

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Community Hall
January 7, 2014

Called to order at 7:02 p.m. by Sheila Litchfield with Brian DeVriese, Bill Lattrell, and Kara Leistyna, Town Coordinator present.

Reviewed Agenda: Add to Other Business: All Boards Meeting Agenda, Tax Collector/Assessor Consultant Options, Update on MTRSD Lease, Status on Stipends, Update on Feasibility Study for Safety Complex

Reviewed Minutes: *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 12/7/13 as amended.*

On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted to approve the minutes of 12/17/13 as amended.

7:14 p.m. MJ Adams from HRA entered meeting.

CDBG Strategy Approval and Discussion on application: MJ informed the Board that Peter Wingate will not be attending tonight's meeting. She is here tonight to outline the secondary program that will be added to the CDBG application and also the purpose of this meeting is for the Board to approve the Community Development Strategy for Heath. MJ described the need for fuel assistance in the hilltowns and how this program will potentially serve low-moderate income families. If approved, this program will supplement the Community Action's Energy Program and the Salvation Army Good Neighbor Energy Fund to help low income families cover energy costs. With the cost of fuel oil so high and assistance cut, this creates hardship for families. If they run out, they often resort to options that are potentially hazardous. Currently, there is no source of assistance for emergency delivery. Community Action will administer this program. With the collaboration of HRA, this will maximize assistance under one agency. Discussed eligibility and guidelines. If funded, this program will be available next heating season (Oct. 2014-Dec. 2015). This program has been included in the CDS for Heath.

On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Select Board voted unanimously to accept the 2014 Community Development Strategy for the Town of Heath as written.

MJ added that eventually, if funded, the Town will appoint a Citizen Advisory Committee to act as a sounding Board as well as an Environmental Certifying Officer. Bill Lattrell volunteered to serve in that roll. Public Hearing will take place 1/14/13 at Community Hall. Application is due 2/14/14 with awards early to mid July, 2014. A further meeting will be held to reaffirm activities and those activities will begin Oct. 1, 2014. If towns are awarded funds, it will be posted in the newspaper.

7:40 p.m. MJ Adams left the meeting.

Mail/ Email:

1. Tax Recap and Levy Limit Notice from DOR
2. Letter from Judy Thrasher regarding Transfer Station Permit
3. Email from Glen Ayers regarding Green Burial and related correspondence
4. FAQs from Mass Broadband and Next Steps from Christine Hatch
5. Notice from BOH regarding Perc Season Regulation
6. Email from Mike Smith regarding Transfer Station Permits Outstanding
7. Email from Terry Walker regarding STRAP application and letter from Gregory Bialecki

8. Meeting announcement for FC Sheriff's Office Regional Kennel Oversight Committee Meeting (Informed Sarah)
9. Email from Jan Ameen regarding Covanta agreement – her comments. And an earlier email and follow up email from Arlene who leads the meetings.
10. FCCIP Minutes from 11/14 meeting and monthly reports (Dec.)
11. Email from Clark Wallace and TC response regarding energy audit

Other Separate Documents:

1. Town Coordinator report
2. Heath Procurement Contract for Public Safety Complex from Andrea Woods, FRCOG
3. List of Points for Dale K. to consider – For Review. Sheila will revise and send to Kara for mailing.

8:02 p.m. Finance Committee members Jeff Simmons, Kathy Inman and Ned Wolf arrived.

Budget Meeting:

- Reviewed budget requests to determine which departments will be scheduled for hearings
- Discussed status of stipend reviews
- Discussed need for consultant for tax collector/assessor matters.
- Reviewed police department request for \$1,000 from reserve fund. Finance Committee would like more information/details including what vehicle was repaired and for what and cost. Members suggested downsizing to one vehicle and selling the motorcycle. Reviewed police department budget request. A new vehicle is possibly a better option (less costly) at this point rather than servicing 13 year old vehicles. Kara will schedule police dept. budget hearing.
- Reviewed accountant budget request which includes a line for audit stabilization fund. Accountant suggests putting money away each year for an audit every three years or so. This suggestion will be added to questions for consultant so that a recommendation may be made as to the frequency. Audit proved helpful in making recommendations for the Town.
- Pre-school funding line will be increased \$5,000 to accommodate increase in students.
- Discussed Sr. Center Coordinator position. May need to increase to incentivize position.
- Animal Control Officer: Reduced expenses to \$2,000
- Library: slight increase due to CW Mars increase.
- Post Office: expense account increased to fund the purchase of a computer/printer for customer use. Kara will look into purchase. Kara will also look into purchasing a desk for PO manager.
- Town Clerk: Discussed request and read letter submitted by Town Clerk regarding special project and status. All agreed that this is valuable work. Kara will schedule a hearing to address end date, expectations, budget needs, etc.
- Discussed points to include in letter to Dale Kowacki. Reviewed draft presented by Sheila and included recommendation for audit frequency.
- Stipend Review: Finance Committee has done some work reviewing stipends for Heath and comparing to what other towns do. It is difficult as many towns are not sure how they determine stipend amount or do not have them at all and consider all volunteer work 'volunteer' work that is uncompensated. It was suggested that they ask each volunteer their own opinion. In order to offer a fair amount, comparative analysis should be done taking into consideration market value. Kathy will forward survey information to Kara for distribution.

9:05 p.m. Finance Committee left meeting.

Other Business:

1. Review estimate from DetectOGuard: Kara will follow up and ask that the estimate focus on hallways and include medic alert bracelets for both Town Hall and Community Hall.

2. Winter Temporary Help: Sarah Hettlinger is interested in the shoveling job. She asked if a minimum shift was applicable so that if she comes in for a 15 min. sanding, she'd be paid for an hour. The Select Board feels that shoveling needs will exceed an hour shift. Kara will confirm that Sarah will be able to commit to the job and it won't conflict with other employment.
3. Agenda All Boards Meeting for review. Sheila will re-type for review at next meeting.
4. Update on MTRSD Lease: Read email response from Town Counsel regarding school. Need to make amendments prior to agreeing to any proposed improvements. Currently, the District is responsible for covering any costs. Discussed options for change. Bill agreed to schedule a meeting with Joanne Blier and Michael Buoniconti. Current lease expires in 2016.
5. Feasibility Study Update: Brian informed the group that the RFP has been completed. A briefing meeting will be held at Community Hall for prospective bidders on 1/21/14 at 10 a.m. He will attend. ***On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve the Professional Services Agreement by and between the Franklin Regional Council of Governments and the Town of Heath for Procurement of Consultant for Feasibility Study for Public Safety Complex/Highway Garage.***

SIGNED:

1. Warrants
2. FRCOG Agreement for Procurement of Consultant for Feasibility Study for Public Safety Complex/Highway Garage.

On a motion by Brian DeVriese and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 10:05 p.m.

Next meeting scheduled for January 14, 2014 at 7:00 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator