

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
January 5, 2010

Called to order at 7:05 p.m. by Brian De Vriese with Sheila Litchfield present. Also present Town Coordinator Gloria Fisher and Energy Committee Chair, Bill Gran.

Agenda was reviewed with no changes.

Discussed how the Board will operate during Tom's absence. Budget hearings and performance reviews will continue to be held and Tom will be kept informed via e-mail messages.

**Siemens Energy Audit**

Bill explained the process and the preliminary audit report was reviewed. According to the preliminary audit the town could achieve savings of up to \$10,457 per year. Discussed possible financing options. The next step could be to invite Siemens to meet with the Board or to sign the contract to go forward with the investment grade audit. If the investment grade audit is completed and Heath does not wish to implement the changes, Siemens will be owed money for doing the audit. Bill was asked to obtain the contract, which the Board will review and sign at its next meeting.

**7:32** Bill left the meeting.

**Mail**

- Received proposed FY 11 budget from the Solid Waste District. Heath's assessment will increase by 1.6% (\$32). If the town of Leverett joins the District, Heath's assessment will decrease. The District Board will meet January 21 to vote on the proposed budget.
- Executive Director's report received from the FCSWMD.
- Submission request for a town meeting warrant article from the FCSWMD re: voting to allow Leverett to join the District.
- Notice of an MMAC meeting on January 20 at 6:30 p.m. to discuss refinancing capital loans and the FY 2011 budget.
- Copy of a letter from the Building Inspector to a resident regarding the need to obtain a building permit.
- Letter from the Renewable Energy Trust notifying the town that a computer, printer, and software are not an eligible use of funds.
- E-mail notice of a Stretch Code Workshop to be held on Thursday, January 21, at 5:30 in Greenfield.

**Town Coordinator Report**

The Town Coordinator reported that:

- **Website** – she met with the consultant last Tuesday evening in Buckland. The new website design was reviewed and instructions were presented on how to use Word Press (the publishing system).
- **Annual Report** – Requests for submissions for the annual report are ready to be sent out. The Office Assistant has agreed to lay it out again, if that is acceptable to the Board. Discussed concern that the office assistant salary line was low. The Board agreed that it would be acceptable to go over the budgeted amount to pay the office assistant.
- **Budget** – Budget memos need to be sent out soon. Some guidance was requested on what to ask from the departments. The Board decided to inform department heads that there is a possibility that local aid may be reduced. In that case, the Board may need to make changes to requested line items and there may be a need to cut back.
- **Franklin County Solid Waste District Meeting** – The town coordinator reported on the meeting she attended of the Franklin County Solid Waste District budget meeting on December 21. The District's proposed budget was presented with a 3.1% increase. When she questioned the increase and suggested other

alternatives, the Board members also made suggestions and the executive director agreed to submit a budget with no more than a 1.9% increase.

- **Tax Rate** – The tax rate was officially set at \$16.98/thousand on December 17.
- **Whittemore Spring** – The latest water test on Whittemore Spring came back with a zero coliform count. Betty would like to test the water monthly (\$10.50 each test). After 5 or 6 months with good test results, she would like to order the more extensive tests required by the state. The Board agreed that this was a good plan.
- **Filing and Organizing** – is ongoing.
- **Annual Performance Reviews** – discussed the possibility of adding more categories to the performance review forms and changing some of the language. The Town Coordinator will work on this.

### **Old Business**

- **Community Hall Internet** – discussed the need to provide internet services at the Community Hall. Discussed the need to purchase laptop computers for the town nurse and the post office manager and from which accounts the funds could be appropriated.
- **H1N1** – a clinic will be held on Friday, January 15, from 5-7 p.m. at either Hawlemont or the Federated Church in Charlemont. No one will be turned away.
- **All Board Meeting** – a draft agenda will be circulated to the Board for their review.
- **Community Hall Use** – discussed use of the hall.

### **New Business**

- **Transfer Station** – discussed the need for another transfer station attendant substitute. The town coordinator will discuss this with the highway superintendent.

**Documents Signed** – warrants, building permit, and election warrants were signed.

### **Minutes**

Brian moved to approve the minutes of the December 15 meeting as amended. Sheila seconded. The motion passed.

Brian moved to adjourn. Sheila seconded. The motion passed.

Next meeting is scheduled for January 12, at 7:00 p.m. at Sawyer Hall.

Adjourned 8:45 p.m.

Respectfully Submitted,

Gloria Fisher  
Town Coordinator