

MEETING MINUTES
Town of Heath
SELECT BOARD
School Building, 18 Jacobs Road
September 24, 2019

Call to Order at 6:05 p.m. by Brian DeVriese with Gloria Cronin Fisher, Robyn Provost-Carlson (joined meeting at 6:15) and Hilma Sumner, Interim Town Coordinator present. See attendance sheet for others present.

Review Agenda: Added: Conservation Commission resignation and reappointment;

Conservation Commission: *On a motion by Brian DeVriese and seconded by Gloria Cronin Fisher, the Board voted unanimously to accept the resignation of Edwin Wolf from the Conservation Commission.* Brian stated that Henry Josephson is willing to serve on the commission. *On a motion by Gloria Cronin Fisher and seconded by Brian DeVriese, the Board voted unanimously to appoint Henry Josephson as a member to the Conservation Commission.*

Green Energy Conversation: Alyssa Larose, Senior Land Use & Natural Resources Planner, FRCOG, members of the Energy Advisory Committee, School Building Use Committee and the Town Facilities Task Force took part in the discussion. Alyssa clarified that, under the grant terms, solar is only allowed on municipally-owned property. It must be located on an open site and the town needs to show that energy conservation measures, such as new LED lights, furnace, and/or windows, have been taken on the building. The school building can be added to the Green Communities program with an estimate of the energy needs to operate the building. Alyssa said there needs to be a base-line usage to then determine the 20% reduction that could be achieved through implementations accomplished through the grant monies.

Brian asked if the grant would cover 3-phase electric service brought in to the school building from Route 8A. Alyssa stated she would check on that. It was then asked if a solar array would be allowed to get connected to the school. Alyssa responded that it would be determined by including the building in the Energy Reduction Plan and by proper usage. If solar is done as net metering, the maximum size is 10 kw and cannot be connected to the school. When asked how long it takes to include the school building, Alyssa responded that it depends on the Department of Energy Resources (DOER) and how long it would take to collect the necessary data. An electric assessment has been done but the town would need a heating analysis with fuel usage. This is something that should be done with the regional coordinator.

Alyssa's contract to assist the town runs until May 2021 and is funded through Regional Energy Planning Assistance (REPA). She is able to assist with the quarterly report that is due on September 30 to Jane Pfister, Grant Coordinator, Green Communities Division, Department of Energy Resources.

If there is to be a stand-alone solar project there needs to be an estimated cost with a draft project narrative. For a proposed solar array to be purchased with grant funds on Ledges Road, there would need to be a project narrative. Grant projects can be somewhat flexible. For more definite information the town would need to contact Jane Pfister. Noy Holland explained that a Municipal Energy Technical Assistance (META) grant application had been submitted in August for \$12,500 which would pay for a feasibility study of 5 Ledges Road, the Community Hall roof and the Salt Shed roof to determine suitability for solar and what size of array could be installed at each location. Alyssa said that Andrea Woods would be able to help the town write an RFP for a solar study.

Bill Lattrell thought that the future of each town building needed to be determined first before deciding where projects would be done. Alyssa responded that any funds spent on a building that was sold within

five years may have to be repaid to the program. She added that the goal was to reduce energy use for town properties. If the town needs an extension of time, a request may be made to Jane Pfister.

When the school building is evaluated, areas like the lighting project, heating improvements and weatherization need to be taken into consideration Pam Porter commented. Alyssa said that a full free audit can be done by National Grid. She will email Bill Isaksen's contact information who can schedule the audit. Another possible resource for a study would be through the UMASS Clean Energy Study. Noy said she had written River Strong in the UMASS Extension Service for an assessment of using non-fossil fuel systems.

Robyn asked about the designation grant and it was explained that those funds needed to be used up before application for competitive grants can be made. Future applications need to have projects fleshed out and show definite energy savings. Competitive grants can be awarded for amounts up to \$250,000 but are increasingly competitive.

Pam Porter wondered what would give us the best return and best savings in deciding what to do; how can we make the best impact toward energy savings? Bill Lattrell responded that, in general, lighting and weather tightening measures are the least expensive to do and have the best return. Bill reported that he has called ECI to request an update on cost and provision of a draft contract to do the lighting but has not been called back, even after several attempts on his part.

Brian explained that the furnace replacement project cannot move forward at this time due to the possible presence of asbestos. Proposals are being sought for testing and will be followed by the actual work, if tests are positive. It is questionable if the original plan will work in that space. It is possible that the ASHRAE 2 study did not include an HVAC evaluation of the Community Hall as it is doubtful if 2 furnaces could be accommodated in the space. Bill commented that if an air exchange system was used, it would go outside and space would not be an issue.

Minutes: September 10 minutes approved as amended.
September 16 minutes approved as amended.
August 27 executive session revised were approved as presented.
August 27 open session minutes were approved as presented.

Town Coordinator's Report:

- Town-wide mailing: Mailed with survey and BOH letter earlier today thanks to help from Gloria and Mary Sumner.
- All Boards Meeting & OML Training: The Board said they preferred to do the training on October 29 if the town attorney is still available. ***On a motion by Gloria Cronin Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to change the All Boards meeting to October 29 and invite Town Counsel to give the OML Training.*** Hilma will contact him.
- Non-Criminal Tickets: Provided to the FCCIP. Given 3 Tick awareness signs to install at each playground area and the transfer station. Also given hiking trail maps of area towns.
- Back-Up Program: Working correctly again except for a glitch in the Town Clerk computer and the Highway Dept. computer.
- SHINE Counselor Phone Extension: ***On a motion by Gloria Cronin Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to authorize a new phone extension so that the SHINE Counselor, Cathy Tallen, may get messages.***

Mail/Email:

- Highway Dept. request from Jeff asking if he would be allowed to drive the crew truck to and from work during the winter for the purpose of checking roads. ***On a motion by Gloria Cronin Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to allow Jeff Johnston to so use the town crew truck for such purpose during winter months.***
- Highway Dept.: Robyn stated that she had a phone complaint about a worker smoking in the trucks. Jeff has posted signs in the trucks, at the station and is talking to the crew.
- Free Cash has been determined to be \$70,538.00.
- 16 Ledges Road: The Board determined that the zoning bylaws need to be looked at and the trailer situation needs to be examined. ***On a motion by Gloria Cronin Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to put a hold on any action until a clear determination may be made.*** Brian will speak to the Building Inspector and Hilma will contact the owner.
- B. Kovacs' email: The Board will make a future appointment to discuss the questions raised about the school building and the School Building Use Committee.
- Homeland Security Grants: Hilma was instructed to speak with the Police Chief, Fire Chief and EMD.
- Landfill Gate: The Board asked Hilma to contact Jan Ameen about replacing the current gate with a cattle gate and to talk with Tracey about billing procedures for the towns.
- Parks & Recreation: After reviewing several emails, the Board agreed that an updated charge needed to be written and then a meeting take place with them. One of the emails was a resignation from member Barbara Rode. ***On a motion by Gloria Cronin Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to accept with regrets the resignation of Barbara Rode from the Parks & Recreation Committee.***
- Energy Advisory Committee: The Board would like to review the charge given to this committee.
- Internet Use Policy: A draft was presented from Erich Holan and Pam Porter. The Board will review it but it was agreed that a policy needs to be instituted.
- Rental License emails: A PRL request was made to obtain the email correspondence between K-P Law and the Board in developing the rental license. Brian said he will speak to town counsel and to put it on the agenda for the next meeting. In providing an explanation as to the length of time in responding to the request, it was stated that Brian has been out of town during this time.
- School Building Property Insurance: Brian stated he will draft a letter to MIIA stating that the 31 percent of the building is in use and the Board can review it next week.
- OML Complaints Response: The Select Board acknowledged that they take Open Meeting Law and any complaints received seriously and have asked the town attorney to form a response to the recent complaints. After review, ***On a motion by Gloria Cronin Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve with corrections the response letter drafted by K-P Law and allow Town Counsel to issue the response to the Attorney General's Office.***
- 38 Bray Road: Documents about the complaint and history of the property condition were reviewed. Hilma was instructed to draft a letter for review including a copy of the owner's letter from a year ago and asking what progress they were making.

Other Business:

- Gloria said she would like a written list of future items that need to be addressed so that nothing gets forgotten.
- The Board agreed that next week Tracey Baronas should be recognized for her 15 years of service to the town in the role of accountant. Hilma will ask if she could come in for an exit interview.

- SBUC Member Larry Sampson: Robyn stated that she would like to discuss having him step down from the committee now that he is a tenant in the building. Pam Porter commented that it involved two separate functions: short-term, which the SBUC dealt with, and long-term usage which was under the jurisdiction of the Board. Since the Sampsons' rental is long-term usage, Pam stated that that was not part of the committee's work. She did not think it was conflictual. Brian said he would speak with Larry about this.

Other Separate Documents for review and/or signatures:

- Warrant
- Quarterly Report for Municipal Light Plant
- WG&E Invoice for out-of-scope work
- Patriot Properties Customer Software Support and License Agreement

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 9:10 p.m.

Respectfully submitted,

- Hilma A. Sumner
- Interim Town Coordinator
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