

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
February 17, 2015

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

Reviewed Agenda: Add to Mail/Email: Finance Committee Memo; Email regarding Pre-School Support, and email from Bill Hoyerman regarding Landfill Sampling.

Reviewed Minutes: *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 2/10/15 Select Board meeting as written.*

Mail/ Email:

1. Emails from Sheila on pre-school budget and mach/maint account
2. Email from Tim Lively re: Dam Failure Qs
3. Email from Al Canali – WW maps for premises will arrive soon; also attached letter to delegates
4. Email response to FRCOG from Brian DeVriese re: ConCom Needs Assessment
5. Meeting Notice: Western MA Historical Commission Coalition
6. Copy of Dog Complaint from Sheila Hobbie
7. Email notice from Lieutenant Governor – Executive Order
8. Memo from Gloria Fisher: Appointments on BOH
9. Email from Eric Glazier on Pre-School Support
10. Email from Bill Hoyerman regarding Landfill Sampling status

Other Separate Documents:

11. Town Coordinator Report
12. FY16 Budget Spreadsheet
13. STM Explanation Sheet
14. Treasury Warrant
15. Accountant's Cash Reconciliation, Jan. '15
16. Machinery/Maintenance Account FY06 to FY15

7:26 p.m. Mike Smith, Highway Supt. entered meeting. Finance Committee members Don Freeman, Gloria Fisher, Jeff Simmons, Jan Carr, and Ned Wolf arrived at 7:35 p.m.

Highway Dept. FY16 Budget Hearing:

- The Board expressed their satisfaction in the road conditions this winter. Mike shared that he has been experimenting with treatments. When asked if his supply was sufficient, Mike said, "yes."
- On Uniform budget request at the upcoming Special Town Meeting, Mike reiterated that roughly \$175 is for the jackets, the rest is for Uniform Advantage Fee (not included in original estimate). Board asked Mike to keep them informed on expenditures in case questions arise. Mike would like the shortage to come from Highway Materials account instead of Overlay Surplus as indicated on warrant. Kara will find out if this kind of change can be made on Town Meeting floor.
- Discussed budget for FY16 and research to find out whether numbers are realistic especially Machinery/Maintenance Account. This budget may be underfunded and needs to be adjusted. A suggestion was made to look at repair history of each vehicle to gauge whether excess maintenance is needed on a particular vehicle. Perhaps a method for flagging excessive needs

could be formulated. A study of the past ten years of machinery/maintenance costs will be created and reviewed.

- Accounts currently overdrawn are Hired Equipment and Winter Equipment Maintenance.
- Discussed explanations for STM warrant.
- Reviewed FY16 Budget Request.
 - Hired Equipment/Services: \$5,000
 - Discussed Administrative Asst. support for highway superintendent
 - Roadside Mowing: \$500 increase
 - Winter Equipment: Keep at \$8,000
 - Tipping/Transportation: Combine accounts. Both are now invoiced through FCSWMD. Combining these accounts is customary for other member towns.
 - Town Garages Maintenance/Utilities: Increase to \$21,000 to compensate for increases.
 - Will adjust Uniforms account to increase \$575.
 - Add license renewals, \$250 (new line)
- Discussed vehicle replacement for FY16. May not be the best year to purchase a vehicle. Mike shared that maintenance expenses get increasingly worse each year, repairs increase every year we don't become pro-active but remain reactive on maintenance needs. Stainless truck body to be discussed at later date.
- Compactor Project: Kara will compile notes; tabled for now.

Other Financial Discussion:

- Debt Exclusion: Don Freeman talked with Matt Andre at Mass DOR and received help in formulating numbers. Don still needs some hard numbers for the WiredWest project. Commitment to borrow still needed even though liability to Town may be minimal. For Public Safety Building, Brian will prepare documents. The Town will need to vote to authorize to borrow up to \$2 million.
- Discussed Police Budget request and increase in salary line due to coverage for Heath Fair. Kara will find out how this has been handled up to present.

Finance Committee members and Mike Smith left meeting.

Other Business:

Special Town Meeting: Discussed offering child care. Kara will arrange child care and refreshments. Bill and Sheila will bring cider. Board authorized use of CodeRed to announce STM and informational sessions. Kara will record and send message.

On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to authorize the use of CodeRed messaging system to send announcement of Special Town Meeting and Informational Sessions on Bylaws, Public Safety Building project, and WiredWest project.

Public Safety Building Committee: Members would like to send brochure to all. *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to approve postage for mailing of Public Safety Building Project brochure to residents.*

Assistant Assessor: Discussed steps necessary to plan for proposed assistant assessor position. Brian and Bill will meet with Assessors on 2/23 at 3 p.m. to discuss job description, and also to review FY16 budget request, legacy issues, etc.

Signed treasury warrant.

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

Next meeting scheduled for February 24, 2015 at 7 p.m. (Special Town Meeting)

Respectfully submitted,

Kara M. Leistyna
Town Coordinator