

MEETING MINUTES

Town of Heath

SELECT BOARD

School Building, 18 Jacobs Road

February 25, 2020

Called to Order at 6:02 p.m. with Brian DeVriese, Robyn Provost Carlson, Gloria Cronin Fisher and Hilma Sumner, Town Coordinator, in attendance.

Agenda Reviewed: Appointment with the Tax Collector cancelled at her request. MIIA inspection of 18 Jacobs Road 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 February 4, 2020 as amended.

Town Coordinator's Report:

- Borrowing for repayment of the chassis and dump body: If this occurs before July 1, 2020, then the first payment will be in FY2021. If borrowing does not occur until after that date, the initial payment will be due in FY2022.
- Timesheet revision: Following a pay shortage for an employee, the hourly-wage timesheet was updated to include a "Total Hours" line at the bottom of the page. Memos and copies of the time sheets were given to highway/transfer station, post office, police, library, assistant assessor, Board of Health clerk, building maintenance coordinator and town coordinator. Use of this form is to begin immediately retroactive to February 9.
- NorthEast IT: Met with Joe Mollison who looked at the IT set-up, security, back-up system, etc., of equipment in Sawyer Hall, Highway & Fire Stations and school building. He will provide a written proposal of the various services that the company would be able to offer.
- NOVUS: On February 19th Greg from NOVUS came to the office to obtain information about software applications in use and types of data stored in systems as well as security, back-up, record retention practices, complying with FOIA, email service and other IT information currently being used by town employees. This assessment is funded through a FRCOG-obtained grant for the purpose of analyzing if regionally shared IT services would be feasible and make subscription services more cost effective.
- Hampshire Power: Spoke with Marin a second time regarding electric supplier rate. He is going to contact Shawn to have him call me regarding rates for town accounts. Marin reviewed Heath's contract with SunWave and will email them regarding the switch even though the town is under a fixed rate.
- SunWave: Spoke with Matt who asked for copies of the bills in question (sent via email). He said that someone else in the company would review. He claimed that everyone who had transferred from Hampshire Power was under a variable rate. After informing him that Heath's contract stated a fixed rate, that was sent along with the bills.
- Hands-free Law: Distributed copies of the Law Enforcement Dimensions Bulletin with details about the new Hand-free use of mobile electronic devices law to Highway, Fire and Police departments. The bulletin was provided by MIIA.

MIIA/Cabot Inspection: Brian reported that the inspection of the 18 Jacobs Road property was brief. He showed the inspector the calendar of use and the use checklist. The inspector concluded that it was obvious that the building was being kept in good shape and was occupied and would issue his report as such.

Accounting Services: Gloria talked with Dave Fierro on Sunday. He told her that he would like to continue working as a subcontractor at \$1,650 per month. The Board agreed that they need to reach out to the departments that closely interface with him (tax collector, treasurer and town coordinator) to obtain reports about the communication level and work exchange. Hilma will contact departments with accounts to have them review posted expenses for agreement and accuracy.

Highway Department Budget Hearing: Jeff Johnston met with the Board to review his budget requests for FY2021. Gloria reported that the new calculations for wages would be \$179,922.96 because there will be two less workdays. Discussion about the Salt and Sand account indicated that it was close to being exhausted for this year. Highway Health and Safety Comp. was not on Article 3 last year but would be going forward. Transfer Station accounts, Dump Tipping and Recycling, are still undetermined. Although the town has received a \$7,500 grant for a paper compactor, a new one would cost approximately \$16,000. Jan Ameen will be contacted regarding the possibility of obtaining a used compactor.

Jeff requested that the town purchase a 7.5-foot standard plow that would be used for intersections and smaller areas such as the former school driveway and parking. He stated that it would speed up the department's work and he would be able to bring in temporary winter help to operate that truck when needed which would be much less expensive than hiring equipment. The quote he has obtained is \$4,800 for the plow, frame and mounting.

The body swap for Jeff's truck will possibly begin in April but will take several months to complete. Jason's truck has two plows to fit it, each of which is over 15 years old and both have holes in them. A new plow would cost approximately \$12,000. Jeff said he may get a mull board for Jason's plow; a used one would cost around \$5,000.

PVMCD Public Information Meeting: Carolyn Shores Ness spoke about the history and development of the Pioneer Valley Mosquito Control District. Initially a \$150,000 grant was obtained to get the new district organized and running. Recently the district hired Chris Craig to conduct the field work for the member towns. Carolyn stated that it was important for a town to join because of the testing done and data collected over time. If the town joins the Municipal Vulnerability Program, grant monies obtained can be used for the PVMCD membership cost of \$5,000.

When determining where to place traps, the district begins by analyzing the overlay maps to determine where standing water is. There will be two traps used on a regular basis for the season. If more are set, there will be no additional fee. When a town becomes a part of the district, the agreement allows personnel to go on private property. The district has applied for Bridge funding from the state in order to pay for membership fees that were not anticipated before the current budget was set.

PVMCD Warrant Article: *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to place an article on the March 24, 2020 Special Town Meeting warrant to act on the question of the town becoming a member of the PVMCD.*

8:00 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 in order to convene in a Municipal Light Plant Board meeting and to reconvene the Select Board meeting.

On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to reconvene the meeting at 9:20 p.m.

Mail:

- FCSWMD emails: The Board decided that they would like to meet with Jan Ameen, Jeff Johnston and Finance Committee in March to discuss the transfer station expenses around hauling, recycling costs and possible funding for OSHA compliance.
- A letter announcing the award of an MSPCA grant for humane removal of beavers was received. The Board would like an appreciation letter written to Jeff Johnston for his work in obtaining the award. They also directed Hilma to draft a letter to the Parks and Recreation Committee for their work at obtaining the \$20,000 Mohawk Trail Woodlands Partnership grant that will be used to develop trails in the Shapiro Land.
- A letter was received from Bill Gran announcing his resignation from the Town Facilities Task Force. ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to accept Bill Gran's resignation with regrets.***
- Following an email from Margo Newton, chair of the Community Hall Committee, the Board discussed repair work that she requested to have done and paid for with funds in the rental fees/donation account. ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to authorize Margo Newton to proceed with window repair work for the Community Hall.***
- Tim Lively provided a cost summary of \$210 for water testing at the highway garage. The Board agreed that the testing should be done, especially since it has been 10 years since the water was last tested.

Documents Approved and Signed: Payroll and Vendor Warrants.

There being no further business to come before the Board: ***On a motion by Gloria Cronin Fisher and seconded by Brian DeVriese, the Board voted unanimously to adjourn at 9:55 p.m.***

Respectfully submitted,

Hilma A. Sumner
Town Coordinator