

## MEETING MINUTES

Town of Heath  
SELECT BOARD  
Virtual Meeting  
August 31, 2021

**Called to Order at 5:05 p.m.** with Robyn Provost-Carlson, Susan Lively, Brian De Vriese and Hilma Sumner, Town Coordinator, in attendance.

**Other Attendees:** See attendance sheet.

**Review Agenda:** No changes.

This was a joint meeting of the Select Board and the Municipal Light Board to discuss work status, financial standing and process and other matters pertaining to both Boards. MLB members Art Schwenger, Ned Wolf, Anne Emmet, Bill Fontes and David Gordon were present.

**Status of Work Completed:** The MLB members reported that the stringing of the fiber cable is finished except for the three houses at the end of Bassett Road that are located in the Town of Charlemont.

**Financial Aspects:** The MLB is unable to give an estimate because each installation site is unique. Costs are running below the estimates for the underground installations. Overall the cost of the installations is below the original estimate of \$695,000. The present total cost is approximately \$450,000.

It is anticipated that the Town will not begin receiving the CAF II reimbursements until late 2022 or 2023. The reimbursements to towns do not begin until all towns in a designated census block have finished all their construction.

Two reports, the cash flow and the fund summary reports, were reviewed. David Gordon was thanked for the clear and concise explanation that he gave.

**ARPA Funding:** It was stated that the Select Board needs to look at all the needs within the Town to assess where there is the greatest need for these funds. If there is a the period of shortfall on available assets, the Town can obtain a note for short-term borrowing (BAN) until more funds come in. The Select Board is aware of the change in law with the ARPA funding and that it can be used on broadband construction expense incurred since March 20, 2021, but iterated that they were not yet prepared to make any decisions about this.

**DocuSign Process:** The MLB will review each DocuSign invoice as it is received. After their approval it will be sent to the Select Board with any notes of explanation. The Select Board will review at their next meeting and make a decision for approval. If approved, Robyn will then sign it so that the final invoice can be issued by WG&E.

**Invoices and Billing:** The two Boards discussed the process of billing for those residences whose installation costs exceed the \$3,000 subsidy given by the Town. Hilma explained that the initial agreement was that the Town itself would issue invoices and receive and deposit the payments. David explained that the MLB has since revised the process they would like to do. They have written a letter of explanation that will accompany an invoice explaining the process of initial payment and

installation. It was agreed that the MLB will put together a proposal outlining their plan which will be shared with the Select Board. Hilma will contact the Accountant and the MLP Manager to reach a consensus about the deposits.

**Regular Meetings/Ongoing Communications:** Both Boards agreed that it would be helpful for open communications to plan on having regular check-ins and update reports although nothing definite was scheduled.

*On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to adjourn the meeting at 6:45 p.m.*

Respectfully submitted,

Hilma A. Sumner  
Town Coordinator