

MEETING MINUTES
Town of Heath
SELECT BOARD
School Building, 18 Jacobs Road
October 8, 2019

Call to Order at 6:01 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 Hazardous Materials Survey Contract added to Other Business.

Minutes: October 1 minutes approved as amended including amendments in the Municipal Light Plant Advisory Board sections provided by Sheila Litchfield. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost-Carlson, the Select Board unanimously approved the October 1 minutes with the amendments given.*

B. Kovacs' Appointment: In follow-up to an email from Betsy Kovacs with questions regarding school building issues, the Board provided her with the following information: The funds to pay for expenses incurred presently at the school building are paid for through funds provided from the Mohawk Trail Regional School District. There is approximately \$90,000 remaining. If that fund is used completely, then expenses will be paid through the town budget. Expenses are authorized by the Select Board. The current name of the School Building Use Committee will remain as is, for the present time. Questions regarding a possible conflict of interest for one of the committee's members is being addressed.

Fire Chief, Police Chief, and Emergency Management Director (EMD): Brian read their requests to move their offices to the school building. He also read two emails that had been sent by Cathy Tallen and Heather Row stating their support that the Board approve the requests. Fire Chief Nick Anzuoni further explained his request by reporting that the current office was not insulated, there was dampness, mold and no privacy. Dry storage is in an area overhead that is difficult to access but not squirrel-proof. As a secondary Emergency Operations Center there would need to be a generator. On a somewhat regular basis the Fire Department will hold a large training of 30-plus people. They have used the cafeteria and would like to continue having that accessible. All the emergency dispensing equipment is stored here as well.

Police Chief John McDonough stated that his department would need a separate office for security purposes and because of the type of interactions he has to conduct with members of the public.

Tim Lively, EMD, stated that relocating the offices would alleviate space issues for these departments. When there are emergency trainings, they are held in Room 135.

Pam Porter commented that the School Building Use Committee is getting more requests for use and suggested that a reservation calendar be put into use and install on the web page to hopefully avoid complications of double booking a space. The Board asked that the police, fire and EMD departments formulate costs for both set-up and ongoing utility expenses. Nick said he thinks he can get estimates on communications costs from fire associates and that there are grant monies that can be pursued. They will report back to the Select Board when they have gathered cost information.

Police Chief & MLPAB: Discussed how to handle traffic when the fiber is being strung. Discussion included the point by Sheila Litchfield (MLPAB) that the town is not subject to prevailing wage when hiring its own construction flaggers. It is her understanding that the final part of the buildout will enable the town to hire road flaggers. Chief McDonough is concerned that a contract has not been awarded yet

and the town does not know what the contractor will stipulate for road detail work. The bid period closes October 23 when there will be a question/answer time. Sheila stated that in other towns there has been one truck on the side of the road with one or two crew people working; it is not as machinery/crew heavy as what the town has just seen with the newly completed electric changeover.

The police chief stated that there would need to be someone in town to coordinate the daily work crews. Robyn asked if the work contract can be separated into construction and detail coverage to which no one knew the answer. Robyn also raised questions about insurance coverage and who would provide coverage if there was an accident. Requirements for flaggers include certification, provision of radios, worker's comprehension and liability insurance. If bid packets are out, then the Select Board would need to ask for an addendum to be provided if the town wants to hire its own detail workers. The Select Board had set the rate of \$50.00 per hour for police detail work. The police chief added that he needs to know of any complaints made about any agency or officer who is engaged in detail work.

Sheila said she believed Leverett and Shutesbury had completed their buildout and New Salem was close to finishing. She did not know how those towns had done road detail for the final phase of work. Westfield Gas & Electric's goal is to be done by April 1 although Sheila said the estimated time for the building out was 6-8 months. Verizon had stated their goal was to finish their part by December 7 although they have not begun their work.

7:32 p.m.: *On a motion by Gloria Cronin Fisher and a second by Robyn Provost-Carlson, the Select Board unanimously voted to adjourn the Select Board meeting and to reconvene after the Municipal Light Plant Board meeting.*

7:37 p.m.: *On a motion by Gloria Cronin Fisher and a second by Robyn Provost-Carlson, the Select Board unanimously voted to reconvene the Select Board meeting.*

Other Business:

School Building Heating: Tim reported that the heat is on. It is controlled by computer and each space is regulated separately. Currently only Rooms 118 and 119 (where town committees are meeting) are receiving heat.

Roof Repair Contract: Brian said that needs to be finished so that it is ready when a bid is awarded.

Community Hall Hazardous Materials Remediation: Brian had clarified with Chris of ATC that the price includes the initial survey as well as further work including the final inspection after remediation is finished. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost-Carlson, the Select Board unanimously approved the proposed contract with ATC to provide testing, monitoring and final inspection for \$3,950.00*

Town Coordinator Search Committee Report: Robyn reported that one candidate had withdrawn. The last preliminary interview was rescheduled to October 12. The committee would bring their report of final candidates to the Board meeting on October 15.

Assessor Appointment: *On a motion by Gloria Cronin Fisher and a second by Robyn Provost-Carlson, the Select Board unanimously approved the appointment of Heidi Griswold to the vacant assessor seat. This appointment lasts until the 2020 Annual Town Election.*

All Boards Meeting: Draft announcement was modified. Final notice will be completed and sent out.

Special Town Meeting: Items of business known to date include the Accountant Salary transfer, a transfer to Finance Committee Reserve Fund from Free Cash, Community Hall invoice from FY19, and

amendment of a zoning bylaw to eliminate the Board of Health as the enforcement agent. Betsy Kovacs stated that she had been working with Calvin Carr to write the proposed amendment. Hilma will contact the Planning Board to make them aware of the need for a Public Hearing.

Accountant Position: There have been no applications received to date. The Board asked that Hilma contact Dave Fierro to inquire about his interest in the long-term position. If he states he is not interested, then FRCOG needs to be called to inquire what they have for an accounting option.

Tax Payment Link: Tax Collector, Elizabeth Nichols, requested that a tax payment link (“button”) be installed on the town’s home webpage to make access easier for payment. The Select Board agreed that she could have this done.

Virus Protection: Hilma had gotten quotes from ESET, the company that the town has used for several years. A three-year contract showed to be cost effective over three one-year contracts. The Board agreed to purchase the three-year contract.

Town Coordinator’s Report:

- Hilma will be out of town for the remainder of the week but will take some typing work with her.
- Energy Audit at school building: Communicated with Tom Croteau of National Grid and Bill Isaksen and Tom Lesure of ECI. Tentatively scheduled mechanical audit for Friday, October 11, if Tim can be there.
- Green Communities follow-up: Mark Rabinsky is the new western Mass. Regional Coordinator. Discussion meeting planned at FRCOG, October 15, 2:00 p.m. with Mark, Alyssa and Jane Pfister (remotely) and Heath people to discuss solar PV array installation and 3-phase power extension at 18 Jacobs Road. Hilma and Brian can attend. Hilma will contact the Energy Advisory Committee to see if any member can attend.
- Valley Communications invoice: Spoke with Staley who is researching what this is for.
- Crocker Communications: Met with Josh Levin and Tom Poulin on Oct. 8 to discuss changes in VOIP, installing new voicemail extension, moving some extensions to separate building and cost savings. The Board said to try the internet-served phone service on extension 0 to determine sound quality.
- School Building items: Tim has contacted Palmeri Electric to fix walkway light, a parking area light and hook up the Ansul system which was never done.
- Post Office Employee Review: Annual performance review notice given to Charlene Reynolds. Forms prepared and given to Gloria.

Mail/Email:

- H. Griswold trailer complaint: The Board reviewed complaint and Hilma’s response which had also been forwarded to Jim Hawkins as Building Commissioner.
- L. Sampson letter: The Board reviewed letter sent to Larry from Hilma acting as both Town Clerk and the Board’s representative outlining desired course of action for remaining on the School Building Use Committee.
- Bulky Waste Day: Response from J. Ameen reviewed and noted that town would receive an invoice for any items brought.
- Town Election validation: Update received notifying the Board that the bill had passed the Senate and was now being deliberated in the House.
- \$1M Governor’s surplus budget: The Board acknowledged that an email of concern had been received from M. Freeman. Gloria will respond.
- Rental License terms: ***On a motion by Gloria Cronin Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve the release of email correspondence between***

Town Counsel Mark Reich and Board Chairman Brian DeVriese concerning terms of the rental license agreement for space at 18 Jacobs Road. This was in response to a Public Records Request.

- Community Hall wall insulation: Project narrative received from Alyssa Larose. Board will review. Robyn stated that she believes the Board needs to deal with the Community Hall energy-saving measures as a package and not use a piece-meal approach.
- Finance Committee re: Oct. 15 meeting: On behalf of the committee, Ned requested that there be a mediator to conduct the meeting and that the meeting be held in the Community Hall. The Board denied both requests. Brian will speak to Ned.
- Sunwave contract: Electrical supplier that will remain until the Hampshire Cooperative has been restructured sent the contract to be approved and signed. ***On a motion by Gloria Cronin Fisher and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve the Sunwave contract for electrical supply.*** Chairman DeVriese signed.

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 borrowing note for \$500,000.00 for payment of broadband-related expenses. Borrowing documents were signed.

Warrants: Payroll and vendor warrants 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 8:50 p.m.***

Respectfully submitted,

Hilma A. Sumner
Interim Town Coordinator