

MEETING MINUTES
Town of Heath
SELECT BOARD
School Building, 18 Jacobs Road
October 1, 2019

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

Review Agenda: Added: Community Hall Furnace Room Survey Quote
Agenda Form
Discuss SBUC member conditions for L. Sampson

Minutes: September 24 minutes approved as amended.

Accountant Exit Interview: Tracey Baronas was present to be personally thanked by the Select Board for the diligent work she had done for the town over the past 15 years. The Board presented her with a card and gift. Tracey stated that town departments need to continue complying with municipal finance regulations in order to keep an orderly financial system.

Municipal Light Plant Advisory Board: Sheila Litchfield, Janis Carr and Ned Wolf met with the Board and presented two copies of the construction bid contract for stringing the broadband (BB) fiber wires. By the end of October a bidder will have been chosen to do the work. There are a couple of companies that have won bids in other towns. Tri-Wire is the larger company with more employees and has charged less per installation. A construction procurement questionnaire was discussed that will be provided as part of the bidding packet so that more information unique to Heath is available.

The make-ready work by National Grid is almost done. Verizon has not begun their work and there is no word on when they will begin.

The Town has been divided into four fiber service areas (FSA). The committee will try to determine an estimate of how many residents in each will subscribe. The build-out company will then work on that area first to be able to light up that area first so that income will start to be generated. As a drop line is complete, an individual dwelling may be connected; service does not have to wait for an entire area.

The Edge Case agreement has been done for Rowe. The Select Board was presented with the Edge Case agreement with Colrain which will be signed at their next meeting. The agreement with Charlemont has not been completed yet. However, Heath will be renting fiber to Charlemont for several Charlemont customers because that town does not want to give any customers away. Also, each town will set a different fee and Charlemont would like all its residents to be offered the same fee schedule.

The bill to honor the ATM debt exclusion vote is currently in the state rules committee.

Heath will need to choose a Network Operator (NO) before final work is done. The Internet Service Provider (ISP) will be Westfield Gas & Electric (WG&E). For the NO there are two proposals: Wired West or WG&E. It was noted that, thus far, Wired West is the only one to offer the 25 megabytes which would have a lower rate than the one gigabyte offered by both companies. The decision date is unknown. Four towns have chosen Wired West to date.

The organizational structure and how BB service are integrated with town finances will need to be planned. There may be Municipal Light Plant (MLP) manager who is somewhat independent in the work

or it could be the Select Board. The day-to-day work is done by the NO but there still needs to be a manager for customer service, web site updates, tech support and router service. The exception is that new lines being connected and the licensing of poles is the responsibility of the town. Even if a property owner themselves does not want BB service, it would be in their best interest for the future to have the property fiber ready. Robyn asked that a page of responsibilities for the role be developed outlining what the work consists of.

A “Drop Policy” is being developed which includes a listing of each possible premise and the Primary Dwelling Unit (PDU). The list includes the cost of each PDU to get connected. This is determined by the distance of the PDU from the connection line. Ned presented theoretical scenarios of what costs might be incurred for both the town and PDU owners.

Although the town will be receiving additional funds about the end of October, there is currently a need to borrow to cover upcoming construction invoices. Sheila has emailed the Treasurer to notify her of this need and have her determine the amount that should be borrowed at this time. Bill Ennen reported that construction costs have not overrun the estimate. Once a construction contract is signed, the town will receive \$154,000.00 from the state. The Town will also be receiving a supplemental make-ready grant in the amount of \$1,970,072.

Other Business:

Special Town Meeting: Date set for November 5th to transfer money from Accountant Salary to Accountant Expense. It was noted that the zoning bylaws could also be amended to correct the section that needs to have the Board of Health deleted as an enforcement agent. Hilma will contact other officials to ask for other items of business.

All Boards Meeting: The time agreed upon was 5:30 p.m. on October 29th. Robyn said she would research food options.

Landfill Gate: Hilma reported that Jan Ameen did not think a cattle gate would be acceptable and wants the replacement to be like the present gate. The Board directed Hilma to email this information to the other towns.

Finance Committee Appointment: October 15th the Finance Committee will meet with the Board to discuss the building cost reports prepared by Jean & Bill Gran.

Hazardous Materials Survey Bid: One bid was received from ATC to do the survey work in the Community Hall Furnace Room. The Board did not make any decision as the price seemed high for the extent of the work needed. Brian said he will talk to the company. A decision will be made next Tuesday.

School Building Use Committee membership: Robyn proposed that Larry Sampson be asked to complete the Conflict of Interest training, file a disclosure statement, and recuse himself from any discussion or votes regarding long-term rental. Also recommended was that he speak to someone at the State Ethics Commission. Chairperson Pam Porter commented that the committee does not discuss or vote on any long-term usage; it is not part of their responsibilities. The Board agreed to the terms of continued membership. Hilma will write and send a letter outlining this decision and including a disclosure form.

Agenda Format: Gloria asked that the agenda be sent for review the day before it needs to be posted. It was agreed that a “back-burner” list needs to be developed so that areas to be addressed do not get forgotten.

Correspondence Deadline: *On a motion by Gloria Cronin Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to establish Monday noon as the cutoff point for inclusion of*

mail and email to be considered at that week's Select Board meeting. Correspondence received later than that will be reviewed the following week. There will be a few exceptions allowed, for example, email from Town Counsel.

School Building Alarm Keypad: It is wearing out. Tim will be directed to contact the alarm company to install a new one.

Community Compact IT Grant: The Board instructed Hilma to call FRCOG for help.

Town Coordinator's Report:

- Follow-up to meeting with Alyssa Larose: ***On a motion by Gloria Cronin Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to ask for a free energy audit to be done on the school building.***
- Hilma reported that it is taking longer than 20 hours each week to complete the necessary town coordinator work. ***On a motion by Gloria Cronin Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to increase the weekly hours allowed for the Interim Town Coordinator to 25 hours.***
- Hilma will find out what the charge from Valley Communications is for in relation to the school building that was sent from the regional school district office.

Mail/Email:

- S. Lively's email and the questions contained therein will be addressed after the meeting with Finance Committee on October 15.
- School building roof repair agreement to seek bids: ***On a motion by Gloria Cronin Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to spend up to \$600.00 for FRCOG to advertise for contractor bids for the school building roof repair.*** The agreement was signed.
- The Board requested that Hilma forward to the Town Nurse and to the Senior Center Director the Healthy Living information sent by Charlie Cornish.
- Bulky Waste Day: The town has the small refrigerator which Brian will take. Hilma will speak to Tim and Jeff to see if there is anything else to dispose of. She will also email Jan Ameen about payment.
- BETA: Jeff had provided a map pinpointing the culverts that the company had inspected to date. Hilma is to ask him if he has a copy of the contract for reference.
- Crew Truck: The Board agreed that Jeff is allowed to drive the truck to and from his home during the winter months so he will be able to do road inspections during non-work hours.
- MEMA Hazardous Mitigation grant letter will be forwarded to Jeff and Tim for consideration of needs.
- BB Borrowing: Hilma will coordinate with the MLPAB and the Treasurer about the amount.
- School Building walkway light: Tim is to contact Palmeri for repair.
- Energy Advisory Committee (EAC) new member appointments will wait until the Board has written the charge at which time each member will be asked if they wish to remain.
- MIIA Grant: Hilma will research for more information.
- Department of Energy Resources-Clean Peak Energy email will be forwarded to the EAC.
- Paid Family and Medical Leave withholdings: Hilma is to ask Kris if more money is needed to fund this.
- Email re: rental license details between Brian and Town Counsel and request for release will be determined next week after Robyn and Gloria have had the time to read.

Other Separate Documents for review and/or signatures:

On a motion by Gloria Cronin Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve the amended agreement with LifePath for the Foot Clinic.

Two copies of the agreement were signed.

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 9:22 p.m.*

Respectfully submitted,

Hilma A. Sumner
Interim Town Coordinator