

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
January 12, 2010

Called to order at 7:03 p.m. by Brian De Vriese with Sheila Litchfield present. Also present Town Coordinator Gloria Fisher.

Agenda was reviewed with no changes.

**Mail**

- Copy of a letter from the Heath BOH to Health Agent Glenn Ayers requesting training and records of inspections of camper/trailers.
- Letter from the Hampshire COG re: Hampshire Power Profit Share. Letter notes that the audit has been completed for FY 2009 and profit was realized. Also enclosed was a check for \$783.81.
- Notice of schedule of winter events from the Highlands Communities Initiative.
- Memo from Kopelman and Paige re: amendments to HIPAA. Title XIII of ARRA significantly expands the application of the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996. HIPAA's expanded requirements apply to entities, such as municipalities, that provide emergency medical services. Municipalities must continue to take appropriate steps to ensure compliance with HIPAA and its regulations, including the adoption of security and privacy policies, training concerning the appropriate use and safe guarding of PHI, and the execution of updated Business Associate Agreements.
- Agenda for the FCCIP Annual Budget Meeting to be held on January 14.
- Minutes from the October 29 FCCIP meeting.
- Letter from the Town of Charlemont re: ambulance purchase. Charlemont received one ambulance bid in the amount of \$168,400 plus \$1,505 for incidentals for a total of \$169,905. Charlemont will hold a meeting with involved towns on January 26 at 7 p.m. Tim Lively will be asked to attend.
- Letter from the Heath Preschool expressing appreciation to the Board for their support of the preschool and requesting a FY 2011 budget line item of \$10,000.
- Invitation to a western Mass Broadband Forum Feb. 3, 7-9 p.m. in Northampton.
- Minutes of the MTRSD School Committee meetings of December 3 and December 16.
- Agenda for the January 13 MTRSD School Committee meeting.
- From the Building Inspector Certificates of Approval and Building Permits for the month of December.
- E-mail from Mass Renewable Energy Trust asking the town for additional information to explain how a computer, printer, and software is related to a renewable energy project. The Board suggested ways in which to respond to the letter. The Town Coordinator will send the letter.
- E-mail from the Highway Supt. re: finding a second substitute for the transfer station attendant.

**Town Coordinator Report**

The Town Coordinator reported that:

- **Website** – She has updated the Heath site and will be transferring the info to the new site this week.

**Budget** – Budget memos have been written and sent out.

**Whittemore Spring** – The latest water test on Whittemore Spring came back with a coliform count of one. This is failing.

**Sand and Salt** – She has been compiling results from the people who responded to her queries regarding sand and salt usage, costs, and miles of roads. She believes that more questions need to be asked – what kind of salt? How much did towns spend on street sweeping? What kinds of salt have been used? She is also doing a comparative study on Highway Dept. expenses over the past three years as requested by the Chair.

- **Annual Employee Performance Review Form** – She has been revising the form to remove some redundancy and to add some categories. The revised form was reviewed and some changes were made.

- **Insurance Meeting** – She will be attending a Hampshire Group Insurance meeting tomorrow in Hatfield from 10 a.m. –noon. The office will be closed from approx. 9 a.m. – 1 p.m.
- **National Grid** – Tom Smith, contact from National Grid during last winter’s ice storm would like to come to Heath on January 20 at 11:30 to introduce himself and discuss ice storm matters and new contact numbers. The town coordinator will be meeting with him and will invite Mike Smith as well.
- **Filing and Organizing** – is ongoing.

### **Old Business**

- **Community Hall Internet** – The Town Nurse would like a separate phone line so that she may have her own answering machine. The Town Coordinator will check to see if there are two phone lines in the Community Hall now.
- **H1N1** – a clinic will be held on Friday, January 15, from 5-7 p.m. at the Federated Church in Charlemont and Saturday in Heath from 11 a.m.-1 p.m. The clinics are open to all.
- **All Board Meeting** – a draft agenda will be prepared for review at the next Board meeting.
- **Community Hall Use** – discussed use of the hall. Sheila is working the Hall Committee to devise a fee schedule for use of the Hall to profit-making enterprises.

### **New Business**

- **Siemens Contract** – The contract with Siemens for an Investment Grade Audit was not signed due to some errors in the contract. Bill Gran will be contacted to ask Siemens for a correct version of the contract.

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

### **Minutes**

Brian moved to approve the minutes of the January 5 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 8:16 p.m.

Respectfully Submitted,

Gloria Fisher  
Town Coordinator