

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Community Hall
February 4, 2014

Called to order at 7:04 p.m. by Sheila Litchfield with Brian DeVriese, Bill Lattrell, and Kara Leistyna, Town Coordinator present.

Reviewed Agenda: Added to Other Business: Long Range Planning Committee Update; Elected vs. Appointed Discussion; Update on Feasibility Study; FRCOG Board Meeting Update. Assessor Adm. Asst. Job Description was not received and removed from agenda for tonight.

Reviewed Minutes: *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 01/28/14 as presented.*

Mail/ Email:

1. Email from Mike Smith regarding Account Issues. Selectmen decided that a Special Town Meeting (STM) is needed to replenish some highway accounts that have become low due to unforeseen vehicle repairs. Kara will ask accountant which accounts to use to replenish Highway Machinery/Maintenance account. *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to hold a STM on March 11, 2014 at 7 p.m. in the Community Hall.* Kara will draft a warrant to be posted by 2/25/14.
2. Email from Rebecca Allen regarding BOH Appointment and Term. *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to declare that Charlie Cornish's BOH term shall expire at the end of June, 2017.*
3. Kopelman & Paige notice – new state ethics commission regulation (forwarded to Hilma)
4. Email response from Mark Reich regarding MTRSD Regional District Agreement. Agreement and Lease are consistent and costs over \$10,000 are subject to approval by ATM. The agreement takes precedence but is not incongruent with the original lease. No action required. *“On a motion by Brian DeVriese and seconded by Bill Lattrell, the Select Board voted unanimously that after Town Counsel review, the Board of Selectmen has determined that the Mohawk Trail Regional School District Agreement, originally adopted on Dec. 13, 1995 and amended by vote of Heath Town Meeting on June 28, 2003, is valid and in effect and no further action is required.”*
5. Copy of Recycling Revenue check. Deposited into Recycling Revenue revolving account.
6. Email from Hilma Sumner regarding Environmental (Indoor) Monitoring. Kara will locate the reports for the Board to review to see recommendations.
7. Email from Jan Ameen – Follow up to meeting last week. A new compactor will be a separate warrant article at ATM.

7:51 p.m. North Heath Cemetery Corp. members Peter Smith, David Thane and Phyllis Thane entered meeting.

North Heath Cemetery Corporation: Sheila opened meeting to discuss the ongoing prospect of the Town assuming responsibility for the private portion of the North Heath Cemetery as discussed at prior meetings. Language for a warrant article needs drafting. The North Heath Cemetery Corporation has met and voted to lease the private portion of the cemetery to the Town for \$1/year. They will continue to assume responsibility for administrative duties while the town will mow and maintain the area. Discussed options and drafted a warrant article that reads:

“To see if the Town will vote to agree to lease the private portion of the North Heath Cemetery a/k/a Maple Grove Cemetery owned by the North Heath Cemetery Corporation to the Town of Heath for the sum of \$1.00 per year and allow the Town to assume responsibility for mowing and maintenance.”

The Board would like this reviewed by Claire Rabbitt as well as Town Counsel and make any changes as a result.

Discussed the newest section of the cemetery donated by a resident but they have no deed yet. North Heath Cemetery Corp. will resolve any deed issues prior to Annual Town Meeting. Kara will ask Claire for a copy of the vote taken by the Corporation regarding this matter.

8:10 p.m. North Heath Cemetery Corp. members Peter Smith, David Thane and Phyllis Thane left meeting. Finance Committee members Don Freeman and Ned Wolf arrived shortly after.

Town Coordinator Report:

1. Kara will check to see if there is a limit how many can serve on Agricultural Commission. Several residents expressed an interest in joining.
2. Kara will research stipend vs. hourly pay and report the results.
3. Kara will order an additional phone line for the post office new postage meter that requires a dedicated line.

Finance Committee: Discussed stabilization funds and weighed having one or several. These accounts require a warrant article to establish and then a separate article on the warrant to fund. Once established, the balance carries over from year to year. When adding to the balance, it requires a 2/3 vote as a warrant article each year. 2/3 vote is required for money in or out of these accounts. Funds can be used for other purposes but again, requires a 2/3 vote. Discussed the funding of large expenses and how stabilization accounts could help avoid a skewed tax rate. When a purchase or large expense is up for vote, there is a history of this savings so voters can see the record. The question is how much to appropriate each year? Don shared that currently stabilization has a balance of approximately \$193,000 and feels it's prudent to add \$100,000 which would take it close to \$300,000 to accommodate large purchases and avoid tax rate increase. Currently, borrowing is “cheap” as interest rates are low but this won't last forever so saving is important. Discussed various large expenses that are in near future and the critical need for planning. Don also offered update on meeting with highway superintendent. He shared that the Finance Committee gained a more efficient way to make budget inquiries. Discussed machinery/maintenance account and low balance. Also discussed feasibility study for municipal safety complex – a major town expense. Need to begin discussions on this plan. Once feasibility study is complete, meetings need to be held to inform voters and discuss planning. Last, discussed stipend survey. Deadline for survey is 2/14/14. Finance Committee will compile and analyze data in an effort to develop a stipend formula for Heath.

Other Business:

1. All Boards Meeting agenda/planning: Discussed and edited agenda. Decided which handouts shall be prepared for meeting.
2. Comparison Data Research/Formulas:
3. Stabilization Funds: Discussed options for one or several. Would like to plan for vehicle replacement, audit, and school capital expenses.
4. Town Coordinator Job Description: Has been revised and needs a re-classification. Each Board member will review and complete paperwork for discussion at next meeting. ***On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve revised Town Coordinator job description.***
5. Long Range Planning Comm.: Meetings rotate and a meeting will be held in Heath on 2/27 in Comm. Hall. Sheila serves on this committee to study sustainability of the school district. A selectman from each district town attends and it is the only method of on-going

communication among towns other than the school committee. So far it has been a positive working relationship.

6. Elected vs. Appointed: Discussed this option for some positions in town and recommendation to implement a change at a time of transition from one person to another. Decided to take no action at this time.
7. Update on Feasibility Study: All proposals have been submitted. The Committee has reviewed and evaluated each proposal based on a numeric evaluation rating. Committee meets again on Tuesday. ***On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to award the contract to Reinhardt Associates, Inc. for a cost of \$18,000 and based on recommendations of the Municipal Building Complex Committee.*** Work shall be completed by Annual Town Meeting and committee will provide a presentation to voters at that time.
8. FRCOG Board Meeting Update: Bill attended meeting and learned that assessments will be increased this year due to retirement account and need to raise money each year to fund that account. Increase is approximately \$500.

Signed:

1. Warrants
2. CDBG Signature Pages for Grant Application. Page one is incorrect. Kara will ask MJ Adams to send a corrected copy via email for Sheila's signature and get treasurer signature as well.

On a motion by Brian DeVriese and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 10:01 p.m.

Next meeting scheduled for February 11, 2014 at 7:00 p.m. (ALL BOARDS MEETING)

Respectfully submitted,

Kara Leistyna, Town Coordinator