

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
Community Hall  
February 5, 2013

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

**Reviewed Agenda:** Added to Other Business: MMA notes from conference.

**Reviewed Minutes:** *On a motion by Brian DeVriese and seconded by Tom Lively, the Select Board voted unanimously to approve the minutes of the 1/22/13 Select Board meeting as amended.*

**Accountant:** Discussed Flower Fund and reimbursement request. Tracey reported that it is a gray area and difficult to get a definitive answer regarding whether it is a permissible use of Town funds. It is a line item on Annual Town Meeting's Article 3 and has been approved by voters. Kara will ask Town Counsel for an opinion in writing. Tracey offered an update on the audit and possible exit conference. The Select Board would like to review the final report and then if needed, schedule an exit conference. Tracey revisited the overtime issue. The personnel policy is in the process of review by Town Counsel and the overtime policy will be clarified to all employees.

**7:18 p.m. Finance Committee members Don Freeman, Ned Wolf, Jeff Simmons, Kathy Inman and Gloria Fisher entered meeting and Tracey Baronas left.**

**Joint Budget Meeting:**

- Discussed school assessment numbers for FY14 and projected lower number for Heath
- Capital Improvements: Discussed whether Heath should start a special fund to appropriate money each year to fund large projects
- Reviewed Budget Calendar
- Discussed STM warrant. *On a motion by Brian DeVriese and seconded by Tom Lively, the Select Board voted unanimously to approve and sign the 2/26/13 STM warrant.*

**7:30 p.m. Mike Smith, Highway Supt. entered meeting.**

**Highway Budget Hearing:**

- Reviewed budget request with Mike Smith. Discussed increase in machine maintenance/supplies line. Mike shared that due to inflation, costs are higher. Some jobs need to be hired out to ensure that trained people are working on the up to date equipment. Also discussed materials line item. There are 54 miles of roads in Heath and Chap. 90 funds help but Mike feels that more should be budgeted for State shortfalls. A plan is essential so that projects can be implemented even if Chap. 90 money is not available. Discussed maintenance plans. Materials line tabled until 2/19 for further discussion.
- Discussed Capital Outlay Items: Mike suggested a new roadside mower that is more efficient and requires less maintenance. Tabled till 2/19 – Mike will get prices and report to BOS/FinCom. Reviewed replacement schedule. Select Board requested that they be notified when equipment needs replacing.
- Fire Dept. Budget Request: Only increase is stipend. FinCom working on a comprehensive stipend study after ATM.
- Discussed email from Mike regarding A-frame for compactor bin positioning at Transfer Station. The old one is rusted and deteriorated and a new one is needed, Mike concurs and the cost is \$540.

*Select Board voted to authorize the construction of a new A-Frame and to be paid with escrow funds.*

- Discussed Mike's request regarding DLTA and asking Select Board to support a study through FRCOG on regionalization of fire services. Kara will prepare letter for signatures and send to FRCOG.

**8:20 p.m. Mike Smith left meeting and Finance Committee members left shortly after.**

**Mail/ Email:**

- Heath Nurse monthly report
- Email response from Town of Sunderland regarding FRCOG/ESCO Energy Management Services (Siemens) offering more info. on MA Dept. of Energy's request to close procurement file (see below).
- Email from Eileen McHugh, MA Dept. of Energy Resources asking if Heath would like to cancel solicitation for an ESCO project (Energy Saving Performance Contract) Town Coord. inquired with Margaret Nartowicz, Sunderland Town Administrator for more information. Kara will ask Bill Gran for more information and his opinion on the situation and how it was handled.
- Medical Marijuana Update from K&P
- Email from Josh Smith – can refinish Sawyer Hall floor after 5/11/13. Kara will schedule and send memo to all employees who will be affected by project. This may be a good opportunity for Town Clerk to train on records retention.
- Email from Doug Mason regarding meeting with Jan Ameen, FCSWMD regarding trash compactor, etc. Kara will ask Doug the cost of the compactor and let the BOS know so it can be considered in FY14 budget.
- Western Mass. Report from Gov. Patrick
- Email from Tracey regarding Verizon abatement issue
- Response from Tony Roselli, Auditor regarding Exit Conference. Select Board will review final report and call them back for a meeting if necessary.
- Email from Sheila regarding School Committee. Bob Gruen will talk more with Andy Draxler and perhaps encourage him to meet one on one with School Comm. Chair.
- Email from FC Tech School regarding FY14 assessments
- Notice regarding Legislative Breakfasts. Local date and place: March 1 in Whately 8-10am
- Response from Town Counsel regarding Warrant.
- 2012 Recap from WiredWest and Plans for 2013
- History of Septic Loan Acct. from Accountant

**Other Business:**

- MMA Conference: Tom shared information that he brought back from conference
- Ambulance MOU: Reviewed Dana Johnson's comments and made revisions in preparation for next week's meeting with Town of Charlemont and Ambulance Director.
- Personnel Policy: Waiting for response from Town Counsel.

**9:34 p.m. Hilma Sumner entered meeting.**

**Bylaws:** Update from Hilma regarding Status of bylaws, 2009. Materials were sent to Atty. General's office and should be all set. Hilma shared that she should have followed up with Planning Board because the filing goes through the Town Clerk.

**Special Election:** Letter from Hilma Sumner regarding Special Election/Email with dates and request to move local election to April 30, 2013. Hilma will send notice to Diane B. at the Recorder and will make an announcement at STM; post at Town Hall and on website as well as Transfer Station.

*On a motion by Brian DeVriese and seconded by Tom Lively, the Select Board voted unanimously to hold the 2013 Annual Town Election on the same day as the Special State Primary on April 30, 2013.*

**Dog Complaint Issue:** No response from dog owner. Court action may be required. The Select Board may acquire some further information/guidance from the training they will attend on 2/21.

**Floor Project:** Discussed records storage/retention and timing of floor project. Hilma will check with State regarding her computers.

**9:50 p.m. Hilma left meeting.**

**Reviewed Town Coordinator Report**

- Kara will ask Hilma when Dog Officer was changed from appointed to elected.
- Discussed contract with Dennis K. Burke. Due to problems with service and extreme disappointment in lack of corrective action, the BOS would like contract cancelled. Kara will follow up with Andrea Woods at FRCOG.

*On a motion by Brian DeVriese and seconded by Tom Lively, the Board voted unanimously to adjourn at 10:40 p.m.*

**Next meeting scheduled for 2/11/13 at 7:00 p.m.**

Respectfully submitted,

Kara Leistyna, Town Coordinator