MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Community Hall
March 18, 2014

Called to order at 7:00 p.m. by Sheila Litchfield with Bill Lattrell, Brian DeVriese, and Kara Leistyna, Town Coordinator present. Also present Ed Grinnell, Animal Control and Sarah Hettlinger, Asst. Animal Control.

Reviewed Agenda: Added to Other Business: 7 p.m. Animal Control Officers on Dog Incident/Complaint

Dog Incident: Ed Grinnell, Regional Animal Control Officer and Sarah Hettlinger, Asst. ACO, reported that a complaint came in this morning. A younger Rottweiler and a cocker spaniel-type dog were seen actively killing chickens. Two chickens and a rooster were reported dead. The owner of the chickens physically returned the dogs to their owner and they were accepted into the home. The dogs are unregistered according to the town clerk. The owner of the dogs has a previous order in place as a result of a dog hearing that was held March 21, 2013. This recent incident is in violation of that order. Reviewed state laws and action that can be taken. Reviewed March 27, 2013 notice of decision and options for enforcement. Fines were waived back in 2013 as a good faith gesture to encourage compliance with the order. The owner of the dogs has violated #1, #2, #3 and #4 of the original order, and #1 and #2 of amended order dated Sept. 3, 2013. Will consult with Town Counsel on how to proceed. Sarah will contact owner of chickens and get photos and testimony. There is a long history of trying to work with the owner of the dogs but a lack of compliance continues and safety is a concern. Discussed ACO training. If an opportunity arises, Sarah will bring any costs to the Select Board for budget planning. Also, discussed rabies vaccination and cost with Sarah. Sarah will make arrangements to get this preventative vaccine. The Board thanked both ACOs for their time.

This is a second offense by the dog owner. They have disobeyed the notice of decision and amended notice of decision. ***On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to pursue enforcement of Notice of Decision dated March 27, 2013 and Amended Notice of Decision dated September 9, 2013 as a result of a new complaint dated 3/18/14.***

7:37 p.m. Ed Grinnell and Sarah Hettlinger left meeting.
8:04 p.m. Finance Committee members Don Freeman, Gloria Fisher, Ned Wolf and Kathy Inman entered meeting.

FY15 Budget Review/Meeting with Finance Committee:

- Reviewed Budget Spreadsheet for FY15: Looked over Job Classification tab and discussed possible 1.5% COLA. Made adjustment to Building Maintenance Coordinator so pay is at rate from $15.75 to $17.03 per hour. With COLA it would be 17.29 per hour or a $1,205.82 increase. COLA will be applied to all hourly/salary positions including Board of Health Clerk and Assessor Adm. Asst. The additional $800 requested for Assessor Adm. Asst. will not be applicable to COLA as it is a one-time increase for reval year. Town Nurse: Sheila is going to prepare a comparison for FY16. Other comparable towns use FRCOG Nurse. Need to get rate that they are paid. Heath is low compared to other Western MA towns. Discussed new column for Market Rate –need to formulate. Town Coordinator position increased from 12 to 18 after re-classification. Discussed an incremental increase. Difficulties arise when spread over time because the proposed rate is the low point within the grade and it would take three years to get it to mid-grade or rate. Town Accountant position has been frozen because the pay rate is above grade and has been for

some time. After review and revision of job description, grade remained same. However, COLA will be applied because it's been at least five years since there has been a change in pay rate.

- Article 3: No stipend increases will be applied this year. Research is ongoing. Discussed line items in Art. 3. WiredWest has requested an annual fee of $1,000. Bill and Gloria will attend WiredWest meeting on March 20 to discuss funding of third mile. They will listen and gather information to determine if this option is affordable and whether other options are needed. Discussed Tax Collector's need for a new computer. $1,360 will be removed from FY15 tax collector expense line item and paid from from F14 tax collector expense account. If funds needed, a transfer can be made at time of STM in May. Sawyer Hall maintenance and utility account was level funded. Kara will compile a 3-5 year history of transfer requests for Highway Dept. on STM warrants. Kara will find out why BOH Health Agent services have increased and ask BOH for a detailed list of what is done. Kara will confirm why there is a health insurance increase for FY15. Special Projects include Sawyer Hall roof – adding gutters and ice guards to front, heating zone/valve repair; repair of cement steps at Community Hall and Sawyer Hall foyer carpet replacement. Kara and Tim have sought estimates but waiting for responses. Level funded Special Projects line item at $14,700. Installation of Knox Boxes on Town Buildings as recommended by Fire Chief will be paid out of FY14 budget. Additional costs beyond what was budgeted in FY14 for MBI fiber network equipment/installation can be covered in FY14 out of Maintenance & Utilities.
- ATM Warrant: Technical School Operating assessment is $41,533. Free Cash balance is $185,000. Finance Committee would like to use $50,000 to reduce taxes in FY15. They recommend using $70,000 for the large vehicle stabilization fund and $30,000 for the school and town building capital improvement stabilization fund. Delete Art. 18. Free cash will be used to fund stabilization accounts. COLA will be applied to the $4,992 portion of Assessor Adm. Asst. position.

9:34 p.m. Finance Committee left meeting.

Review Minutes:

On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 2/18/14 meeting as amended.

On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 2/25/14 meeting as presented.

On a motion by Bill Lattrell and seconded by Sheila Litchfield, the Board voted unanimously to approve the minutes of 3/04/14 meeting as presented. Brian DeVriese abstained.

Mail/ Email:

1. Email from Hilma – and revised bylaws for review. Kara will add to 3/25 agenda.
2. Email from Mike regarding employee's pay. Matter resolved.
3. Email from Mike asking you to modify your vote regarding 10 hour work days to begin March 31st and end Oct. 20th for 2014. ***On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted to amend vote taken 3/04/14 to read, the Board voted unanimously to approve the Highway Dept. Supervisor's request for all highway personnel to work a 10 hour shift, 6am to 4pm, four days per week from Monday through Thursday beginning March 31, 2014 and ending October 10, 2014 at which time the workday will be eight hours, 7am to 3pm, five days per week from Monday through Friday beginning October 13, 2014 and ending March 27, 2015 with a half hour lunch break included. This will occur annually with slightly different starting and ending dates depending on payroll calendar.***
4. Email from FCCIP informing Towns of a recent glitch in programming.
5. Conversation regarding Tom Flynn and Transfer Station haul weight, transfer station permits, etc.
6. Email from Sheila regarding Select Board Assoc. meeting and relevant materials

7. Email from Mike on budgeting for Knox Boxes (discussed back in 2012 but never budgeted). Mike feels this is necessary and prices it at $250 per box or building (3 boxes=$750)
8. Mass DOR: Excess & Deficiency Franklin County Tech (E&D) $151,309
9. 2014 Hampshire & Franklin Municipal Conference Announcement
10. Informational Brunch at B-SF Sr. Center, April 5 11 am
11. The Roads and Bridges of Franklin County: 3/20 7-9pm FRCOG Selectboard Essentials Series

Other Separate Documents:

- Town of Heath General Bylaws for review
- ATM Warrant DRAFT (ongoing)
- FY15 Budget spreadsheet
- TC Report: Discussed transfer station outstanding permits and updated list. Discussed possibility of a permit plus bags and how that may encourage recycling.
- FC Tech Budget FY15
- FY15 Budget Issues and Other Related Matters from MA DLS

Other Business:

1. Community Partnership for Forest Conservation and Economic Development: Bill called Peggy Sloan and left message regarding ATM warrant and whether an article would be needed. Would need to be relayed soon or handled on a future warrant. Unlikely item to be addressed on STM warrant.
2. Community Hall Heating Repair Status: New heat exchanger was installed. A large table was blocking main outlet for heat which caused problems. This table was removed. Nothing can obstruct that vent. Glen White will return and do an assessment of heating zones/thermostats, etc. and how it can be fixed so that the heat is more consistent and perhaps some way to install thermostat upstairs. Fire door had to be removed to allow for installation of exchanger – door was 31" and standard width is 36".
3. Follow-up from Franklin County Selectmen's Assoc. meeting: Hampshire and Franklin County population was bundled together which flattened data. Heath numbers were determined to be statistically insignificant.
4. Upcoming Hampshire-Franklin Municipal Conference on April 12: Brian will attend.

Signed:

1. Weekly Warrants
2. FRCOG Fuel FY2015 worksheets
3. FCSWMD Hazardous Waste Generator Paperwork

On a motion by Bill Lattrell and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 10:26 p.m.

Next meeting scheduled for March 25, 2014 at 7:00 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator