

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
March 31, 2015

Called to order at 7:03 p.m. by Sheila Litchfield, with Bill Lattrell, Brian DeVriese, and Kara Leistyna, Town Coordinator present.

Reviewed Agenda: Will review meeting minutes from 3/10/15 at next scheduled meeting.

7:32 p.m. Mike Smith, Highway Supt. entered meeting.

Mike Smith, Highway Dept.:

- Board of Selectmen shared with Mike they like the idea of purchasing a hotbox with pothole money. Mike says they can re-use old chunks of asphalt as material to re-spread on roadways for pothole repairs.
- STRAP: No shimming to do for 8A Safety Improvement project. Any repair work will be done on the same day as cold-in-place.
- Employee Sick/Personal/Vacation Time: Discussed how to remedy shortfall and how to avoid tracking problems in the future. Proposal for remedying employee time issue will be discussed between Mike Smith and employee so compensate for shortfall in this fiscal year. Treasurer will provide regular accrual reports. Any further time off will be unpaid. Kara will send a memo to employee.
- Discussed upcoming meeting on April 9th regarding Pothole money/Chap. 90 presentation. Board agrees that one person, Mike Smith, will attend; no need for two.
- CDL licensure: Initial license fee is paid by employee. Once employed with the Town, license renewals will be reimbursed 100% with proper paperwork. Licenses are required for employment. No reimbursement will be offered until renewal as long as that person remains employed by the Town.
- Compactor Project: Discussed costs going forward. DEP has provided requirements including paving (est. cost roughly \$58,280). Need to find out if DEP requires engineer to design site plan.

8:09 p.m. Finance Committee members Don Freeman, Gloria Fisher, Jan Carr, Jeff Simmons, and Ned Wolf entered meeting.

- Budget Items: Machinery/Maintenance account: Further repairs have been made to grader. Reviewed General Expenditure report. Mike will reach out to vendors where outstanding balances are due. He will let Board know if any problems. It's about \$18,985 overdrawn.
- Maintenance/Utilities: Overdrawn due to high electric bills.
- Winter accounts overdrawn roughly \$16,590. Plow is in repair shop. Another plow due for repair – some inquired whether the repair could be delayed till next FY. Mike said, "yes."
- Don made a calculation of what is owed and feels free cash can cover the shortfall at ATM.
- Kara will add Audit Stabilization Account to warrant.
- Discussed uses for Chap. 90 money.
- Beaver maintenance account is overdrawn by \$849.75. The system on Swamp Road needed replacement in addition to annual maintenance fee.
- Pre-school: \$15,000 is to fund afternoon portion. Tabled till further information available.
- Discussed warrant articles related to school.

9:10 p.m. Finance Committee members left meeting.

Mail/ Email:

1. Various emails re: Highway Dept. and Crew
2. Various emails re: WiredWest/MBI. Kara will ask Al Canali to contact Jim Drawe to get numbers revised for Heath.
3. Emails from Mark Reich re: Warrant.
4. Email between Dave Howland and Bob Viarengo. Brian's response is that there is no public water source near prospective site for Public Safety Building. Drainage is addressed in plans.
5. Letter from FC Tech School re: Special Election
6. Email from Monica Webb (response to email sent by Kara L. on behalf of BOS)
7. Email from Claire Rabbitt re: Cemetery
8. Email from Peg Dean re: Ambulance Service Task Force. Select Board asked Kara to send a response declining participation as the meeting is not applicable to Heath any longer.
9. Email from Jim Cerone re: Community Hall Inspection. Reviewed list of what needs to be addressed.
10. Email from Accountant – budgetary notes to discuss
11. Resignations from Val Kaempfer. ***On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to accept Val Kaempfer's resignation from COA and ZBA with regret.***
On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to appoint Jean LaMothe to serve on COA.
12. STAM meeting announcement

Other Separate Documents:

- 1) Town Coordinator Report:
 - The Board authorized the Parks & Recreation Comm. to organize exercise classes at Community Hall using dvds. A health/injury waiver form will be signed by all participants.
 - The Board would like Kara to follow up with Hilma Sumner on adding personnel bylaws to general bylaws and strong chief law, as well.
 - Kara will seek out Bond Counsel
 - No meeting will be held on April 7th. Kara will inform Finance Committee.
- 2) FY16 Budget Spreadsheet
- 3) Draft of ATM Warrant
- 4) Transfer Station Compactor Project checklist for budgeting

Other Business:

Update Municipal Safety/Highway Building Project: Town Counsel reports that the warrant article will need to include authorization to borrow \$4 million with a matching grant to pay up to \$2 million towards that total, cutting expense 50%. Discussed property acquisition – need details on property. Kara will ask Town Counsel if property purchase may be folded into authorization to borrow article. Also to consider is the potential sale of Bray Road property. That article will be taken from warrant. Kara will invite Doug Wilkins to attend a Select Board meeting to review articles.

WiredWest/MBI Update: Al Canali will draft a script to announce on CodeRed call list.

SIGNED:

Request for Leave
FY16 Fuel Bid Survey
Treasury Warrant

TO APPROVE: Reimbursement request from D. Sherman

On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to adjourn at 10:19 p.m.

Next meeting scheduled for April 14, 2015 at 7 p.m.

Respectfully submitted,

Kara M. Leistyna
Town Coordinator