

MEETING MINUTES
Town of Heath
SELECT BOARD
School Building, 18 Jacobs Road
February 4, 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: Appointment with Tripp Tree Farm cancelled at their request. Update of FRCOG quarterly meeting added.

On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to accept the minutes of January 28, 2020 as amended.

Tripp Tree Farm (TTF): The Board held a brief discussion about the status of the HCA and all stated that they agreed with signing the document that was recommended by town counsel. The Board asked Hilma to contact TTF and ask them to attend the February 18th meeting and also to ask for a copy of the sign-in sheet from the informational meeting they held on February 3rd.

Accounting Services: Gloria recommended that the Board offer Dave Fierro the opportunity to continue working for the town under the current terms of contract work of an average of eight hours per week with monthly compensation of \$1650 per month. It was agreed that the town could not afford to share accounting services that provided salary with health insurance and other benefits. ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to offer Dave Fierro the opportunity to continue working for the town as a contractor for \$1650 per month.*** The Board decided to review the accountant job description.

Public Hearing for CDBG Program: ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to open the public hearing for the CDBG Program at 7:00 p.m.*** The legal notice was read. Brian McHugh, Franklin County Regional Housing Authority, provided information about the grant program.

The grant is funded through the federal HUD Office. The purpose is to provide funds for housing rehabilitation activity for low-to-moderate-income home owners. Mr. McHugh stated that there are currently households on waiting lists for both Heath and Hawley, the two towns that are applying jointly for grant funding. Heath has seven households on a waiting list with four additional inquiries while Hawley has a waiting list and inquiry list each with three names. The grant will be written so that up to 10 Heath households and six Hawley households may qualify to receive loans. Up to \$40,000 may be awarded per household given certain circumstances such as lead removal, septic rebuild or historic preservation. If a home has other repairs, the award could be up to \$35,000. There are eligibility income caps that vary depending on the size of the household.

On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to request the Franklin County Regional Housing Authority to finish preparing the documentation and apply for the Heath & Hawley CDBG.

On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to close the public hearing at 7:30 p.m.

Environmental Certifying Officer: One of the requirements under the CDBG Loan program is to appoint an Environmental Certifying Officer who will perform an environmental review on each property where work will be done. The report then needs to be signed affirming that the work being performed is in compliance with environmental regulations. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to appoint Bill Lattrell as the Environmental Certifying Officer for the CDBG loan program.*

FY 2021 Budget Review: Ned Wolf and Ken Gilbert, Finance Committee, met with the Board to review the Art. 3 budget requests that had been received from various departments. Not all departments had returned their requests and Hilma sent a reminder to those who had not submitted anything. It was decided that the following departments would be contacted and asked to come in and meet with the Select Board and Finance Committee: Police, Fire, Highway, Tax Collector and Treasurer. Hilma will contact each department to schedule.

The question was raised of loan repayment for the highway truck chassis and dump body that are being built and will be mounted on an existing frame will begin. Hilma will talk with the Treasurer for further information.

Mosquito District Informational Meeting: Confirmation has been received from Carolyn Shores Ness that she will be able to participate in a meeting on February 18th at 7:00 p.m. with an alternate snow date of February 25th. Publicity will be done by utilizing the Town Hall sign board, through the website, town-wide email and by contacting The Greenfield Recorder.

T.S. Irene Reimbursement Funds: Hilma will ask the Treasurer if there is any further information about timing to receive the funds that were approved in the state supplemental budget.

Special Projects: In reviewing the expense report, it was noted that no monies had been spent out of the Special Projects account. Projects budgeted for include: Sawyer Hall steps railing and front doors, Community Hall steps replacement and Salt Shed truss repair. Robyn is seeking quotes to replace the front doors. Brian will speak to Carson Ovitt and ask him to do the truss repair work.

FRCOG Quarterly Report: Brian attended the quarterly meeting and gave a brief report. He said one of the mentioned projects was virtual mapping that some towns were doing to designate the location of culverts on roadways.

Weatherization Audit: Brian met with ECI personnel on February 3rd to complete a weatherization audit of both the community hall and the former school building. A written report will be compiled and sent.

Assessors' Office: Robyn reported that the Board of Assessors had met the previous day and will be presenting a letter to the Select Board giving their decision that the assessors' office no longer be used as a meeting space. In the letter they will also state that, if the Board wants its continued use for committee meetings, then locking cabinets will need to be purchased to contain confidential documents.

Town Coordinator's Report:

- Green Communities Quarterly Report: Worked with Alyssa Larose in finalizing the quarterly report for October –December 2019.
- Broadband Quarterly Report: Compiled supporting invoices, treasurer reconciliations of account and B. Bourke's report and sent to Wm. Ennen.
- FY21 Budget Requests and Worksheet: Updated worksheet with submitted requests and sent reminder/overdue email to those departments who have not yet submitted their proposals.

- Verizon: Through a series of emails between Verizon representative, Sheila, Art, and myself, the checks are reimbursements for overpayment of broadband make-ready work and can be credited to the town account.
- Municipal Vulnerability Preparedness Planning Grant and Membership: Spoke at length with Carrienne Petrik (Regional Coordinator, Berkshires & Hilltowns) about benefits of membership and grant levels. February 4th attended MVP Planning Grant Municipal Staff Training Workshop in Holyoke.

Mail:

Culvert Replacement Grant Briefing: Robyn will follow up with Jeff to see if he was intending on going to the Lenox meeting. Brian said that he had attended a briefing for the same grant series and there was a great deal involved in the application.

DEP Disaster Debris Management Site: The Board reviewed a letter from DEP requesting information regarding the town's location(s) for debris dumping if there was a natural disaster that created a large amount of natural waste. Hilma will work with Police, Fire and Highway departments in developing a response plan.

Rural Policy Advisory Commission: A letter was received from FRCOG with a copy of the letter they had sent to the Co-Chairs of the Joint Committee on Economic Development and Emerging Technologies in the State Legislature. The purpose of the letter was to urge the development of an Office of Rural Policy. The Board decided they would like to send a letter of support as well. Hilma will draft a letter for the Board to review and sign at their next meeting.

Documents Approved and Signed: R. Bourke invoices of Oct. 17, 2019 and Feb. 1, 2020.

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 9:30 p.m.*

Respectfully submitted,

Hilma A. Sumner
Town Coordinator