

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
Community Hall  
January 28, 2014

**Called to order** at 7:02 p.m. by Sheila Litchfield with Brian DeVriese, Bill Lattrell, and Kara Leistyna, Town Coordinator present. Also present, Charlie Cornish, Heath resident.

**Reviewed Agenda:** Added to Other Business: Comparison Data/Research

**Charlie Cornish:** Board introduced themselves to Mr. Cornish who is interested in joining the Board of Health. His background is in food industry where he was responsible for feeding 4,000 students in CT. He's worked extensively with Boards of Health through his work. Discussed needs of Heath's Board of Health. Select Board referred Mr. Cornish to various trainings and welcomed him to the Town of Heath.

*On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to appoint Charlie Cornish to the Heath Board of Health effectively immediately.*

**7:15 p.m. Charlie Cornish left meeting.**

**Reviewed Minutes:** *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 01/21/14 as amended.*

**7:20 p.m. Jan Ameen, Exec. Director, Franklin County Solid Waste Management District (FCSWMD) arrived.**

**7:34 p.m. Finance Committee members Kathy Inman, Jeff Simmons, Gloria Fisher and Ned Wolf entered meeting.**

**Mail/ Email:**

1. Email from Dale Kowacki – FRRS contemplating 3% COLA this year
2. Email from Becky Allen regarding update on Health Agent as requested
3. Notice for 2014 Collection Dates for Bulky Waste and Household Hazardous Waste
4. Copy of 2013 Misc Income 1099 for Post Office
5. Email from Lance Wade regarding trimming Near Power Lines in Heath. Sent to Tree. Alan Nichols, Tree Warden, has been notified.
6. Email notice regarding revised SEOC Activation Levels and Changes to HHAN (MEMA activation levels for State Emergency Operations Center). Tim Lively, Emergency Mgmt. Director will be asked to see if any changes in EOC procedure needs revising.
7. Email from Deb Shriver regarding Franklin Conservation District's Proposal and support letter
8. Email update from Clark Wallace regarding energy audit. Discussed how District is independent and may apply for own designation of Green Communities Initiative.
9. Notice from MTRSD FY15 Budget Public Hearing
10. Announcement from Franklin Land Trust regarding Annual D2R2 Bike Ride – Sat. August 23, 2014 and map

**Jan Ameen, FCSWMD:** Jan began discussion pointing out that disposal options have changed. Covanta contract will expire June, 2014. Jan worked on bidding process. Covanta won the bid for post 6/30/14 pricing. Jan explained her misgivings about the process and agreement. Currently, the \$81/ton rate is far higher than the market disposal price of \$65-75/ton. The draft contract has two sections that the District finds unacceptable. First allows Covanta to charge the town for any upgrades required if a new law is

passed for pollution control. Second allows Covanta special status in the form of right of first refusal. This basically allows Covanta to match or under bid the lowest bid and ultimately get contract. The District feels this is wrong and pushes out local bidders in the process ultimately discouraging others to bid. Colrain and Montague have opted out and Jan recommends Heath do the same. Jan explained that Heath could join the remaining one year contract with Waste Management at \$66.59/ton. Trash would be hauled to Chicopee Landfill which has a 2-3 year capacity. Thereafter, there are locations in Holyoke and Southbridge that could be used. There is always the option for disposal on spot market which is historically lower than what Heath currently pays. Waste Management already hauls Heath's trash. Going with Waste Management would result in a \$14.41 per ton savings – roughly \$3,000 savings.

***On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to join the District's contract and send trash to Chicopee Landfill via Waste Management for FY15.***

**Repairs to Transfer Station:** Discussed repairs needed at Transfer Station. Jan provided a rough estimate of \$15,000 for compactor; \$3,000 for concrete pad; \$3,000 for attendant's shed. Also needed is site work and electrical. Compactor box rental is already budgeted at \$53/month or \$7,000 new. Because a rental only costs \$636 per year, Jan recommends renting. Jan will try to meet with Mike to discuss details of needed repairs. At this point, she feels risk exists.

**7:58 p.m. Jan Ameen left meeting and Margo Newton arrived.**

**Assessors Budget Hearing:**

- Margo shared that costs are increasing due to Reval year in FY15.
- Additional duties for Adm. Asst. necessitate an increase in compensation from \$4,992 to \$5,792 (\$800 increase for the reval year). There is also time needed to sort out parcel issue that is ongoing. It has been requested by the Assessors to review the job description and update as needed to include reval duties. Discussed terms of compensation – stipend vs. hourly.
- Discussed mapping line item. Board would like to know the origin of this expense and who does the mapping? Margo will get clarification and report back to the Select Board.

**Police Department Budget Hearing:**

- Discussed vehicle maintenance and the benefit of two vehicles versus one vehicle. Discussed price for new vehicle that will accommodate officers. Discussed disposal of older vehicles and motor cycle. Initial price from state contracted bidder for new cruiser is \$34,595. Margo will get updated quote. Discussed options for appropriation. Vehicle maintenance request of \$4,000 was reduced to \$2,500.
- Margo shared that trainings have been helpful and provided through the Franklin County Sheriff's Dept. They also provide booking rooms when needed.
- Brian shared that the police department has been included in the RFP for the Municipal Safety Complex and Margo is invited to participate in the interview process.

**8:32 p.m. Margo Newton left meeting.**

**Other Business:**

1. Comparison Data/Research: Sheila shared information she gathered in an effort to devise a system to make comparisons for salary analysis, departmental budgets, etc. She looked at the data and requested that everyone study the information and formulate questions. Sheila used the Greenfield Recorder Almanac and MMA Directory for data. Discussed varied options for comparison e.g. EQV, average family tax bill, total operating budget, median household income, etc. Formulas may be tailored depending on what is being analyzed.

2. Establishment of Stabilization Accounts: Discussed definition based on IGR No. 04-201. Would like to set up accounts for fire/highway vehicles, town audit, school building capital expenditures. Tabled till further discussion. Kara will add to next meeting agenda.
3. Bill updated group on MTRSD agreement voted by ATM in 2003. Awaiting legal opinion to ensure agreement supersedes original lease. Capital vs. Maintenance terms were never clarified. Bill met with Joanne Blier and this remains an ongoing discussion but needs resolution. Brian shared that in order to save money, some projects can be done in District using Chapter 30B procurement rules. Awaiting further information.
4. Petty Cash Policy Review: On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to adopt the Petty Cash Policy and Procedures as amended, effective 1/28/14.
5. Feasibility Study Update: Brian shared that he is working with Andrea Woods on evaluation criteria. This is required in order to award a contract.

#### Town Coordinator Report:

1. All Board's Meeting. Made arrangements for refreshments. Kara will add to next meeting agenda to discuss planning.
2. Discussed Green Communities Initiative. REAC showed interest in taking on this project. Brian shared that the building code laws are changing soon. Stretch code adoption may be something to take on next year at ATM.
3. Reviewing Elected vs. Appointed Positions: Read Framework for Considering Elected Vs. Appointed Offices from UMASS Edward J. Collins Center for Public Management. Need to look at all positions to determine based on guidelines, which would be better elected vs. appointed. Tabled till further discussion.

#### Signed:

1. Warrants
2. Vacation request form
3. Letter of Support Franklin Conservation District
4. Detectoguard estimates
5. Reimbursement request

***On a motion by Brian DeVriese and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 9:55 p.m.***

Next meeting scheduled for February 4, 2014 at 7:00 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator