

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Community Hall
April 13, 2016

MassDOT Public Hearing, 7 p.m. Hearing closed 7:37 p.m.

Board of Selectmen Meeting called to order at 7:40 p.m. by Sheila Litchfield, with Brian DeVriese, Bill Lattrell and Kara Leistyna, Town Coordinator present. Jan Carr, Ned Wolf, and Mike Shattuck also in attendance.

Reviewed Agenda: Added to Appointments and Other Business:

- Mike Shattuck, Highway Supt.
- Discussion of Clark Rowell's email: Debt Limit Increase Vote

Mike Shattuck/Highway Update: Discussed highway matters.

- Looked at Salary Proposals and presented adjustment to grading system. Discussed increase proposed for transfer station attendant, Grade 3. Changed name of position to reflect title on Job Description – Transfer Station Attendant. Job description is accurate and the grade allows room for growth. Looked at FRCOG Salary comparison and proposed \$14.58/hour. Discussed superintendent's salary and need for CDL license for one crew member.
- Discussed Sr. Center pavement issue. Mike assessed area and determined it was at maximum level so padding it would create a lip at the egress. Instead, a catch basin installed near lowest depression with a pipe running to the right of building was proposed to divert water from entrance area. ConCom would review in order to issue permit. This will be a summer project, possibly end of July.
- Also, Dell Road topcoat will be completed and paid for with Chap. 90 money including a guardrail replacement.
- Some tree work is needed on Royer Road. Land owners will be contacted.
- Mike walked Avery Brook Road with reps. from MassDOT and FRCOG staff to discuss possibly replacement project. Town would have to pay 10% design costs. This is a long-term planning project but before any action would be taken, if any, informational meetings would be held to review proposal and process and to get a sense of the support from residents for such a project which would cost roughly \$3 million but paid with State and Federal funds. The Select Board decided not to pursue this project.
- Discussed need for new truck. Select Board would like to get Capital Plan in order, with Community Compact assistance. Reviewed debt service and will need to plan for large ticket purchases. Truck #4 is no longer cost effective at this time. All trucks have been inspected for over a year. Once Truck #3 (2004) is back from repair, fleet in working order. Discussed maintenance plan.

9:06 p.m. Mike Shattuck left meeting.

Other Business:

1. Reviewed draft of warrant and Art. 3.
2. Drafted Broadband Resolution for warrant.
3. Kara will check with Town Counsel on whether or not Select Board/Finance Comm. may provide recommendation or not for a citizen petitioned article.

4. Several people will attend Stan Rosenberg's conference at GCC.
5. Open Space Plan – Kara will ask Planning Board to contact Conway School of Landscape Design to see if they are interested in updating our plan.
6. Discussed status of funding for Safety Complex.
7. MTRSD Business Manager, Mike Kociela, School Comm. reps, Heath Education Initiative Task Force, and Select Board will meet Thursday, April 28 at Community Hall to discussed proposed changes to regional agreement, and FY17 school budget.
8. Kara will ask Eileen Lively about Foot Clinic and inform her that it will be open to all residents if money is appropriated to fund it.
9. Sheila will draft a memo to recap meeting held April 11 with Collector/Assessors and plans for transition.
10. Kara will remind Ken Erho that dog matters must be in writing.
11. Kara will schedule performance reviews for those who are due.

9:50 p.m. Ned Wolf left meeting.

Mail/Email:

1. Email from Clark Rowell re: Debt Limit increase vote with suggested language. *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to authorize the Treasurer to file an application with the Municipal Finance Oversight Board to request an increase to the Town's debt limit to \$6,000,000 in accordance with Chapter 44, Section 10, of the General Laws and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for this purpose.*
2. Email from Clark Rowell re: Rural Development Broadband Loan program
3. Email from Mike Shattuck answers to questions
4. Email from Sheila re: broadband resolution and draft documents
5. Email from Dave Howland re: Broadband
6. Email from Cal Carr re: Dave Howland's letter to Jay Ash
7. Letter to Governor – from Jan Carr re: broadband
8. WiredWest related emails (some in hard copy)
9. Email from accountant re: year-end transfers
10. Email from Budge Litchfield and others re: meeting arrangements for April 28
11. Email from Martha Thurber re: Warrant articles/Synopsis
12. Email from Mike Kociela to Town Clerks and Admins re: borrowing authorization (Town Clerk will respond)
13. Emails from Bob V. re: Safety Complex (4 pages including copy of certified mail cards)
14. Email from Gary Ponce re: Valley Gives, May 3, 2016
15. Email from Lorena Loubsky re: grant Program. Will suggest she forward it to Heath Ag. Society.
16. Email from FCCIP – meeting change and budget
17. Notes from Municipal Modernization An Act to modernize municipal finance and government attended by Gloria Fisher
18. Estimates from Tim Lively for sink replacements in Sawyer Hall. Remind Tim that they need to be handicapped accessible.
19. Email from ABCC
20. Note from HRA – info session regarding CDBG grants
21. Letter from Franklin County Sheriff's Office Regional Dog Control & Adoption Center
22. Letter from FRCOG – Traffic Count. Kara will ask Mike if there is any where in town needed.

Other Separate Documents for review:

23. Town Coordinator Report
24. FY17 Budget Spreadsheet 4/13/16
25. FY17 ATM Warrant DRAFT 4/13/16

26. Broadband Resolution (hard copy) for revision
27. Copier quotes
28. Accountant's Reconciliation March, 2016
29. Updated tax taking list from Treasurer
30. NE IT Quote – they recommend \$10,000 for IT services (audit, services, support, hardware/software needs)
31. Safety Inspection Report

SIGNED:

MassDOT Chap. 90 Reimbursement request (second copy)
Regional Dog Control Services MOU

Next meeting scheduled for April 19, 2016 at 7 p.m.

On a motion by Bill Lattrell, and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 10:30 p.m.

Respectfully submitted,

**Kara Leistyna
Town Coordinator**