

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
SAWYER HALL  
January 17, 2012

Called to order at 7:12 p.m. by Tom Lively with Brian DeVriese and Sheila Litchfield present. Also present, Town Coordinator, Kara Leistyna

**Agenda was reviewed:** Add FY13 Budget Preparation to Old Business. Defer minutes of 1/10/12 to next meeting. Add Special Town Meeting.

**Mail/ Email:**

1. Land Court Costs for Tax Foreclosures from Treasurer
2. Annual report from retirement system
3. Franklin County Inspection Program Agenda
4. Ann Pacino sent word that she needs her house 911 number corrected. Town Coordinator responded and gave her Gary Singley's phone number. Will also send word to Mike Smith.
5. HRA (Housing Rehabilitation Authority) Quarterly Report

**Other:** Discussed alarms and Berkshire Communications calling tree. They should call Sawyer Hall first. If phones are not working, Town Coordinator should call Tom with phone or email with update.

**8:43 p.m. Don Freeman entered meeting.**

**Budget Planning:** Discussed Budget Requests and scheduling of hearings. ConCom will reassess their budget request. Briefly reviewed Assessor's budget request. Discussed budget/performance evaluation meeting logistics. Sheila will review current employee evaluation form and edit for next meeting. FinCom will meeting jointly with Board on 1/24/12 to present revenue projections and jointly review budget requests. No performance reviews will be held at 1/24 meeting. Briefly discussed increase requests for Veteran's benefits and need for Special Town Meeting soon. Finance Committee will run FY13 joint budget meetings.

**8:54 p.m. Don Freeman left meeting.**

**Old Business:** Town Coordinator will call Jerry Ferguson to request a test of the generator for Sawyer Hall. A recycling committee was to be established in the past to encourage recycling. In regards to Personnel Policy, Sheila and Kara will review for possible changes. Kara will contact Town Counsel to see how much it would cost for them to review and amend current policy (last time changes were made was 2005). Tom will draft a policy on reporting serious incidents. Comp Time will be addressed as part of Personnel Policy and removed from agenda. Tom feels Sawyer Hall needs painting and should be part of budget request for FY13. A tentative meeting with Municipal and Safety Complex Committee will be held 2/7/12 at 8:00 p.m. (at regularly scheduled BOS meeting) pending receipt of information.

Warrants signed.

Brian moved to sign **Community Innovation Challenge Grant** on behalf of Regional Dog Officer and Kennel Program. Sheila seconded. Vote was unanimous and motion carried.

Brian moved to adjourn at 9:18 p.m. Sheila seconded. Vote was unanimous.

**Next meeting is scheduled for January 24, 2012 at 7 p.m.**

Respectfully Submitted,  
Kara Leistyna, Town Coordinator