

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Community Hall
March 26, 2013

Called to order at 7:10 p.m. by Sheila Litchfield, with Tom Lively Kara Leistyna, Town Coordinator present.

Reviewed Agenda: Added to other business: Review Dog Hearing Order of Decision letter.

*Going forward, guests will be scheduled starting at 7:30 p.m. to allow time for review of minutes.

Reviewed Minutes: *On a motion by Tom Lively and seconded by Sheila Litchfield, the minutes of the 2/26/13 Select Board meeting were approved as amended.*

7:22 p.m. Hilma Sumner, Town Clerk, entered meeting. Finance Committee members Don Freeman, Jeff Simmons, Kathy Inman, Gloria Fisher and Ned Wolf and Brian DeVriese entered shortly after.

Town Clerk Budget Hearing/Joint meeting with Finance Committee:

Reviewed FY14 Budget Request with salary increase (\$20/hour and 20 hours/week). Currently, \$17.36 is her current hourly rate at 15 hours/week). Hilma's reason for the request is the same as last year – level of responsibility and skill needed for job. She feels it is sometimes supervisory in nature (constables and election workers). Hilma modified her request and feels that 15 hours per week would be satisfactory. She says she averages 16-17 hours per week although this year there have been major zoning bylaw changes and a special election. Board asked about the status of the special project that was budgeted separately for FY13 (\$2,600). Hilma reported that her objective is to read back to 1900. 1900-1920 still needs to be compiled then she would like to tackle 1785-1900. She also would like to check on what issues have been passed or accepted as MA General Law or as a general policy (e.g. setting date of Annual Town Meeting). She has not copied any data on cd/flash drive yet. She would like to find pertinent information first then organize in electronic form so it can be easily accessed and printed. She will need to consult with other Clerks to get advice on codification (setting up in sections and sub-sections) process. Discussed comparable towns and what they pay their clerk. Sometimes it is difficult to compare because many towns have a person doing more than one job with a combined income. When looking strictly at Town Clerk, Heath pays more than the other towns according to the FRCOG wage survey. Hilma was asked what her hours are mostly devoted to. She has dog licenses, elections and reports, zoning bylaws, monthly report and annual; town meetings; genealogy requests – vital record info. and other licenses (marriage, business, etc.) Discussed special project and expenses. Hilma is asking for an additional \$1,000 for special project. She says the bulk of the time consuming work will be done by July 1, 2013 but she anticipates, "the end of the work happening after July 1st." Hilma was asked about retaining Town Clerk fees. She reports that she keeps some fees although she wasn't sure of the amount and referred the Select Board to the accountant for the records. She keeps fees for certified copies of vital records - \$5/copy, \$1 for each dog license, \$15 for marriage licenses – roughly \$300-400 per year is retained by her. Also, discussed hours. Eight of the 15 hours she is paid for are posted. She reports the rest are spent on elections and at home typing minutes, phone calls and emailing as well as sometimes hours spent at town hall. The Board advised her to keep all public records at the town hall; she assured them she does. She no longer handles fishing/hunting licenses. The Town Clerk job description was reviewed and revised last year and remains a grade 10. Budget hearing closed.

Dog Issue and Bylaws: Reviewed letter with Town Clerk and made revisions. Discussed kennel licenses and state law definitions. Confirmed that kennels are allowed by special permit but not allowed in Heath Center district. Also reviewed what needed changing to current bylaws.

8:22 p.m. Hilma left meeting.

Continued Joint Budget Meeting:

- Discussed Software Management issue between Assessors and Tax Collector
- Determined that Jeffrey & Jeffrey are the Deputy Collectors for Heath
- Tom spoke with Tax Collector and there is back-up and documentation for the computer program she uses; Board would like to meet with her to discuss further
- Need to discuss COLA as a group
- COA: added a \$1,000 line item for meal start up and a revolving account funded by receipts from meal donations. Sheila will meet with Val to discuss needs.
- Special Projects: Furnace/Boiler; insulation and storm windows could potentially be funded through the Green Communities grant in a future year if they can wait. Listed priorities for FY14
- Reviewed Town Clerk request; COLA and highway salaries
- New job descriptions for Animal Inspector and Animal Control Officer; suggested higher stipend for Animal Control Officer. Almost done with job description for building manager and salary classification
- Town Clerk: difficult to determine number of hours needed for job without time sheets. Pay is high compared to other nearby towns. Discussed the special project status and desire to have evidence of progress on bylaw project.
- EOC: Will need to be a project for Mike – need number for repair.
- Elected versus appointed: Discussed change proposal for Animal Control Officer. Need language for article.

9:25 p.m. Finance Committee members left meeting.

Mail/Email:

- Correspondence from Debbie Cavalier regarding dog issues. Kara will respond once Mr. Woodard is notified of decision.
- Follow up email with quotes for paper compactor
- AXIA meeting announcement 4/11/13. Board would like to know if Al Canali is attending.
- Email from Sheila regarding elected vs appointed positions. Kara will prepare wording for ballot question.
- Town Coordinator report
- ***On a motion by Brian DeVriese and seconded by Tom Lively, the Board voted unanimously to appoint Sheila Litchfield to work with District Long Range Planning team.***

Other Business:

Dog Bylaws: need clarification on kennel issue and definitions/number of dogs. Does the change affect the Zoning Bylaws? To be determined.

Dog Issue: Reviewed Order of Decision to Mr. Woodard and made revisions. Signed. Margo will hand deliver letter.

Reviewed Minutes: ***On a motion by Brian DeVriese and seconded by Tom Lively, the Board voted unanimously to approved the minutes of 3/12/13 meeting as amended.***

Discussed new tax maps and use of Registry of Deeds numbering. Need more information on what town can do regarding the re-numbering. Tabled till sometime in August.

Painting Sawyer and Community Hall: Discussed type of paint that should be ordered - Oil primer and latex paint (exterior). Discussed possibility of lead paint and the need for parameters in handling it (masks, tarps, supervisor, etc.)

ATM Warrant: Reviewed and Kara will update.

Signed documents: Warrants, Vacation Request, Letter of Support for Dave Howland/ New Chapter of MASSAR in Western MA and Fuel Bid Request FY14 FRCOG

On a motion by Brian DeVriese and seconded by Tom Lively, the Board voted unanimously to adjourn at 10:50 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator