

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
Community Hall  
January 8, 2013

Called to order at 7:06 p.m. by Sheila Litchfield, with Tom Lively and Brian DeVriese present. Also present: Kara Leistyna, Town Coordinator.

**Reviewed Agenda:** Added to Other Business Town Report Dedication and MMA Annual Meeting.

**Reviewed Minutes:** *On a motion by Brian DeVriese and seconded by Tom Lively, the minutes of the 11/27/12, 12/4/12 and 12/11/12 Select Board meeting were approved as amended.*

*On a motion by Brian DeVriese and seconded by Tom Lively, the Select Board voted unanimously to issue a blanket warrant to authorize the Dog Officer and Temporary Alternate Dog Officer to take any actions necessary to enforce the dog bylaws of the Town of Heath. Details to be reviewed at a future meeting.*

**Budget Requests FY14:** Select Board reviewed their budget request worksheets and began to complete each line item.

Stipends will be discussed with Finance Committee at a joint meeting later in the evening. Discussed possible increase but feel that should they be increased it should be done across the Board. Finance Committee to offer their opinion.

**8:00 p.m. Finance Committee entered meeting - Ned Wolf, Gloria Fisher, Jeff Simmons, and Kathy Inman**

**Joint Budget Meeting:**

- Reviewed Budget Calendar.
- Discussion followed on Capital improvements.
- Discussed whether a generator is needed at the school at this time. Brian estimates roughly \$50,000 to run the entire building. School would need to decide what needs are essential. Community Hall is already the shelter. Issue will be re-evaluated if a grant is becomes available.
- Discussed possible need for a Recycling Committee budget. Jeff shared that they will meet soon to discuss further. Board suggests an expense account so they have money available. Jeff was asked what the committee envisions. He shared that signs at Transfer Station are a possibility. He will get a committee consensus.
- Budget Requests FY14: Select Board and Finance Committee reviewed each request to determine what departments will require a budget hearing.
- Accountant: Audit Stabilization Fund request. Discussed whether needed at this time.
- Stipends: Needs to be determined if any increase will be made for FY14. If so, they should be done consistently. Will wait to see if there will be an impact on whole budget. There is no formula for them, historically. Kathy asked how the figures are justified. Perhaps a formula is needed to determine how to make adjustments over time and how to weigh them. Finance Committee agreed to explore these questions for FY14.
- Salaries: Kara shared that salaries are different for FY14 because of an additional Monday and corrections have been made from previous years. Kara will make all revisions to FY14 Budget Spreadsheet for next joint meeting.
- Pre-school Support: Sheila will find out this figure for FY14.
- Custodian position vs. Building Manager will be explored further at a later date.

- Sheila will look into the compatibility issue between Assessor/Tax Collector software/bridge
- Sheila will send condolences to Town of Hawley for the loss of their Selectman, Richard G. Desmarais, who died on Christmas Eve.

**Verizon Abatement:** This is a non-issue at this time; it has been paid.

**Finance Committee left at 9:50 p.m.**

**Mail/ Email:**

- Letter from MMA regarding annual meeting and voting procedures. On a motion by **Brian and seconded by Tom Lively, the Board voted and approved the authorization for Tom Lively to attend the MMA Annual Conference on Jan. 25-27, 2013. Vote was unanimous with one abstention. (Tom)** Kara will notify Finance Committee that there is enough in budget for one more person to attend.
- Letter from FRCOG regarding District Local Technical Assistance (DLTA) funding from Dept. of Housing and Community Development. Need to know projects that Heath may be pursuing. (rank the list)
- Town Nurse report December, 2012.
- Email from Cooperative Public Health Prg.
- Notice from DCR regarding applications for Hazard Mitigation Grant Program (HMGP).
- FRCOG FC Cooperative Public Health Service Oversight Board meeting minutes
- School Committee Meeting minutes 12/12/12
- K&P memo regarding Medical Marijuana Update
- Email between Sheila Litchfield and Bill Hoyerman regarding Landfill Sampling
- Email from Sheriff Donelan regarding Regional Dog Program Assessment for FY14. Made a note on budget worksheet for FY14.
- Letter from Phoebe Walker regarding CPHS meeting
- Email from Charlemont setting up time for Ambulance meeting.
- Notice from Karen Brooks – resignation from Clerk of BOH.
- Municipal Financial Data 42nd edition (hard copy)
- Memo from MIIA regarding nominating for Directors of MIIA and list of candidates
- Email response from Tracey regarding audit (this may be a repeat)
- Email from Tracey regarding Personnel Policy

**Financial Mail:**

- Cash Book Summary December, 2012
- Notice from Tallage regarding Converting Tax Receivables into Revenue and their booth at next MMA trade show.
- Email from Accountant regarding Special Revenue report
- General Revenue Report as of 12/31/12
- Tax Rate Recap FY13
- Tax Rate Form
- Overlay Surplus Reconciliation
- Full Trial Balance as of 12/19/12

**Other Business:**

Planning Board has requested to change the date for Special Town Meeting to 2/26. **On a motion by Brian DeVriese and seconded by Tom Lively, the Select Board voted unanimously to change the date of previously scheduled Special Town Meeting from 2/12/13 to 2/26/13 at 7 p.m. at Community Hall.**

Highway Garage Door Bids: Board reviewed mail from Andrea Woods, Procurement Officer at FRCOG. **On a motion by Brian DeVriese and seconded by Tom Lively, the Select Board voted unanimously to**

***award the bid for expansion of highway garage doors to the low bidder, Champion Overhead Door Company for the cost of \$16,000 for two doors.***

The Select Board would like to have all three doors completed and would like to ask voters for the additional funds to pay for the third door. \$16,000 was originally appropriated but all bids exceeded that amount. Subsequently, the project was re-bid asking for prices for one, two and three doors.

If the voters approve, the Board wonders if the same price for the one door can be held or will it have to be re-bid. They will inform Finance Committee what is being explored regarding this third door and Kara will draft an article for the warrant. Tom will confirm with Mike about whether the third door is critical. Kara will ask Andrea if the price can be held till after 2/26/13.

Town Report Dedication: The Board agreed to dedicate the Annual Town Report 2012 to Eric Grinnell. Sheila will do some research as well as Kara.

Dave Howland, Chair of the War Memorial Committee, has requested some money for postage (approximately \$100). Board agreed that they could use the Select Board expense account, if needed.

Electricity Aggregation Agreement: Because the Town of Heath has already approved this by Town vote in 1999, the next step would be for the Board of Selectmen to sign an agreement with the Hampshire Council to proceed with the program.

***On a motion by Brian DeVriese and seconded by Tom Lively, the Board voted unanimously to sign the Electricity Aggregation Agreement with the Hampshire Council of Governments at no cost to the Town.***

***On a motion by Brian DeVriese and seconded by Tom Lively, the Board voted unanimously to adjourn at 10:46 p.m.***

Respectfully submitted,

Kara Leistyna, Town Coordinator