

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
Sawyer Hall  
September 16, 2014

**Called to order** at 7:10 p.m. by Brian DeVriese with Bill Lattrell, Sheila Litchfield, and Kara Leistyna, Town Coordinator present. Also present, Bernie Kubiak, Regional Services Consultant for HCOG.

**Reviewed Agenda:** No changes.

**Reviewed Minutes:** *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 8/12/14 Selectmen's meeting as amended.*

*On a motion by Brian DeVriese and seconded by Sheila Litchfield, the Board voted unanimously to approve the minutes of 8/26/14 Selectmen's meeting as amended with one abstention, Bill Lattrell.*

**Municipal Aggregation:** Mr. Kubiak introduced himself. He was invited tonight because the Selectmen have been considering dropping out of the municipal aggregation application. Heath voted back in 1999 to participate based on the premise that it would save residents money compared with National Grid pricing. Mr. Kubiak offered the Selectmen three choices: 1) to sign the affidavit and stay in the application with D.P.U. process; 2) do nothing, and Heath will not be included in the paperwork; 3) send a formal letter to Todd Ford at HCOG and withdraw. (the current Amended and Restated Electricity Aggregation Agreement states, "This contract may be terminated without notice by the Town at any time prior to the approval of the Municipal Aggregation Plan by the DPU." Mr. Kubiak further described the application with D.P.U. and the legal matters that have resulted and caused a delay in the process. He addressed a questions posed by the Board. Once D.P.U. approves the application and sends instructions on how to proceed, HCOG can then go out to bid for prices. According to Mr. Kubiak, HCOG will be the supplier of electricity; bills will still generate from National Grid. Every resident will be automatically enrolled in the program and may choose to opt out. The Board expressed concern about this opt out clause and strongly urge HCOG to educate the residents leading up to opt out period or public confusion will surely result. Mr. Kubiak assured the Board that public meetings will be held, pamphlets will be available, they could come up to Heath for informational sessions, attend a firemen's breakfast, etc. in order to get information to the residents. HCOG wants the program to work and to fail for lack of communication would be a disservice, he remarked. The Board asked about HCOG's request for release of customer records. They felt uncertain this was their jurisdiction. Mr. Kubiak stated that the power companies requested this and even though the Selectmen did not authorize it, the records had been released. Once the contract is available, the Selectmen will review it and decide whether to continue. Mr. Kubiak shared that utility companies are not opposing this plan. Kopelman & Paige reviewed the application for other towns. Municipalities, according to Mr. Kubiak, will *not* be a part of Aggregation. Mr. Kubiak was thanked for his responses to questions. He was told that it has been difficult to get clear answers to date and this is appreciated. Mr. Kubiak concluded saying, "We will have a conversation on how best to communicate with the people of Heath." When asked about timing, he said the projected time until program will be available is roughly four months. The point of this aggregation is to offer cheaper rates to residents. According to Mr. Kubiak, if HCOG cannot offer cheaper rates, the program will not go forward.

*On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to sign the Commonwealth of Massachusetts Department of Public Utilities Affidavit certifying that the responses to the Second and Third Set of Information Requests of the D.P.U are true and correct.*

**7:46 p.m. MJ Adams entered meeting. At 8:03 p.m. Margo Newton and Michael Smith entered meeting. At 8:08 p.m. Bernie Kubiak left the meeting.**

**MJ Adams/CDBG Grant paperwork:** MJ Adams, Director of Community Development Franklin County Regional Housing and Redevelopment Authority, attended tonight to review the grant paperwork for the FY14 Community Development Block Grant. Heath serves as lead community with Ashfield, Charlemont, and Hawley. MJ described the various documents that need signing including the FY14 Four Town Grant, Special Contingencies and responsibilities, budget amendment, professional service contract to hire HRA to administer grant, and the environmental review. MJ shared that 24 letters were sent to folks on waiting list asking them to complete an application. The special contingency program, Keeping West County Warm, will be initiated soon – this program assists people with fuel needs who are not eligible for fuel assistance. MJ will be in touch as the program progresses.

***On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to enter into contract with Department of Housing & Community Development for CDBG FY14 Heath.***

***On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to sign the budget and program revision form to transfer \$61,300 from Housing Rehabilitation Revolving Loan fund to Grant money CDBG FY14 Heath increasing the grant award to \$1,161,177.00.***

***On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to sign the CDF I Grant Professional Services Contract.***

***On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to sign the Environmental Review (by Bill Lattrell, Environmental Certifying Officer), and Request for Release of Funds (by Board of Selectmen Chair).***

**8:10 p.m. Jeff Simmons and Tim Lively entered meeting.**

**8:25 p.m. MJ Adams left the meeting.**

**EMS Service Zone Plan:** The Board thanked Jeff Simmons for his work to date on revising the EMS Service Zone plan for Heath. Margo Newton, Tim Lively, and Mike Smith are here tonight to offer input as well. A status update was offered on Ambulance Task Force (formed by Charlemont). Three meetings have been held and Tim Lively and Bill Lattrell have attended on behalf of Heath. Tim reported that task force has set goals 1) form a task group 2) enter into a partnership with FRCOG 3) encourage towns to support EMT training efforts, and 4) to offer an EMT training through MTRSD. Charlemont has experienced staffing issues and it has caused a need to address response times for emergency calls. Discussed ways to encourage EMT response times. Discussed whether to support Senate Bill 1007, an act relative to volunteer ambulance service and staffing. The best in patient care is a priority and getting patients to the hospital as fast as possible is the best patient care. Discussed original EMS Service Zone Plan. Revising the plan for Heath will provide the best plan for residents. The call sequence needs to change to provide faster service and care. An MOU with Colrain and Deerfield Valley will be devised. Margo will provide an updated street list from the Assessor's office. Mike will provide a Fire Dept. pager to keep Margo notified of calls. Reviewed narrative. Jeff will make corrections and get the MOUs to Colrain and Deerfield Valley (he says they are willing to sign). Perhaps the MOUs can be appendices of EMS Service Zone Plan. Mike will get an excel spreadsheet emailed to Shelburne Control with map. Mike believes the entire town will change from Charlemont to Colrain. The current MOU with Charlemont will be reviewed to see if it also needs some changes. Phasing in of the EMS Service Zone Plan includes MOUs with participating ambulance services, changing the call sequence at Shelburne Control, and approval from the State. The Board would like to proceed in making changes right away while waiting for State approval of the EMS Service Zone Plan. A letter will be sent notifying other Towns of Heath's actions. Everyone's work on this is greatly appreciated.

**9:58 p.m. Jeff Simmons, and Margo Newton left meeting.**

**EMPG Update:** Tim updated the Board on EMPG (Emergency Management Performance Grant) paperwork and time frame. He assured them that the CodeRed program will be covered. He also shared that he included five cots in the grant that will be donated to the local CERT (Community Emergency Response Team) and will purchase two for Heath's Emergency Operations Center. Thank you to Tim.

**10:03 p.m. Tim Lively left meeting.**

Mike informed the Board that the highway crew would like to keep the ten hour work day schedule year-round. Mike researched the month of January over the span of three years and saw a savings of more than 50 hours (regular time vs. overtime). The Board inquired about tasks that would be accomplished in the dark. Mike said that maintenance issues would be addressed. Discussed employee efficiency comparing eight vs. ten hours/day. A three day week-end is time to rejuvenate for the work week. Tabled till further discussion.

**10:08 p.m. Mike Smith left meeting.**

**Mail/ Email:**

1. Notice of District Court Hearing re: dog matter
2. Notice of Condemnation Hearings: Rt. 8A and Ledges Road
3. Vacation notice from Town Nurse
4. Monthly report from Town Nurse
5. Email from Tim Lively re: Training
6. Highlights from EMD meeting
7. Free Cash notification and related emails
8. Email from Mike Smith – Snow and Ice
9. Baystate Roads Master Roads Scholar notice re: Mike Smith
10. Email from Mike Smith awarding Safe Roads for Liquid Magnesium Chloride, FY15
11. Copy of letter sent to MTRSD re: Pre-school
12. Letter from Mass DOT re: reminder to submit invoices on time
13. Notice for MMA's Legislative Breakfast meetings
14. Copy of letter from Town of Buckland to School Committee Chair
15. Letter from Budge Litchfield re: E911
16. FCCIP Monthly reports
17. Email from Jan Ameen re: 25<sup>th</sup> FCSWMD Anniversary planning
18. FRCOG notice for Planning Board rep.
19. Announcement: What's New in Municipal Law. (Several Heath employees will attend)
20. Invoice from Mike Platek for painting cupola: \$1,022.98 over proposed estimate.
21. Invoice from Terry Walker for grant application re-submittal \$700.
22. Announcement of Selectmen's Assoc. meeting: 9/30 at 5:30 p.m. South Deerfield.

**Other Separate Documents:**

23. EMS Service Zone Plan and related documents
24. Accountant's Cash Reconciliation, August, 2014
25. Vehicle Use Policy DRAFT
26. REPC Operating Principals for REVIEW

**Town Coordinator Report**

1. Reviewed Mike Platek's final invoice for painting Community Hall cupola. The amount due exceeds estimate by \$1,022.98. *On a motion by Brian DeVriese, and seconded by Bill*

***Lattrell, the Board voted unanimously to accept change order for painting job and authorize payment of invoice in the amount of \$2,822.98 to Mike Platek Painting.***

2. Claire Rabbitt will be away on vacation. She asked Sheila to cover her shifts. Sheila cannot due to conflict of interest as she serves on the Board of Selectmen. Prospective clients have been notified of Claire's absence.

**Other Business:**

**Update on Feasibility Study:** A meeting is scheduled for next week. The group met with Paul Mark, State Rep. to discuss support options/grants and to discuss investigation of other plans.

**Status of Dog Situation:** Hearing in District Court scheduled for Oct. 8, 2014 at 2 p.m.

**FY15 Appointments:** *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to appoint Don Freeman to serve as Heath Representative to the MTRSD Long Range Planning Committee.*

**Signed:**

1. Bi-weekly Warrant
2. FC Home Care Corporation Grant for Foot Clinic
3. CDBG Heath Four Town Grant Professional Services Contract for FY14 grant (2 copies)
4. Mass DOT Environmental Punch List (2 copies)
5. Vacation Request
6. Cintas Contract for uniforms, etc.
7. Solid Waste MOU (2 copies)
8. FC Home Care Corp. Business Associate Agreement
9. Contract with Catamount for mowing services
10. CDBG Contract (2 copies)
11. DPU form Municipal Aggregation - Affidavit

***On a motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 10:35 p.m.***

Next meeting scheduled for September 23, 2014 at 7:00 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator