

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
Community Hall  
March 11, 2014

**Called to order** at 8:20 p.m. by Sheila Litchfield with Bill Lattrell, Brian DeVriese and Kara Leistyna, Town Coordinator present. Also present, Hilma Sumner, Town Clerk.

**Reviewed Agenda:** Added to Other Business: Minutes – postponed to March 18.

**Town Clerk:** The Select Board read Hilma's update on the special bylaw project and acknowledged what wonderful progress she had made. Hilma shared that she added some additional sections that she felt were helpful and used by other towns e.g. conduct at Town Meetings. There are other sections that may have been voted but not as bylaws such as Conduct of Town Elections. These sections were never approved by the Attorney General and this is not a requirement but Hilma feels that approval by the Atty. General offers strength in the decision. Discussed formatting. Hilma would like to compile everything and have available for viewing and then a town vote in May. The whole document with revisions and additions will be available in hard copy at Sawyer Hall, in the Library, on website and via email. Discussed posting all on website with headings and separate files so people can click on whichever subject they wish.

Discussed the green burial changes to the Cemetery Commission rules and the roles of burial agent vs. sexton. Hilma said that the Board of Health serves as the agent but can appoint someone else. Usually this is the Town Clerk because it involves death certificates.

The restriction of pets in Town-owned buildings was discussed and whether this should be a policy by the Select Board or a Town bylaw. Has been included in draft Bylaws.

The conversation then turned to budget planning. Hilma has requested an additional \$1,000 for FY15 for document preservation and the establishment of what are essential records. She can access town reports at the State Library in Boston that precede the ones held by Heath by 30 years. She can pay for scans and index the vital records, town minutes, etc. so public can view these electronically rather than touching the ancient papers. People would also have the ability to print out documents for their use. Currently, our older records are on micro-fiche/film and the originals cannot be located. Hilma is still researching the cost to get copies of these files. The Board is very supportive of this project. They would like Hilma to present a handout and provide an update to voters at ATM. Due to schedule conflict, Hilma will nominate a temporary Town Clerk to serve at ATM this year but will provide an update in writing to distribute to voters. The Select Board will review the bylaws. Hilma was thanked for her work.

**8:54 p.m. Hilma Sumner left the meeting.**

**Mail/ Email:**

1. Email from Sheila regarding Request for Services and Kara's email summary of conversation with DOR.
2. Email from Sheila regarding Greenfield Recorder article on School Space
3. Email from Phoebe Walker with explanation for Heath's increase in Health assessment
4. Email from Hilma – draft of bylaws
5. Email from Mike Smith regarding emergency procurement
6. Course Announcement: MEMA ICS-300
7. Invitation to Literacy Night at the Heath School March 20th 6:30-7:30 p.m.
8. Email from Mike Smith regarding Open Burning

9. Email from WiredWest regarding annual assessment.
10. Email from Judy Willis with attached three articles suggested by Bob Aeschback.
11. Email response from Judy Willis regarding warrant articles.
12. Email response from Linda Dunlavy regarding Municipal Aggregation. There are some contradictions and questions that need to be answered regarding the whole process. FRCOG is meeting with HCOG tomorrow and Linda will update the Town.

Other Separate Documents:

- Town of Heath General Bylaws for review
- ATM Warrant DRAFT (ongoing)
- General Fund Expense Report
- STM Warrant
- STM info. Sheet

**Other Business:**

- Town Coordinator report
  - 1) After reviewing warrant, discussed whether a need to use Overlay Surplus. Will discuss with Finance Committee.
  - 2) Charlene has volunteered to paint the post office and stain the door. The Board has no objection to the generous offer.
  - 3) Read Carpenter Award: Bill graciously offered to cover the award for this year. Because interest rates are so low, there is not enough interest to cover the award for this year.
  - 4) Kara will inquire with Town Counsel on the cemetery lease option and whether the Town can enter into an agreement with the North Heath Cemetery Corporation ( a private corp.).
  - 5) Dog Bylaws – The Select Board reviewed the language and changed section (c) to read, “*The owner or keeper of a pack or collection of less than five (5) dogs, three (3) months of age or older may elect to obtain a kennel license in lieu of licensing the dogs individually.*” This change will be included in the larger bylaw revision at ATM.
- Community Partnership for Forest Conservation and Economic Development: Bill attended and offered a summary of the meeting. He said about 30 people were there and there was a lot of opposition to the idea. The program would offer assistance in getting conservation restrictions, conserve forests for use and recreation, provide economic incentives for small towns and offer money for working to develop marketing for wood products, etc. Bill believes it has good potential for benefitting Heath. DCR may get involved and offer management plans. The US government is offering this new option so people can voluntarily opt in to preserve land, manage wildlife habitats – a way to preserve the last remaining wild land in the State. They want to achieve a large tract of contiguous land for wildlife habitat. Selectmen can vote or it can be offered as a vote at ATM. Bill shared some documents that he collected at the meeting. He will ask the FRCOG for updated documents relevant to Heath.

**Signed:**

1. Vacation Request form
2. Community Hall Use Form - revised

***On a motion by Bill Lattrell and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 9:35 p.m.***

Next meeting scheduled for March 18, 2014 at 7:00 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator