

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
April 21, 2015

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

Reviewed Agenda: Will review meeting minutes from 3/24 at next scheduled meeting; 4/14 instead of 4/7 minutes to be reviewed tonight. Add: Summary of Tax Taking Discussion with Kris Nartowicz on 4/20/15.

Preparation for Meeting with Supt. Buoniconti and Mike Kociela:

1. Explanation of Pre-School calculation
2. Passage of budget – what happens if it doesn't pass?
3. Capital Costs, deferment costs more as time passes

Reviewed Minutes:

On a motion by Bill Lattrell, and seconded by Sheila Litchfield, the Board voted unanimously to approve the 3/31/15 Select Board meeting minutes as amended.

On a motion by Bill Lattrell, and seconded by Sheila Litchfield, the Board voted unanimously to approve the 4/14/15 Select Board meeting minutes as amended.

7:23 p.m. Mike Kociela, MTRSD Business Administrator entered meeting. Ken Roche, School Comm. Rep. entered shortly after followed by Finance Committee members Don Freeman, Gloria Fisher, Jan Carr, and Ned Wolf at 7:29 p.m. 7:33 p.m. Budge Litchfield, School Comm. Rep. arrived.

MTRSD Budget: Sheila welcomed Mr. Kociela to the meeting. He was thanked for his work. Sheila reviewed list of discussion items (see above).

1. **Pre-School:** \$15,000 calculated for afternoon P-K program for Heath families. This covers additional staff. The proposed P-K program will make full day available, 5 days/week. Currently, 3 days/week, mornings are offered. The total proposed cost for Heath is \$19,547 (morning), and \$15,000 (afternoon) = \$34,547. District-wide proposal will cover P-K morning program. Ken shared that it is difficult to draw a direct correlation per student – cost is not based on per student basis but rather based on assessment cost. This proposal expands the number of seats available district-wide as well as expands hours. Heath will increase from 3 day to 5 day/full-time program. It offers P-K opportunity for other schools within district. \$19,547 is Heath's share to expand a district-wide opportunity. This point is missed in many recent discussions by other towns. It is a complex formula based on enrollment x cost allocation (assessment); and a 5-year rolling average. The budget increase to B-S is due to minimum contribution calculation and enrollment increase. B-S has had a enthusiastic response for P-K and that includes the addition of staff. Because free P-K is offered, schools see an increase in enrollment. Heath has experienced an upward trend in enrollment.
2. **Passage of Budget – what happens if it doesn't pass?** If a no vote, there is no budget. Passage is based on points – ten points are needed for passage. K-12 towns = 2 points; 7-12 points = 1 point. If nothing passed, School Committee comes up with a revised budget and then towns have 45 days to bring up at a town meeting. If budget is passed by Heath, but not passed overall, Heath is not obligated to hold another vote. If no budget by July 1st, Education Comm. sets operating budget based on 1/12 cost of previous year's budget until budget is passed. If not set by December, Commissioner sets budget for district – a very rare occurrence.

3. **Capital Improvement Plan:** Deferment costs more as time passes. The five year plan is updated periodically but used as a basis for improvements/repairs. Priorities may shift as needs change. Internal maintenance budget can handle some issues and results in savings. After a sense of the cost of projects, the debt service will be built into FY17 assessment.
4. **School Bus:** The current bus is roughly 13 years old. It needs updates. Requirements state the bus must be ten years old or less. This vehicle is used for after school activities, athletics, field trips. Owning saves the district money. Three buses are owned currently.
5. **What cuts would you make if paring down is needed?** Mike K. responded that efforts to save on maintenance have been made. They have been able to reduce capital expenditures, e.g. tennis courts and parking lot repair, by handling internally. Projects under \$10,000 may be handled in operating budget. They will use the Potomac Study to analyze project needs. They are trying to maintain a five-year plan.
6. Discussed how some towns want to seek separate votes on warrant rather than voting on the budget as a whole. MTRSD believes this should be combined in warrant. Chap. 70 dictates one budget number approved for operating budget. If separate, this would enable line item vetoes and there is no authority to do so.
7. Discussed the inclusion of **Rowe** in District. Tuition is based on regional agreement. If Rowe is a member, the assessment increases and overall would translate to a District-wide decrease.
8. Mike Kociela, Budge Litchfield, and Ken Rocke were thanked and appreciated for their work.

8:20 p.m. Budge Litchfield, Ken Rocke, and Mike Kociela left meeting.

Budget Meeting:

- Discussed accounts to use to cover FY15 shortfalls. Gloria provided a calculation of all expenses and deducted from free cash (balance \$165,388). Kara will review all accounts with accountant.
- Reviewed ATM warrant draft articles.
- Discussed compactor replacement project and cost to complete. It may be completed in phases. Kara will find out if Chap. 90 funds may be used to pay for paving portion.
- Discussed COLA. Board and Finance Committee will decide on proposed amount next week.
- Board and Finance Committee recommend all school related articles.
- Board of Health Revolving Fund: Kara will check with Board of Health to see how much they will be using and the excess may be used for other expenses in FY15.
- WiredWest: Discussed. Awaiting information on business plan. All agree this is a need and important for the Town but need more information in order to answer critical questions. May be prudent to delay vote to a later date when information is available. Kara will contact Jim Drawe, Treasurer at WiredWest to get further information. Important to get word out to ensure Heath meets 40% subscriber goal. Property values are affected if no high speed internet is accessible. The Town has \$240,000 in delinquent taxes and it's going to get worse if these services remain unavailable to many homes.
- Municipal Safety/Highway Building Project: Kara will get clarification from Town Counsel on article wording. Discussed need and how some residents do not feel it is necessary. In order to take advantage of the 50% matching grant from the Commonwealth, the Town needs to take action now. If building is closed, homeowner insurance increases as the Town will have to rely on neighboring fire depts. for emergency service. Both the Board and Finance Committee recommend the article. Land acquisition will be discussed at a later date.
- Moderator will be attending meeting next week.
- A Long Term Capital Improvement Plan Team will be discussed after Annual Town Meeting.

9:39 p.m. Finance Committee members Don Freeman, Gloria Fisher, and Jan Carr left meeting.

Town Coordinator Report and Other Business:

1. Kara will ask Treasurer for a list of properties going to auction as well as a list of delinquencies.

2. Discussed draft of General Bylaws of Town of Heath. Need clarification on which section of Strong Chief Bylaw to use – there is some conflicting language. Sheila will offer to help with formatting.

Mail/ Email:

1. Email from Mike regarding purchase of DEFIB units for FD
2. Email from Sheila and follow up request for INR Equipment purchase from Claire Rabbitt, Nurse. Discussed the use of balance of interest in Hands Across Heath and the balance of MediManagement Grant. ***On a motion by Bill and seconded by Sheila, the Board voted unanimously to authorize the Town Nurse to purchase INR Equipment at a cost of \$1,615.39 plus shipping.***
3. Email from Don Freeman regarding warrant articles and impact on tax rate
4. Corrected warrant articles from MTRSD
5. MTRSD School Budget
6. Email with Kris Nartowicz regarding bond counsel
7. Email from Tracey Baronas regarding Outstanding Bills as of 4.20.15
8. Email from Al with updated number for warrant (WiredWest)
9. Letter from FCSWMD with explanation for warrant article on contract with MRF (Springfield Materials Recycling Facility)
10. Pre-School operating assessment for Heath (\$19,547)
11. Heath School enrollment numbers
12. Email from Al Canali requesting WiredWest video posted on website
13. Email from Bob Viarengo response to Art Schwenger re: MBI
14. Town of Heath Police and Fire Accident Renewal Quote for FY16
15. HRA Quarterly Report
16. MA Cultural Council Thank you for Advocacy
17. Email from Ryan Johnson with FY16 TAP Workplan
18. Email from Sheila regarding Capital Improvement Plan DRAFT

Other Separate Documents:

1. Town Coordinator Report
2. FY16 Budget Spreadsheet
3. Draft of ATM Warrant
4. Transfer Station Compactor Project checklist for budgeting
5. Heath General Bylaws - DRAFT
6. FRCOG Annual Report 2014
7. TAP Workplan FY16

SIGNED:

1. Borrowing Note – Renewal. ***On a motion by Bill Lattrell, and seconded by Sheila Litchfield, the Board voted unanimously to sign renewal for highway garage door expansion Note #397, in the amount of \$8,000.***
2. Police & Fire Accident Coverage Quote for FY16 in the amount of \$11,441. An increase from last year in the amount of \$444.
3. Request for Leave Form

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

Next meeting scheduled for April 28, 2015 at 7 p.m.

Respectfully submitted,

Kara M. Leistyna

Town Coordinator