

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
May 23, 2011

Called to order at 7:00 p.m. by Tom Lively with Sheila Litchfield present. Also present Town Coordinator Kara Leistyna and Earl Bowen, Zoar Stone & Gravel.

Added Earl Bowen to the agenda at 7 p.m.

Earl Bowen presented his bids for Highway Products & Services, FY12. Mr. Bowen stated that he was not included in the bid process for this year. He corresponded with Andrea Woods, FRCOG Chief Procurement Officer. He wants to provide a bid for Mike Smith/Town of Heath which is \$14,500.00 lower for the Town. It is past the bid period but he is making himself available for any questions. The Board responded that they need to talk with Andrea Woods as they are unsure of the legality of accepting a bid that was presented after the deadline. Mr. Bowen added that the Town can reject in whole or part as they deem in the best public interest. Mr. Bowen offered a letter that he addressed to Mike Smith, dated May 18, 2011. (Bids opened 5/4/11). The Board indicated that the Town would have accepted his low bid if it had been part of the regular bid process and that if his bid is allowed per Andrea Woods, the Board will agree to do it. A decision on the bids is due tomorrow, 5/24/11. Board reviewed Mr. Bowen's pricing and was concerned that he did see everyone's pricing before preparing his bid. The Board will discuss with Andrea what the law allows. Copies were made of Mr. Bowen's bid and liability insurance. Currently the Town is under contract with Zoar Stone & Gravel till 6/30/11.

On a motion by Sheila, seconded by Tom, The Board voted unanimously to accept the bid from Zoar Stone & Gravel for 3" crushed gravel; 1.5" crushed gravel and 1.5" crushed stone pending Andrea Wood's determination if law allows accepting a bid outside of the regular bidding process. If we cannot accept this outside bid, then we will accept low bid for those products from other venders.

For all other products:

On a motion by Sheila, and seconded by Tom, The Board voted unanimously to accept bids for remaining products:

- Bank Run Gravel 6" max to Mitchell Excavating
- 1" Crushed Gravel to Mitchell Excavating
- ¾" Crushed Stone (traprock) to Mitchell Excavating
- Rip-Rap to Lane Construction
- Dumped Rip-Rap to Mitchell Excavating
- Stone for Pipe Ends to Mitchell Excavating
- Alt. to Liquid Calc Delivered in Bulk to All States Asphalt
- Road Crack Sealing to Crack Sealing, Inc.
- Stone Seal to Comer Contracting, Inc.
- Bituminous Concrete Picked Up to Warner Brothers
- Bituminous Concrete Applied-in-Place to Warner Brothers
- Tack Coat to Warner Brothers
- High Performance Cold Patch to Warner Brothers

Kara will contact Andrea first thing in morning regarding Mr. Bowen's bids.

7:44 p.m. Hilma Sumner entered meeting. Resumed discussion of Conflict of Interest training. Hilma affirmed that everyone is supposed to complete training including paid employees, committee members and appointees. Sheila added there are exceptions for very part-time, short term duration positions. Hilma agreed. When complete, certificate should be filed with Town Clerk. Sheila believes it is the Town Clerk's responsibility according to State guidelines to be the contact person for employees in this respect. Everyone needs to be notified. Kara will look in personnel files and pull certificates out and give to Hilma. For those who are not computer literate, they may need assistance with completion. Training is supposed to be

completed annually. Discussed how this pertains to our town. A joint letter from Hilma and BOS needs to be sent outlining how the Town needs to comply with Conflict of Interest Law. This is an unfunded mandate and it will require a lot of expense to maintain. Need a list of those who should be included and those who should be exempted. Hilma will read Sheila's notes regarding the law and let Kara know when she can revisit issue with Board.

8:02 p.m. Ned Wolf and Dave Gott entered meeting.

8:04 p.m. Hilma left meeting.

Reviewed agenda: Nomination of Inspector of Animals.

Added to Other Business: Water Testing at garage, Trustees Update, Fuel Bids, Well Capping in Charlemont and STM articles.

Scheduled Tax District Hearing for June 3, 2011 at 8:30 a.m. Will talk with Val about posting. Assessors determine rate, DOR verifies, BOS is informed. Suggestion that Finance Committee meet with Assessors with questions, ask about delay and try to get some clear answers.

Inspector of Animals: Requires a lot of training and paperwork. Bob Tanner looked into it and discussed with State the training but did not follow-up regarding appointment. Need to have discussion. Kara will call to check status of his training.

Space Needs/ Plan: After a review of 1999 Town Building Assessment and Planning Report, several options were discussed that were outlined in the report. Tom added that aside from the library, there is another whole host of space needs for offices. The library is one issue. We need to explore all options. It was acknowledged that many recommendations in the 1999 report have been implemented. As for the remaining needs, we need to determine what the Town needs for office/storage space. The Fire/ Highway have separate needs for which a committee has formed. A cost/benefit analysis is needed. The current library is non-compliant, we need a salt shed, the highway garage is in poor state, trucks do not fit in the Fire Dept., office space is crowded and records/ archives storage is abysmal. Ned added that the historical archives are not adequately stored which is part of the Town's legacy. The Town cannot afford to address all issues without taking advantage of grants. Discussed need to set priorities, identify recommendations and variables affecting priorities. Sheila feels the highway garage and salt shed are number one priority. Tom agrees. And the Fire Dept. barely fit in the bays. Police Dept. in good shape since it has moved to its current location. Could be relocated into a Municipal Safety Complex but a lower priority in comparison. Improvements have been made. There are no grants for the Highway Dept. that we are aware of. Municipal Complex Committee (MCC) will look at comparable towns and their facilities. Plainfield is a good comparable. Discussed options for improvements to highway dept.

A consultant to assist with cost-benefit analysis may be needed to assist with project. Reviewed 5/5/11 Municipal Complex Committee (MCC) meeting minutes. Need to confirm that EOC and salt shed are part of that committee's planning. Issues that need to be addressed:

1. Office space
2. Library
3. Archive/ Office Storage
4. Historical Records (proper storage space)

Discussed formation of an additional committee to explore options not being addressed by MCC. Sheila agreed to participate – need other key people. Committee could begin by reviewing 1999 report. Tom suggested an assessment of storage needs by building/dept. Need to create a list of who needs to be contacted. Sheila will act as ex-officio and other key people will be considered and will be contacted.

Goals: to identify current needs for office space, library, storage needs (equip., food, paper goods), permanent record storage and historical records and the exploration of options not being addressed by MCC. A survey needs to be done to help prioritize needs and explore options beginning with 1999 Town Building Assessment and Planning Report as basis for updating needs. Recommend priorities; report to BOS with

status by 6/13/11 BOS meeting. Then, move to hire out for a cost/analysis assessment using our recommendations.

- On a motion by Sheila, seconded by Tom, The Board voted unanimously to establish a Space Needs Task Force to address all space needs MCC is not addressing assuming Salt Shed and EOC are included and further, to appoint the following to serve: Sheila Litchfield, ex-officio, a member of the Library Trustees (to be determined), Betty Nichols or a member of the Board of Health, a member of the Finance Committee (to be determined), Hilma Sumner, a member of the Historical Society (to be determined) and a representative for the Community Hall (Dianne Cerone?).

Kara read letter from Library Trustees. Board discussed with Jan Carr possible issues as a result of withdrawing article 22. Will ask K&P to make sure no ramifications.

Discussed water testing at the highway garage to determine potability. Tim Lively will be asked to make arrangements for testing.

Reviewed warrant articles for STM.

No warrants to sign.

10:10 p.m. Tom made a motion to adjourn. Sheila seconded. The vote was unanimous. Motion carried.

Respectfully Submitted,
Kara Leistyna
Town Coordinator