

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
SAWYER HALL  
April 10, 2012

Called to order at 7:05 p.m. by Tom Lively, with Brian DeVriese and Sheila Litchfield present. Also present, Town Coordinator, Kara Leistyna.

**Reviewed Agenda:** No changes.

**Reviewed Minutes:** Brian moved to accept minutes of 03/28/12 Select Board meeting as amended. Sheila seconded. Vote was unanimous. Motion carried.

**7:21 p.m. Deborah Porter entered meeting.**

Brian moved to accept minutes of 04/03/12 Select Board meeting as amended. Sheila seconded. Vote was unanimous. Motion carried.

**7:30 p.m. Don Freeman, David Gott, Jan Carr and Ned Wolf of the Finance Committee entered the meeting for Space Task Force report.**

**Space Task Force Report:** Sheila distributed the 2011 Space Needs Task Force Report and presented a summary. She shared that the 1999 Town Building Assessment and Planning Report was an excellent resource and is referenced in the current report. The status of the recommendations from the 1999 report was reviewed and most of the recommendations for Town buildings remain applicable today although many have already been implemented. To address the current needs, a survey was conducted on 27 departments/committees. Sheila summarized the results. Cost implications and follow up are priorities as well as regulatory compliance (storage and maintenance of records), applicable training and ADA compliance. The Task Force will make any changes needed to the report and submit to the Board of Selectmen for review and implementation. A follow-up committee will need to be appointed as once this report is finalized, the work of this committee is done.

On a motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to appoint Karen Brooks to the Space Task Force.

**7:50 p.m. Margot Newton, Police Chief, entered meeting.**

**8:10 p.m. Don Freeman, David Gott, Jan Carr and Ned Wolf of the Finance Committee and Deborah Porter left the meeting.**

**Performance Review conducted for Police Chief, Margot Newton. Margot was thanked for a job well done.**

**8:35 p.m. Margot Newton left meeting.**

## **Mail/ Email:**

FYI Mail/ Email:

1. Average weekly hours submitted by Treasurer
2. Letter from Senator Kerry acknowledging support for The Steering Committee for Planning Today for Building Resilient Communities Tomorrow in the Deerfield River Watershed
3. Email from Maureen Mullaney regarding follow-up to bridge inquiry
4. Highlights from REPC meeting submitted by Tim Lively
5. Planning Board clerical changes to the bylaw book
6. Letter from MEMA regarding extension of certification period for local and regional emergency planning committees (EPC)
7. Heath Highway Dept. Report 4/9/12
8. Letter from Mass DOT acknowledging weight limit posting change as requested on Dell Bridge
9. Email from Jan Ameen regarding cost savings of \$17,000 with PAYT program
10. Heath Nurse Report 4/10/12
11. Memo from Accountant regarding recycling escrow. Tom will discuss with Tracey.

Requires Action:

1. Invoice from Jerry Ferguson for work on Community Hall generator and light in Post Office. Board voted to approve payment to Jerry Ferguson as submitted.
2. Pre-school appropriation needs authorization in the amount of \$15,000. On a motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to approve payment in the amount of \$15,000.00 for Heath Pre-School contribution as voted in 2011 Town Warrant article 3, line 140.
3. Email from Eileen regarding fan at Comm. Hall. Kara will follow-up with a call to manufacturer and Kittredge Equipment Co., Inc.
4. On a motion from Brian DeVriese and seconded by Tom Lively, the Select Board voted unanimously, with Sheila Litchfield abstaining, to establish the Heath Animal Fund for use by the Heath Dog Officer, upon the approval of the Selectmen, for the purpose of providing emergency veterinary care to animals under the care of the Heath Dog Officer, and accept a contribution of \$100 from Budge & Sheila Litchfield.” The Board will create a Standard Operating Procedure.
5. Discussed wording for ballot question regarding winter hours at transfer station. On a motion from Brian DeVriese and seconded by Tom Lively, the Select Board voted unanimously to approve ballot wording as written. Kara will forward to Town Clerk.

**8:45 p.m. Don Freeman, Jan Carr, Ned Wolf and Dave Gott re-entered meeting.**

**Budget Meeting with Finance Committee:** Finance Committee reviewed the ATM warrant and Article 3 and gave recommendations as well as pointed out areas of concern/questions. Discussed the possibility of borrowing since the Town is nowhere near debt limit. Town Coordinator will make changes to ATM warrant and Budget Spreadsheet and distribute to Finance Committee and Board of Selectmen for review at next scheduled meeting.

**9:45 p.m. Don Freeman, Jan Carr, Ned Wolf and Dave Gott left meeting.**

Discussed STM warrant and replenishing the legal fees account which is low due to Bylaw preparation, etc. Decided to increase amount of account to cover expenses through the end of the year. Kara will prepare warrant for next meeting.

Brian made a motion to hold a Special Town Meeting at 8:30 a.m. on May 12, 2012 at the Heath Elementary School. Sheila seconded. Vote was unanimous and motion carried.

Reviewed wording for Dog Bylaw; discussed Town Counsel's response regarding Assessors' Clerk title and changing it to Administrative Assistant. Kara had spoken with Phoebe Walker regarding the Regional Board of Health. The Board will invite her to a joint meeting with Board of Health.

Warrants signed.

Brian moved to adjourn at 10:45 p.m. Sheila seconded. Vote was unanimous.

**Next meeting is scheduled for April 17, 2012 at 7 p.m.**

Respectfully Submitted,  
Kara Leistyna, Town Coordinator