

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Community Hall
January 21, 2014

Called to order at 7:05 p.m. by Sheila Litchfield with Brian DeVriese, Bill Lattrell, and Kara Leistyna, Town Coordinator present.

Reviewed Agenda: No changes.

Reviewed Minutes: *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of the 01/14/14 2014 CDBG-CDF I Grant Application Public Hearing as written.*

On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 01/14/14 as amended.

Budget Meeting: Prepared for Highway Dept. budget hearing. Outlined items for discussion including uniform request and Finance Committee's request for invoices.

Mail/ Email:

1. Email from Town Clerk regarding Environmental Monitoring offered through MA Board of Library Commissioners. Board feels this is a great opportunity. Kara will let Hilma know to proceed.
2. Email from Charlie Cornish regarding BOH opening. Kara will invite Mr. Cornish to a meeting. And the All Board's meeting 2/11/14.
3. Letter from Eileen Lively regarding Sr. Center Coordinator position. *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to appoint Eileen Mc Vay-Lively to serve as Sr. Center Coordinator effective immediately.* Kara will forward paperwork.
4. Compiled Stipend Info. from Gloria
5. From Plan to Project: Franklin County, MA publication (hard copy). Kara will forward to Planning Board.
6. Revised estimate from Andrew Killeen, Detectoguard. *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve Detectoguard estimate for security equipment installation in Sawyer Hall and emergency alert equipment in Sawyer Hall and Community Hall including monitoring fees for the remainder of FY14 for a total amount of \$4,679 (\$2,488 for security equipment in Sawyer Hall; \$970 each for emergency alert bracelet; \$75 for additional bracelet in Sawyer Hall and \$22/month x 4 months x 2 = \$176 for monitoring) to be paid from account 03-5-192-212.*
7. Email from Claire Rabbitt regarding Lease of North Cemetery. Kara will invite the North Heath Cemetery Corp. to a meeting.
8. Email from Phoebe Walker regarding possible meeting if interested. Kara will inquire with BOH whether they think a meeting is necessary at this time. Bill would like to address unfunded mandates at the State level.

7:45 p.m. Michael Smith, Highway Superintendent arrived.

Other Separate Documents:

- 1) Town Coordinator report.

- a) Kara will let Tom Lively know to go ahead with additional electrical work as part of Post Office renovation that is in process.
- 2) Policies for Review
- 3) Draft Designer Selection Procedure form. *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve the Designer Selection Procedure form associated with the Municipal Complex Building Committee project.* Kara will file with the Designer Selection Board in Boston.
- 4) Expenditure Reports FY12 and FY13 for use in budget preparation
- 5) MTRSD Regional District Agreement, 12/13/95
- 6) Assessor Adm. Asst. Job Description for approval. Kara will give to Assessors and ask if they have any further changes and whether reval tasks are included in description.

8:03 p.m. Finance Committee members Don Freeman, Kathy Inman, Gloria Fisher, Ned Wolf and Jeff Simmons entered meeting.

Highway Dept. Budget Hearing:

- Began discussion with Fire Dept. This budget is level funded. Discussed suggestion of paying firefighters hourly rather than based on incentive. Discussed pros and cons. Mike does not encourage this option. He doesn't see how an hourly wage can be determined and would like to attract firefighters for their interest volunteering not to get a paycheck. Incentive budget could be increased. The Board encouraged the Association to make a proposal after researching topic and justification for increase.
- **Highway Dept.:** Reviewed line items. Discussed machinery maintenance budget and request for uniforms.
- Also discussed winter maintenance which is specific to winter expenditures only. Board votes annually to allow overspending if needed. After discussing decreases in other line items (Dump tipping due to renewed contract with Covanta), decided to increase winter maintenance by \$3,000.
- Dump tipping will decrease by \$4,494 according to FC Solid Waste District reports.
- Looked at Equipment/Machinery and replacement schedule. Discussed vehicles. Mike feels the superintendent's vehicle and the service vehicle need replacing. Pondered needs for each vehicle and sources for second hand inventory. Perhaps a warrant article can be included with a determined maximum cost for each vehicle and paid with surplus of FY14 certified free cash. These could be articles on STM warrant just before ATM.
- Reviewed replacement schedule and discussed various vehicles and whether repairs add life to vehicles. Mike feels this is difficult to quantify and that waiting for a vehicle to be worn out is not good management practice.
- Mike will add the tractor and rescue truck to the vehicle replacement schedule
- Discussed option to earmark money for future purchases in an effort to create a more stable tax rate. Tabled till further discussion.
- Discussed fire vehicles, needs and pricing.
- Mike will prepare proposals with estimates
- Discussed uniform request. Board feels this is a reasonable request but because it is a new expense, would like it to be added to FY15 budget as a new line item, Uniforms @ \$1,540. However, this quote may change so Mike will update it for July, 2014.
- Discussed Finance Committee's request for invoices. Discussed better ways to communicate in order to be more efficient for everyone. Communication is paramount and in order to avoid upset, requests should be accompanied by a simple explanation as to their purpose to avoid misunderstanding. Mike will meet with Don Freeman to review records on maintenance.

9:23 p.m. Finance Committee members Don Freeman, Kathy Inman, Gloria Fisher, Ned Wolf, Jeff Simmons and Mike Smith left meeting.

Other Business:

1. Update from Bill on MTRSD Lease issue: Bill met with Joanne Blier who shared that Heath Town Meeting voted to approve the Regional District Agreement on June 28, 2003. Bill will ask Town Counsel if this supersedes the original agreement between the District and Heath.
2. Tax Collector/Assessor Consultant Update: Dale Kowacki received the email and will review it and respond.
3. Petty Cash and Cash Handling Policy Review: Made revisions and ***on a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to adopt Internal Audit Policy as amended.*** Kara will discuss Petty Cash Policy with Tracey and bring it back to the Board for approval.
4. Feasibility Study Update: Meeting on Jan. 20 went well. Several candidates attended and asked questions.

Signed:

1. Warrants
2. Vacation Request form
3. White Heating estimate for Community Hall heating repair. Voted at 1/14/14 meeting.
4. Hampshire Power D-B Contract for fixed price electricity (municipal rate). ***On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve the Electricity Supply Contract with Hampshire Power including a fixed price at 9.01 cents per kWh for 21 months, ending December, 2015.***

On a motion by Brian DeVriese and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 9:57 p.m.

Next meeting scheduled for January 28, 2014 at 7:00 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator