

MEETING MINUTES

Town of Heath
SELECT BOARD
Sawyer Hall
August 27, 2019

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

Review Agenda: Appointment with Sheila Litchfield will not be held tonight.

Minutes: Minutes of August 13 were accepted as amended.

Public Comment:

- Kara Leistyna asked that lease negotiation for rental of a section of the school building be done in open session citing that everyone has a stake in the future of the property.
- Jean Gran stated that they did not receive the last all-call message.
- Ned Wolf stated that he would like all of Finance Committee present if lease negotiations are done in executive session.
- Kathy Inman asked if anyone had researched holding a school in a public space? Brian responded, no. She then asked if other space had been looked into for purposes of leasing.

Board of Health: All five members of the Board of Health were present.

1. **Unregistered Vehicles and Trailer Violations:** Three years ago the Board of Selectmen charged the BOH to enforce this bylaw on an equitable basis across town. Andrea Crete, county health agent, determined that the BOH was not responsible for enforcing this bylaw and jurisdiction was returned to the BOS for enforcement. The BOH was coming to ask what actions and follow-up have since been taken. Gloria stated the past practice has been that the town responds to complaints and does not seek them out. Letters and emails received by both the Select Board and BOH from the Building Inspector in response to the sent list of violations was noted. The non-criminal ticket forms need to be redone and sent to the Sheriff's Department for printing.
2. **Eastern Equine Encephalitis (EEE):** A report was presented about concerns of positive mosquito testing and diagnosis of the illness in both humans and animals within the state. Because of a person who tested positive while being in town, mosquitos are being trapped and tested throughout town. Testing done over the previous weekend were all negative. Concerns for prevention include individuals taking precautions such as not holding meetings outside between dusk and dawn, and using bug repellent. The BOH suggested that the town provide bug repellent for all of its employees who are engaged in outside work. The BOH would like the Conservation Commission to identify the most vulnerable areas in town.

If any of the mosquito testing proves to be positive, the town may be eligible for free spraying. The BOH did not know if a landowner could opt out of spraying. If spraying was necessary, it would be the BOH who would order it done. It was unknown what the notification regulations would be. Betsy has spoken with Greg Lewis of a four-county mosquito control district that current has 11 towns in it. To become a member the town would need to approve at a town meeting. It was also noted that Heath's EMD personnel, Sheila Litchfield and Tim Lively, were well prepared and skillfully trained in this area of emergency health needs.

3. **Property—3 Ledges Road:** BOH stated that there was a need to find emergency alternate housing and that the town may have to incur the moving expenses. The BOH was waiting for the Building Inspector to declare the dwelling unfit for human habitation due to recent inspections.

Police Chief: At time of appointment, Chief McDonough was called out on an emergency. Appointment will be rescheduled for September 10.

Town Coordinator Search Committee Report: Robyn gave the recommendation of the committee to remove Mary Sumner due to a conflict of interest but to appoint Highway Superintendent Jeff Johnston to the position. *On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to appoint Jeff Johnston to the Town Coordinator Search Committee.* The committee will meet and prepare to give its report to the SB on September 10.

Other Business:

- FC Emergency Committee meeting: Hilma is to ask Tim if he can attend and confirm with John that he is going.
- Town-wide Letter from Select Board: *Brian needs to finalize a portion of the letter before it is ready to send.*
- Highway Department updates: new 1-ton truck and tractor have been received. Pricing for new cab and chassis and the body switch on truck is \$163,649.00. The package needs to be reviewed. Robyn noted that the price does not include the trade-in price. Hilma will forward document to FinCom.
- Jeff Johnston will not be working next week. Dohn Sherman will act as supervisor.
- All Boards Meeting will be October 22. The Town Clerk will present handouts and explain the current procedure for a public records request.
- Beginning in October the Board will meet weekly with one week being dedicated to appointments and the next will be a working session to begin financial planning.
- Bob Gruen gave a regionalization update. He reported that Hawley was holding an informational meeting Sept. 3 and an STM on Sept. 9 while Charlemont will hold an informational meeting on October 8 and an STM on Oct. 22 to vote on a new regional agreement to include Heath. Bob and Budge are planning to be in attendance at all four meetings and are currently working on the OPEB financial outlook.
- One bid was opened for Community Hall storm windows. The amount bid was \$6522.94. The Board requested that Hilma contact the contractor and ask for window specs to ensure they met the grant stipulations.
- BETA culvert grant work will be overseen by both Robyn and Jeff.

Tentative Appointments for Future Meetings:

September 5: Meeting with Facilities Committee and discussion re: Green Communities Grant projects.

September 10: Police Chief, new ACO, Energy Advisory Committee, report of Town Coordinator Search Committee.

September 24: Interviews for position of Town Coordinator.

Mail/Email:

- MLP email—Report from Wm. Ennen. Utility poles being installed and electric lines being relocated to new poles.
- Hazardous Waste Collection—Robyn reported that the Highway Dept. is going to see what they have to be disposed but that the department will need funds to actually do the disposal.
- FCSWD—Meeting Sept. 18. Kara Leistyna agreed to continue as representative. *On a motion by Gloria Cronin Fisher, and seconded by Robyn Provost-Carlson, the Board voted unanimously to appoint Kara Leistyna as the continued Heath representative to the FCSWD.* Hilma will notify Jan Ameen and provide Kara's contact information.

- Community Compact Grant—Brian will look into this.
- Email correspondence with Todd Ford of HCG. SunWave will fulfill the energy contract while HCG restructures as Hampshire Power Corporation.
- FinCom request to joint executive session re: rental lease received.
- MIIA/Cabot Risk Strategies Certificate of Insurance received for LifePath, Tri-State Fire Mutual Aid, Verizon of New England, Inc., and National Grid.
- Cabot Risk notification of “Injured-On-Duty” Workshop on Nov. 13. *Hilma will see about registering a town coordinator position to reserve place.*
- Email correspondence between Accountant T. Baronas, Andrea Wood and Chair DeVriese re: rental process reviewed.
- Email with report from Sandri personnel that asbestos was found in the Community Hall furnace room. Chair DeVriese cancelled bids on new furnaces until scope of work can be determined. Andrea Wood was asked to get 3 quotes on hazardous materials evaluation. Jim Hawkins instructed that the room needs to be secured and the public areas may remain open. Tim Lively was directed to secure and lock the furnace room.
- Email from R. Bourke that Safety Complex Committee did not issue a final report.
- Email between A. Wozniak and E. Wolf regarding FinCom’s attendance at executive session.
- Email between, B. Kovacs and Hilma clarifying that the town is having noncriminal tickets reprinted.
- Building Commissioner letter re: complaint of zoning violation at 4 Apache Dr., copy of request to property owner for compliance.
- J. Hamilton email re: possible zoning violation at Lots 9 & 10 Shawnee Drive.
- 3 Ledges Road: Copies of letters from FCCIP to FCRHRA, property owner and BOH
- S. Bigelow letter re: request to add a bylaw that only fulltime residents may hold appointed positions. *Board agreed that this will be considered in preparation for the ATM.*
- FCCIP copy of letter to 16 Ledges Rd. informing owner that trailer must be removed or ZBA variance obtained.
- J. Dane email expressing concerns re: conduct of individual present at Aug. 13th meeting. *Robyn stated that she would like to address this concern and other concerns at a future meeting and have the rules of order reviewed and, perhaps, modified.*
- N. Holland email re: EAC will meet on Sept. 4
- E. Nichols email re: new Tax Collector software to be installed. She will be trained next week through her work in Hawley.
- FCSWD has been chosen to be the 2019 RC Fair Parade Grand Marshall.
- C. Tallen email re: phone needs for SHINE position. Need clarification about what building she will be working from. *Gloria will follow-up.*
- B. Kovacs email re: abutter of 38 Bray Rd. *Brian stated that he will follow up with FCCIP.*
- B. Kovacs email of 8/27 re: concerns with SBUC.

Other Separate Documents for review and/or signatures:

- Approved an employee personal time request.
- Approved and signed warrant.

Move to Executive Session: 8:35 p.m.

Robyn Provost-Carlson motioned that the Select Board move into executive session for reason #6, to consider and negotiate the purchase, exchange, lease or value of real estate and to reconvene in open meeting. The motion was seconded by Gloria Cronin Fisher. A roll call vote was taken with the results being unanimous to move to executive session:

Robyn Provost-Carlson Aye

Gloria Cronin Fisher Aye

Brian DeVriese Aye

Reconvene to Open Meeting: 9:38 p.m.

Other Business:

- The Board reviewed the original noncriminal ticket that had been used by town officials and compared this with a sample that had been obtained from another town. It was decided that Hilma would revise the ticket to include more information similar to the sample.

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 9:50 p.m.

Respectfully submitted,

**Hilma A. Sumner
Interim Town Coordinator**