

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
Community Hall  
February 25, 2014

**Called to order** at 7:06 p.m. by Sheila Litchfield with Bill Lattrell, Brian DeVriese and Kara Leistyna, Town Coordinator present.

**Reviewed Agenda:** Added to Other Business: Feasibility Study Update, Update on FRCOG Seminar – Show me the Money. Review of 2/11 Minutes – postponed.

**Reviewed discussion points for meeting with Finance Committee.**

**7:18 p.m. Mary Vilbon, Exec. Director of Greater Shelburne Falls Area Business Association (GSFABA) arrived.**

**Mary Vilbon:** Mary introduced herself. She's been the Exec. Director of the GSFABA for 7 1/2 years. This organization is a resource to not only Shelburne and Buckland but to the other 10 towns in West County. Mary distributed a packet of information and referenced the links on their website. Mary shared that 250,000 people come to the West County annually. GSFABA is an excellent resource for businesses in the area. They received a grant from the MA Cultural Council to create a regional brochure and a place map that represents all towns. The Association assists businesses in the community with business plans, loans and resource referrals. Kara will add the link to the Town's Community Page on Heath's website. The Mohawk Trail is celebrating 100<sup>th</sup> Anniversary this year. There is a \$55,000 grant for special programs along the trail. And Shelburne Falls has been named one of 17 MA Cultural Districts and they'd like to begin a program to feature local artists and integrate into their website. Mary concluded by saying that the GSFABA is about relationship building by sharing ideas and working together. The Board thanked Mary for her time.

**7:50 p.m. Mary Vilbon left meeting and the Finance Committee members (Don Freeman, Gloria Fisher, Ned Wolf, Jeff Simmons and Kathy Inman) entered meeting shortly after.**

**Finance Committee:**

- Update on Capital Plan: Discussed revisions to plan. Brian suggested replacement of vinyl tile not a priority and replaced that expense with the more pressing insulation needs in the attic which will result in improved fuel efficiency, leaks and ice dam prevention. The vinyl tiles will be added to Phase II. Joanne and Andy talked and worked out changes for Phase I. The vote will take place 2/6 at 7 p.m. after the public hearing. Cafeteria follow-up: Issue still being discussed and no details are available yet.
- Article 3 Review: Discussed mowing line item which needs to include maintenance costs for North Heath Cemetery. Need to research the deed and corporation rules as a bequest may have stipulations. Need to formulate questions for Town Counsel. Kara will ask Mike Smith about the increase to Highway Machinery/Maintenance line item \$3,000. And Kara will seek an explanation from FRCOG for the increase to health agent line item.
- Stabilization Accounts: Bill took a workshop last week that addressed general versus specific stabilization accounts. Rick Kingsley, who presented, recommends that planning for specific purposes should be designated to specific stabilization funds. Borrowing has become the norm instead of savings, but the trend is changing and now it's becoming better economic policy to create funds for savings. Finance Committee voted to recommend establishing a stabilization fund for highway equipment/vehicles. Money can be repurposed with a 2/3 vote. General stabilization should be used for any unanticipated or unforeseen expenses. The funds to establish are: Highway

Large Equipment/Vehicle Replacement and School & Town Buildings Capital Improvement Expenses. Will plan on how to present to voters and amounts to be appropriated for each fund.

- Stipend Review: Surveys have been completed. Finance Committee would like to research further and have no recommendation or increases for FY15. Will devote time to creating a formula to apply to each position based on a point system to be determined. It has been difficult to compare with other towns and hard to quantify. Some towns have no stipends and others do but they vary.
- Town Coordinator Proposed Increase: Discussed with Finance Committee. They would like to compare pay rate with other similar towns.
- COLA: Need to discuss further. FRCOG approved 1.5% for FY15 based on NE CPI (Consumer Price Index). The Northeast has experienced a higher cost of living increase over other areas of the country.

**9:30 p.m. Finance Committee members (Don Freeman, Gloria Fisher, Ned Wolf, Jeff Simmons and Kathy Inman) left meeting.**

**Mail/ Email:**

1. Don Purington Performance Evaluation
2. Email from Russ Kaubris at FC Tech regarding tentative budget for FY15
3. Email from Sheila regarding Ashfield Request for Information
4. Revised Classification/Salary Sheets
5. Copy of check from Waste Management (turned over to treasurer for Recycling Revolving account( and reports
6. Email from Bob Gruen on MTRSD and follow up on cafeteria questions and capital plan
7. Announcement from MBI – Construction complete and next steps. WiredWest is requesting an annual fee of \$1,000 for each participating town. Kara will add this to Art. 3.
8. Email from Susan Humphreys regarding Municipal Workplace Services and offer of free consultation services on safety in public workplace. Kara will forward to Mike Smith. Because we have our insurance company provide similar services, the Board feels this is not needed at this time.
9. Note from Claire Rabbitt
10. Emails from Sheila regarding Pre-school needs

**Other Separate Documents:**

- Town Coordinator report
- Financial Skills for Select Boards from FRCOG workshop ‘Show Me the Money’
- Proposed FY15 Budget from FC Technical School

**Other Business:**

1. Feasibility Study Update: Brian talked with Doug Wilkins to see if the voters could be asked to give permission to revisit issue at a future STM. It could be added to warrant in the form of an article with an amount not to exceed...perhaps in the summer sometime. This would cover design fees for a construction project or land purchase if needed. Then by next ATM, the project could be funded. A presentation and recommendation will be prepared for this coming ATM.
2. Update on FRCOG Seminar ‘Show me the Money’: Bill passed out some packets from the meeting that he attended. He said it was very informative.
3. Don Purington’s requests for Sawyer Hall: Kara will ask Tim to install a thermometer in the annex to measure the temperature in the Annex before making any changes. They agree that an outlet in the library should be connected to the generator but they would like to wait until other electrical work is needed and then combine all projects. As for the exterior outlet so that people can plug their laptops into the building, they said no. They didn’t think this was a good idea. People will

need to plan ahead and have their computers charged at home before using the wireless service here. Or in an emergency they could at least use the back entrance outlet.

**Signed documents.**

***On a motion by Bill Lattrell and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 10:22 p.m.***

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

Respectfully submitted,

Kara Leistyna, Town Coordinator