use Committee
- Town Nurse Monthly report (June)
- Leslee Colucci re: Update on FCSO Regional Animal Control Officer
- Alyssa Larose re: META Grant
- Bob Bourke re: Municipal Employees / Flagging. Will find out hourly rate.
- From Hilma – Senator Hinds re: ATM articles
- Cathy Tallen re: Great road job
- Betsy Kovacs re: Zoning Issue
- Memo from Town Accountant re: year End Information
- Disclosure Statement from Pam Porter
- Nick Anzuoni re: Firefighter Roster
- Karen Brooks re: Idea for Heath School Building
- Betsy Kovacs re: June 18 SB meeting and suggestions
- Margo Newton re: Heath Town Talk newsletter
- Betsy Kovacs re: seeking further information about private groups using town owned property
- Town Accountant re: reports
- Alyssa Larose re: Energy Audit (first response – see more recent correspondence)
- Jan Ameen re: 2019 DEP grant

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

- TC Report
- Ch. 44 Interdepartmental Transfer Requests
- Request for Leave
- Payroll & Treasury Warrant
- 2011 Space Needs Task Force Report
- Town Building Assessment and Planning Report (1999)
- List of FY20 Appointees (Excel Spreadsheet)
- Heath School Use application: Sampson (approved)
- Highway Dept. approved requests for leave

- Fraud Policy including acknowledgement of receipt & awareness (for file)
- United Elevator quote for repair (scheduled for July 5, 8 am)

**Signed Documents.**

**There being no further business to come before the Board: *On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to adjourn at 9:05 p.m.***

**Respectfully presented,**

**Kara M. Leistyna  
Town Coordinator**