

**MEETING MINUTES**  
Town of Heath  
**SELECT BOARD**  
School Building, 18 Jacobs Road  
January 7, 2020

**Called to Order at 6:00 p.m.** with Brian DeVriese, Robyn Provost-Carlson, Gloria Cronin Fisher and Hilma Sumner, Town Coordinator, in attendance.

**Agenda Reviewed:** Items tabled: Review of minutes from 11/20, 11/22 and 12/19.

***On a motion by Gloria Cronin Fisher and a second by Robyn Provost-Carlson, the Select Board unanimously voted to accept the minutes of December 10, 2019 as amended.***

**Recycling Contract:** The Board agreed that they wanted to review the contract and Town Counsel's remarks. Signing of the contract was postponed until January 14<sup>th</sup>.

**Shared Accounting Services:** Gloria reported that she will meet with Jennifer Morse, Rowe Selectperson, on Monday at 4:00 p.m. to continue discussions regarding the possibility of sharing accounting services, and with Monroe, developing a fulltime, benefitted position.

**Smith Vocational Student Tuition and Transportation Expenses:** The approximate cost of the tuition and transportation expense is \$19,000.00. Shelburne is expected to pay five percent to cover the part of the school year that the student lived in that town. Gloria is scheduled to speak with the school superintendent on Wednesday. Bob Gruen added that Ch. 70 money may be available to cover the unanticipated expense.

**Remote Participation Policy:** Robyn has worked on a draft version of a policy. She will send it so the other Board members can review it for discussion at next week's meeting.

**PVMCD and MVP Program:** The Board agreed to develop a list of possible questions to ask regarding these programs. Questions will be compiled by Robyn and then sent to Carolyn Shores Ness (Deerfield Select Board and Board of Health) for review and answers. Thought will also be given about who should be invited to come to a town-wide informational meeting to provide information.

**IT Technical Support:** Mik Muller of Montague WebWorks will be contacted about coming to Town Hall to provide trainings for officials whose departments will have access to the new town website.

**NorthEast IT:** The Board asked that Hilma contact them and ask them to meet at Town Hall, perhaps on a Wednesday when Alice Wozniak is in the office since she is familiar with the company.

**Franklin County Regional Housing Authority:** At next week's meeting Brian McHugh will attend to hold a public informational meeting at 7:15 p.m. about the opportunities available for homeowners through available grant money. Under this type of grant the town may also apply for funds to complete accessibility projects to town buildings. One possibility would be to apply for funds to pay for the design plans to remedy the accessibility issues at Sawyer Hall.

**Parks & Recreation:** On January 16<sup>th</sup> there will be a meeting with Megan Grady to review the Open Space and Recreation Plan survey results. Jenna Day and Bobby Honeycutt had previously been appointed as new members to the committee; Hilma will send appointment letters to them.

**Energy Advisory Committee:** Bill Gran attended the meeting to discuss the current status of the committee. Brian reported that he had asked Noy Holland to resign because she is living out of the area for 11 months. Brian stated he has been in conversation with Alyssa Larose who has affirmed that adding the 18 Jacobs Road facility to the Energy Reduction Plan will have no negative impact on the town's position for the Designation Grant or future grants. ECI will be doing a weatherization audit of this property later this month. As part of the audit they will need utility invoices from the past 12 months. Bill reported that he is continuing to have conversation with Sam Pomeroy regarding installing a heat exchange system in the Community Hall.

**META Grant:** An RFP will be published in the Central Register tomorrow. If anyone inquires about more information, they should be directed to the bid information at FRCOG.

Because of the small scope of the work, the Select Board will contact three qualified contractors for quotes to complete the work and then award the bid to complete the asbestos removal work in the Community Hall. There has been imaging studies done to evaluate the degree of insulation in the Community Hall and the attic area of the former school building. Proposals are being written about the results found and recommendations for energy-saving remediation. Brian hopes to meet on Friday with someone from Pella windows to assess cost of replacing the Community Hall windows.

Light fixture replacement is finished in Sawyer Hall and work is continuing in the Community Hall. When that building is complete, the electrical department from the technical school will then go to the Fire Station. The Board acknowledged that work is needed at the salt shed so that those lights are replaced, and the broken truss is repaired. Hilma was directed to contact Carson Ovitt to repair the truss. Brian said he will speak with Alyssa Larose about the quarterly report that needs to be submitted.

**OPEB:** Bob Gruen reported that Budge will send out a fact sheet with information about OPEB. The Board gave Budge approval to speak with Town Counsel about Heath's situation and then for Town Counsel to speak with the MTRSD Attorney, Russell Dupre`.

**Broadband:** The CAF II contribution will be approximately \$56,000 per year. For the next phase of construction there will be two separate contracts: one for hanging the fiber cable and a second contract for installing the drop lines. The total construction cost is expected to be \$1,959,492 without any change orders. Modification of the number of drop lines is being worked on with WGE. A drop policy needs to be developed for the town. There will be a \$500 allowance per drop paid by the state to offset the cost. Both the CAF II and drop line allowances will be reimbursements only. The make-ready work needs to be inspected by WGE and possibly the Federal Commission. The fiber cable and drop lines can be installed on private roads where there are utility easements. Verizon's current date of completion for their work is February 3.

**Finance Committee:** Gloria presented a document summarizing potential FY2020 expenses that were not anticipated when the budget was being prepared and voted on at the Annual Town Meeting. It was noted that there is approximately \$70,000 Free Cash. There was discussion between the Board and FinCom that town personnel be encouraged to spend conservatively

where possible. ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost-Carlson, the Select Board unanimously voted to send a memo to personnel who oversee accounts asking if there is any surplus money available to be transferred.***

Paper Compactor: Jan Ameen will be asked if there is a possibility of purchasing a used paper compactor and, if so, how much would the town save.

FY2021: Gloria drafted a budget planning letter to be sent to departments. ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost-Carlson, the Select Board unanimously voted to send out the letter along with the individualized account information for departmental planning.*** The deadline for submission will be January 28.

The school building roof temporary repair could not be done due to the weather. In the spring the Board will go ahead with the actual repair.

**Mail:**

School Building Use Committee: Larry Sampson submitted a letter of resignation. ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost-Carlson, the Select Board unanimously voted to accept the resignation with regrets.*** Following the reading of an email from Pam Porter: ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost-Carlson, the Select Board unanimously voted to appoint Robin Jenkins to the School Building Use Committee.***

Rental Agreement for Storage Unit: A written agreement was reviewed by the Board to enter into a contractual rental agreement with Jonathan Diamond for continued placement on town property of his storage unit. Terms of the agreement are that the fee of \$50 per month will commence December 2019. The agreement will remain in effect until September 2020 and then will be evaluated.

Betsy Kovacs' email: Citing engagement in Board of Health duties, Betsy resigned from the Historical Commission. ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost-Carlson, the Select Board unanimously voted to accept the resignation with regrets.***

FCSWD: A Board of Directors meeting will be held on January 15 at 6:00 p.m. Hilma will be able to attend and will notify the FCSWD office.

Gary Singley sent an email requesting an appointment with the Board. It was suggested that he be offered an appointment on January 21 and be asked to send a list of his questions.

Nuisance Dog Complaint: ACO Kyle Dragon has asked if the Board wants to hold a dangerous dog hearing. The Board suggested that Kyle first follow the non-criminal ticketing procedure.

Assessors' Office Use: An email was received from Assistant Assessor Alice Wozniak asking that the Assessors' Office no longer be available for committee meetings. She gave examples of missing papers, disrupted computer time due to obstruction of wires, and unauthorized access to confidential papers as reasons. Brian and Gloria agreed that the Board of Assessors should discuss and reach a decision about future meeting use of that office.

**Mileage Rate:** Following the federal rate: *On a motion by Gloria Cronin Fisher and a second by Robyn Provost-Carlson, the Select Board unanimously voted to set the 2020 mileage reimbursement rate at 57.5 cents per mile.*

**Documents Approved and Signed:**

Warrants—Payroll and Vendor  
Employee Request for Leave

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  
Town Coordinator