

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
Sawyer Hall  
October 5, 2016

**Call to Order at 7:04 p.m.** by Brian DeVriese with Robyn Provost-Carlson, and Kara Leistyna, Town Coordinator present. Also present: Board of Health members, Karen Brooks, Mike Freeman, Armand Clavette, Charlie Cornish, Betsy Kovacs. Also present, Glen Ayers, Health Agent, Hilma Sumner, Town Clerk, and Gloria Fisher, Board of Health Clerk.

**Reviewed Agenda:** No changes.

**Board of Health:** Reviewed list of complaints and responses/actions. Discussed with group. A suggestion for an orientation for all new members of boards was made. An agenda item for the upcoming All Boards/Committees meeting will be some form of guidelines for efficient running of meetings. Board of Health is trying to be more efficient and work through some procedural issues during meetings. Discussed handouts provided by Betsy and Hilma. Addressed the abandoned car issue and trailer infractions and how they need to be enforced.

**8:03 p.m. Board of Health members and others left the meeting.**

Hilma explained early voting process to Select Board and Town Clerk hours.

**Minutes:** *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve minutes of 9/27/16 Select Board meeting as amended.*

**Mail/Email and Town Coordinator Report:**

1. Email from Kara to all re: Attorney General's opinion on Executive Session
2. Email from Todd Corcoran re: Updated Readiness Submission to MBI
3. CC of letter sent to Chris Bradway. FCCIP is utilizing the services of Town Counsel to address this longstanding non-compliance issue;
4. Notice from Community Software Consortium – urging conversion to Cloud migration at no cost.
5. Email from Katie Stoico on behalf of Peter Larkin re: Last Mile Policy
6. Response from MBI to letter sent by Select Board
7. Highlights from REPC meeting from Tim
8. Email from Tim re EMPG grant
9. Heath Nurse Monthly Report
10. Email from Frances Pheeny
11. Email from Sheila re: Financial Policies
12. Email from Paul Mark re: funding for Safety Complex
13. FCSWMD Reports
14. Email from Jessica Atwood – Update on Brownfields Program. Brian and Robyn would like a memo sent to Board of Health addressing the response that Karen Brooks provided without Board input.
15. Invite to Innovations for Rural Living: Finding Solutions to our Food and Transit Challenges, Nov. 19

**Other Separate Documents for review:**

16. Cash Book Summary Sept. 2016

17. 9/27/16 minutes
18. BOH Response Chart
19. Landfill Mowing Bids. *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to award the 2016 Landfill Mowing Bid to Pantermehl Land Clearing in the amount of \$1,600 (lowest bid).*
20. STM Warrant 10/25/16

**Other Business:**

1. All Boards Meeting: Changed date to Nov. 15. Will confirm with Sheila.
2. Robyn conducted performance reviews for Mike Shattuck and Ken Gilbert. She will reach out to offer support to Mike in achieving goals for job and he will follow up monthly with Select Board. Robyn will also follow up with Fire Chief on exit strategy and discuss regionalization – a way to help standardize forces and reduce cost and redundancy. To discuss further as party of transition.

**SIGNED:**

- Bill Schedule – Reimbursement for postage
- STM Warrant

**Next meeting scheduled for Oct. 25, 2016 at 7 p.m. SPECIAL TOWN MEETING**

*On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to adjourn at 9:18 p.m.*

**Respectfully submitted,**

**Kara Leistyna  
Town Coordinator**