

MEETING MINUTES

Town of Heath
SELECT BOARD
Sawyer Hall
July 30, 2019

Call to Order at 6:04 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: Application for Long Term Use of 18 Jacobs Road (Sampson).

Minutes: Will review at next scheduled meeting.

6:05 p.m. Public Comment Period:

Jenny Hamilton offered public comment regarding ongoing non-compliance with dam requirements. Mohawk Estates will need a letter from Town (either Select Board or Fire Chief) for a grant to address the matter. Jenny also requested a police log for visits to the Estates. Jenny also inquired about contractor for pole installations. Sheila Litchfield will assist.

Bob Dane offered public comment regarding Mohawk Estates inspection of properties and the issue of sub-division plan. Brian responded that the town is awaiting a response from Town Counsel.

Betsy Kovacs made public comment regarding 18 Jacobs Road and the posting of the minutes of Building Use Committee. It was noted that it is not required to post minutes but recommended. The minutes of most Boards and Committees may be found on the town website or upon request.

Bob Dane also made comment asking if the Board was ready to appoint people to work on facilities committee? It's important to begin work and Betsy Kovacs agreed.

Other Business: Betsy Kovacs asked regarding ongoing Board of Health matters. The Board reviewed the minutes of 7/16/19 meeting and discussed the need to revise the reporting of the conversation had at that time. Betsy will look at the draft and revise. Minutes will be reviewed at next scheduled Select Board meeting.

Town-wide Letter Draft: Reviewed. Will include broadband update and a message regarding the resignation of the Town Coordinator. Kara will prepare for mailing if time allows and those additions are made before her last day. Brian requested the inclusion of one roadside trash sticker in each envelope (an explanation will be needed for its use). Open Space Recreation Plan survey will also be included in mailing with a self-addressed envelope.

Town Coordinator: Betsy Kovacs made comment on the excellent work of the Town Coordinator, Kara Leistyna, who has resigned effective August 9, 2019.

Massworks Application: Board reviewed draft prepared by Town Coordinator. ***“On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Select Board voted unanimously to approve and submit the MassWorks Grant Program application on behalf of the Town of Heath in the requested amount of \$1,000,000 to assist the town to complete road repairs to South Road and Burrington Road to Charlemont line.”***

Town Coordinator Report: Discussed ongoing issues with website. Kara will reach out to Erich Holan again.

Facilities Committee: Brian prepared a draft list of charges for the newly forming group. Reviewed and distributed draft to all in attendance. Betsy Kovacs comments on charges and criteria for membership. Brian reported that the Board was not ready to make appointments; he wants to reach out to some folks with construction experience.

Highway Dept. Update: Robyn reported that she conducted Jeff Johnston's performance review. The department is going to integrate time cards/log and the information gained from data will be used for budget planning. They reviewed job description together. Will also review the report presented by BETA

on culvert and road survey. Working to update vehicle log. Discussed services needed for 18 Jacobs Rd. (snow removal, mowing, crack repair) and Jeff and Jason are working towards their license to operate the side-arm mower.

7:23 p.m. On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board unanimously paused regularly scheduled meeting and entered into MLP Board meeting. Upon closure of the meeting, Board will resume regularly scheduled meeting.

Sheila Litchfield reported that the final hut design is in approval stage. The structure and equipment have already been purchased and after approval of a few last details, is ready for installation. United Concrete awaiting approval of final design. Board authorized Bob Bourke to approve final schematics for the 9x16 structure that will be installed near the basketball court on 1 West Main property. Tom Danek, Jerry Ferguson, Osterman Propane, and Berkshire Crane are all the low bidders and will contribute to project. An additional dedicated pole will be erected on site to power the hut and extend the fiber to the street. Discussed access to hut. WG&E and the Town (a dedicated person) will have a key. Discussed Mohawk Estates. A field cabinet similar to the Verizon boxes will be installed on a public way. Engineer will meet on site the 13th to decide exact location. Committee worked on Edge Cases with neighboring towns; working out details and Inter-governmental agreements. Location of a temporary storage building was discussed and 5 Ledges was suggested. Latest forecast for lighting up is August, 2020. Working on drop policy recommendation and incentives for subscribership. Reviewed IGA with Rowe. On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve and sign the IGA re: Edge Case with Town of Rowe. Kara will send copy to Sheila. The Committee and Bob Bourke were thanked and meeting adjourned at 7:55 p.m.

7:55 p.m. Sheila Litchfield and Bob Bourke left meeting, Finance Committee members resumed their meeting in Assessors office, and Select Board meeting resumed.

Other Business Continued:

Job Classification: Will wait till Sept. to conduct job classification project primarily to review highway job descriptions.

Executive Session: Robyn Provost-Carlson has recused herself from any related discussion (deletion of piece of related mail in 7/16/19 minutes)

Board of Health-related emails: Betsy Kovacs, Chair of Board of Health inquired whether there is a mechanism for following up on various sites (violations). Discussed Non-Criminal Disposition ticketing. Agreed to meet with John McDonough to discuss enforcement of unregistered vehicle violations. Betsy is concerned that many inquiries regarding violations go unanswered and there is no mechanism for following up or accountability. Plan going forward is for Select Board to write a letter to Board of Health responding to concerns and clarify what has been done for various matters and include a plan going forward. Perhaps a check in with Jim Hawkins twice a year to review ongoing matters. Robyn will draft letter. Discussed permitting for temporary occupancy. Violations are a zoning issue. Need to discuss further and make recommendations for changes. Board of Health does not currently inspect; may abolish policy. Betsy shared that the downside of abolishing is that it's a mechanism to ensure people adhere to zoning bylaws. Board of Health will discuss further and make recommendations to Select Board.

Hold Harmless Waiver for Volunteers: Will discuss August 13th.

Other insurance discussion included whether there is a penalty for adjusting coverage; if there is flexibility.

Application for long term use of 18 Jacobs Road (Larry & Rebecca Sampson): Discussed this application to lease one classroom for a proposed Pre-K Waldorf style private school. More information is needed. Will discuss on August 13. Kara will reach out to Town Counsel for a sample lease for the town to use to lease to private entity.

Resignation of Kara Leistyna: ***On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to accept, with regrets, the resignation of Kara Leistyna, effective August 9, 2019.*** Discussed support in the interim. Hilma Sumner phoned Brian to offer to assist.

Kara will place advertisements and post on website. Discussed various locations for notice. Reviewed draft of advertisement and made a couple revisions. Kara will verify EOE statement. Will meet on August 6th to discuss transition and important tasks for Board. Brian would like instructions on remote access to email and phone messages.

18 Jacobs Road Roof: Brian met with Fred Pazmino, Titan Roofing, to get an assessment of the roof. It was reported, according to Brian, that the roof is in good shape and there are no concerns except in the valley areas and noted a few leaks in attic area. Titan Roofing will work up a price and submit to Select Board for review. Also need quote for curb flashing. This is a project that will require proper procurement and prevailing wage.

Mail/Email:

- Robert Bourke re: Final Hut Drawings (MLP)
- Resignation letter from Kara Leistyna effective August 9, 2019.
- Payment record for \$30 for use of 18 Jacobs Road
- Grace Bird/Recorder inquiring about Executive Session minutes
- Betsy Kovacs re: Minutes of Heath School Use Building Committee
- Mary Holan re: Shapiro Land. Kara will confirm matter with Bill Lattrell.
- MassDOT re: Chap. 90 Funding Information
- Kara Leistyna and Brian DeVriese re: Insurance and Volunteers/Hold Harmless
- Mark Reich re: Hold Harmless
- Mick Garrod/MIIA re: Insurance and Volunteers
- Town Accountant re: ACO stipend. Will pay current ACO regular stipend until a regional person is hired.
- Gloria Cronin Fisher re: Debt Service and response to Heath Town Talk
- Betsy Kovacs re: Update on Building Inspector Issues
- Betsy Kovacs re: Enforcement Issue
- Tim Lively re: repair of vent fans at 18 Jacobs Road
- Payment record for \$100 for rental of 18 Jacobs Road
- Pam Porter re: Letter regarding trash removal at 18 Jacobs Road. Reviewed, made revisions and will sign tonight.
- Joanne Derosé, NGrid re: confirmation that street lights were converted to LED
- Claire Rabbitt re: Town Nurse report, July
- Eric Murphy, OSD (Operational Serves Division) re: OSD Conference 2019

Other Separate Documents for review and/or signatures:

- Town Coordinator Report
- Treasury and Payroll Warrant
- 7/16 minutes Draft
- The Beacon, Summer 2019
- Chap. 90 Requests
- Intergovernmental Agreement Fiber Optic Network Services between Town of Rowe and Heath (MLP)
- Title III Services (LifePath, Inc.) Period Performance Agreement
- Heath School Insurance Proposal prepared by Cabot Risk Strategies LLC. ***On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to secure insurance coverage with Cabot Risk Strategies through Renaissance Alliance for 18 Jacobs Road in the amount of \$19,519.***
- MIIA Schedule of Locations form
- Attachment B – Certification of Application (META)

- Application for Special License (Franklin County Brewing Co., Inc./The People's Pint): ***On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve application for 3-day special pour license for 2019 Heath Fair.*** Kara will prepare permit and forward to applicant.
- Household Hazardous Waste collection MOU
- Amendment IGA with Westfield, Gas & Electric (clerical revisions to contract)
- Application for long term use of 18 Jacobs Road (Larry & Rebecca Sampson)
- Draft of Massworks 2019 Grant Application for review
- Massworks 2019 submittal letter(s)
- Draft job ad for Town Coordinator and job description for review
- Draft of town-wide mailing for review

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 9:46 p.m.*

Respectfully submitted,

**Kara M. Leistyna
Town Coordinator**