

MEETING MINUTES

Town of Heath
SELECT BOARD
Sawyer Hall
August 6, 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.

Minutes: Will review at next scheduled meeting.

Town Coordinator Transition: Kara Leistyna has resigned effective August 9, 2019. Hilma Sumner has offered to help in the interim. Board discussed rate of pay. *On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to appoint Hilma Sumner to serve as Interim Town Coordinator for up to 20 hours weekly at \$26.51 per hour effective August 6, 2019.* Kara will prepare an appointment letter; moderator will swear in Hilma; and Kara will notify Treasurer/Accountant.

Discussed advertisement of position. It has been posted in the Greenfield Recorder for four runs, and on the town website. Classified pricing was obtained from additional publications. The Board will hold on further advertising at this time.

Board reviewed the three applications received so far. Preliminary interviews (20 min. each) will be scheduled and added to the 8/13 agenda. Select Board will compose questions for the interview and review them prior to the interviews at the 8/13 meeting. Select Board will not have a public comment period to allow time for interviews.

Kara Leistyna prepared an extensive, detailed list of duties/tasks of Town Coordinator. Reviewed and asked questions.

Other Business:

- Landfill Gate: Board will write a letter to Hawley requesting action on repair/replacement of landfill gate. This has been ongoing for some time. Pricing was sought for replacement; still waiting for decision from Hawley.
- Town-wide Letter from Select Board: Brian will revise a portion of the draft related to 18 Jacobs Road; will include broadband update from Bob Bourke, and add a note about the transition of Town Coordinator. Need to purchase stamps.
- Discussed Green Communities Projects.
- Election Validation: Sheila Litchfield informed the Select Board that the MLP Advisors will keep apprised of the action on request to the Governor. Contact is Emily Chabot.
- Finance Committee: Ned Wolf, Chair, visited meeting and informed Select Board that they will present recommendations at the 8/13 meeting on 18 Jacobs Road. Projected expenses have been provided to the Select Board. To be discussed on 8/13.

Mail/Email:

- Cathy Tallen re: request for phone line for SHINE work. Will inquire on how to get an additional extension from Crocker.
- Brian DeVriese re: Lease agreement request from Town Counsel

- Melodie Sinopoli from Berkshire Eagle re: pricing for advertisements
- Hampshire Power re: transition of electric accounts. Will compare rates with Community Aggregation rates and then either consent to switch or switch to Community Aggregation Supplier.
- Mary Holan re: Shapiro land confirming that it has not been cleared as she originally reported
- Town Counsel re: Lease Agreement draft

Other Separate Documents for review and/or signatures:

- 7/16 minutes Draft; 7/30 minutes (will review on 8/13/19)
- Town Coordinator job description (revised)
- Comprehensive list of duties provided by Kara Leistyna for transition discussion and new person
- MOU between Heath and FRCOG for procurement (Green Communities)
- Draft lease from Town Counsel for 18 Jacobs Road
- Updated Inter Office contact sheet
- Applications for Town Coordinator position
- Timesheet for Town Coordinator
- Insurance Public Officials Renewal Application
- Finance Committee Projected Expense spreadsheets for 18 Jacobs Road
- Three-Town Landfill Sampling Report
- Accountant Cash Report
- Broadband Report

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 7:13 p.m.

Reconvened briefly at 7:13 p.m. to sign documents.

- MOU between Heath and FRCOG for procurement (Green Communities)
- Timesheet for Town Coordinator
- MIIA Insurance Public Officials Renewal Application

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 7:21 p.m.

Respectfully submitted,

**Kara M. Leistyna
Town Coordinator**