

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
Community Hall  
January 14, 2014

**Called to order** at 7:00 p.m. by Sheila Litchfield with Brian DeVriese, Bill Lattrell, and Kara Leistyna, Town Coordinator present. Also present: MJ Adams, Director of Community Development at Franklin County Housing and Redevelopment Authority (HRA) and Brian McHugh, Construction Coordinator, HRA and Peter Wingate, Energy Director at Community Action.

**Reviewed Agenda:** No changes.

**Public Hearing:** Sheila opened the CDBG Public Hearing at 7:02 p.m. and stated that upon adjournment, the Board of Selectmen meeting will resume.

**7:36 p.m. Board of Selectmen meeting resumed.**

**Reviewed Minutes:** *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 01/07/14 as written.*

**7:46 p.m. Finance Committee members Don Freeman, Gloria Fisher, Jeff Simmons, Kathy Inman and Ned Wolf arrived.**

**Budget Meeting:**

- Reviewed budget requests to determine which departments will be scheduled for hearings. Kara will schedule Town Clerk, Assessors, Police Dept. Highway/Fire is scheduled next week.
- Revisited police department request for \$1,000 from reserve fund. Finance Committee received more information/details including what vehicle was repaired and for what and cost. Members re-voted 3-2 to accept request. Finance Committee offered opinion on vehicles and budget management. Discussed possible option for regional purchasing of vehicles.
- Stipend Review: Kathy submitted a stipend survey. Some revisions were made. Kara will distribute with a Feb. 14, 2014 deadline. Gloria shared that she researched comparable towns and could not make any determinations as stipends seem arbitrary; she could not quantify anything. Originally, they were paid to cover expenses necessary to do work e.g. gas, travel. Discussed Finance Committee and that they receive no stipend. Bill referred Gloria to Ethics Commission should she have any questions. Gloria will compile her data and forward. Members will attempt to formulate a rationale for each position/stipend.
- Sheila summarized public hearing for CDBG grant application.
- Highway Dept. Finance Committee uncertain about uniforms. Discussed and formulated questions on trucks. Discussed license fee reimbursement and how licensure is a condition of employment. Questions will be asked at budget hearing scheduled for Jan. 21 at 8 p.m.
- Assessors: Discussed budget request and formulated questions. Lot numbering issue needs remedy. Discussed Admin. Asst. compensation and agreed not an hourly job. Revaluation years are part of job description.
- Tax Collector: Reviewed request. Betty needs a new computer/software. Kara will ask Betty to clarify FRCOG/software consortium expense at \$1,350.
- Planning Board: level funded.

**8:41 p.m. Finance Committee left meeting.**

**Mail/ Email:**

1. Note from Town Clerk regarding School Committee member will serve out term and does not plan to run again in next election in May.
2. Email from Mike Smith regarding his FY15 budget. Will be discussed with Finance Committee.
3. Copy of email sent to Dale Kowacki regarding consulting request.
4. Email response from Treasurer regarding Kathy Monroe
5. Copy of email sent with responses to Finance Committee's questions regarding Police request for \$1,000 from reserve fund
6. Heath Nurse monthly report (December)
7. Highlights from REPC meeting from Tim Lively
8. Email from Tracy Rogers – FEMA/MEMA Reimbursement Training. Kara will participate.

**Other Separate Documents:**

- 1) Town Coordinator report.
- a) Sarah Hettlinger expressed interest in Winter Temporary Help position. She confirmed that she can be available for shoveling/sanding the walkways/steps at Community Hall and Sawyer Hall. On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Select Board voted unanimously to hire Sarah Hettlinger for Winter Temporary Help at a rate of \$12.50/hour for FY14.
- b) Reviewed estimate from Northeast IT who provides services for Rowe. Will discuss further. Jansen McNay was suggested as a possible technician. Kara will call. Also, need to compare prices with current budget for IT support.
- c) Eileen Lively has expressed interest in the Sr. Center Coordinator position. Kara will encourage her to review the job description and bring any questions to the Board. Will revisit on Jan. 21.
- 2) CDBG documents for hearing

**Other Business:**

1. Estimate from White Heating for work on Community Hall heating system (FY14 budget). ***On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve estimate from White Heating for work on Community Hall heating system in the amount of \$3,329***
2. Update from Bill on MTRSD Lease issue: Bill will meet with Joanne Blier Thursday to discuss further. There exists another general contract between the town and district that needs to be discussed further and determined if it takes precedence over earlier agreement. He invited Bob Gruen to attend. Bill will provide an update on 1/21.
3. Petty Cash and Cash Handling Policy Review: Read policy drafts. All policies need to be formatted consistently. Questions arose on Cash Handling policy. Kara will clarify with Tracey. Some redundancy in content of policies. Need clarification on whether Cash Handling is a practice or policy. Select Board would like all approved policies to be sent together to employees and departments.

**SIGNED:**

1. Warrants

***On a motion by Brian DeVriese and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 9:39 p.m.***

Next meeting scheduled for January 21, 2014 at 7:00 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator