

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
May 26, 2015

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

Reviewed Agenda: For consideration: Appointment of Maya Jalbert. Also, add to Other Business: SAPHIRE Grant, Heath Elementary School; Award bid for Fixed Price Diesel; Award bid for Elevator Contract (3 year). Add to appointments: Eric Holan, Mohawk Estates Resident & Bylaw Enforcement.

Follow Up:

7:16 p.m. Gary & Kathy Singley entered meeting and Robyn Provost-Carson entered at 7:22 p.m.

Bid Awards: *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to award fixed price diesel bid to Dead River Co., at \$3.04 for FY16.*

On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to award elevator contract bid to Eagle Elevator Company, Boston, MA for three years at \$2,043.90/year.

Gary & Kathy Singley: Questions on Annual Town Meeting

- Tax payers should be able to speak at Town Meeting. This question arose and the moderator believes there is a bylaw that prevents non-registered voter who is a resident, to have voice at meetings. The matter is being researched.
- How does the outstanding tax debt to Town in the amount of \$240,000 affect the rate? Discussed ways to manage and recoup outstanding debt. The Town is working with Berenson & Bloom, attorneys who diligently make efforts to collect but the process sometimes is delayed at the court level.
- Discussed land purchase for Safety Complex building. Bray Road property has been appraised and may be sold if revenue needed to purchase land elsewhere for project.
- Heath Elementary School SAPHIRE grant: Many questions remain. School Committee representatives have discussed with Superintendent. Costs were in the fine print but were missed. The Superintendent and Business Manager are scheduled to meet with Board of Selectmen on June 9. School Committee will vote on June 10 to accept or reject grant based on Heath Select Board's decision. Does it fit into the capital improvement planning schedule? Pondered cost to replace existing system with same.

7:38 p.m. Alice Wozniak arrived and Gary and Kathy Singley left meeting at 7:40 p.m. Eric Holan arrived at 7:45 p.m.

Board of Assessors:

- Reviewed packet prepared for meeting.
- Sheila mentioned that DOR may offer Technical Support during the transition period.
- Discussed the Conflict of Interest rules regarding Alice Wozniak and if she intends to apply for Assistant Assessor position.
- Discussed the need for at least one assessor or two. Pondered possible candidates. Alice shared she has a few people in mind. She will ask them if they are willing to serve. Kara will post a notice for the recruitment of assessors in town.

- Discussed Special Town Meeting and the need to transfer funds for current administrative assistant in the case that the new position is delayed. Alice may continue to serve until the transition.
- Discussed training requirements including training for collector. Alice has corresponded with DOR Legal Dept. and will forward her correspondence to the Select Board so the Board has specific information. Both the Board and Alice hoped that all issues would have been resolved through the DOR Audit process. Some issues remain outstanding with software. Alice feels a ‘middle person’ is critical to ensure checks & balances. Patriot offers this service. A third, middle person may also help bridge communication offering an objective view on matters. Also, customer support may offer assistance in the absence of the employee. Discussed cost of software. Alice says it’s roughly less than \$10,000. The Board will have further discussion during FY17 Budget conversations.
- The Board of Selectmen meet again on June 9. Appointments may be made if people are willing to serve as assessor. The Board asks that any information be relayed prior.

8:10 p.m. Alice Wozniak and Robyn Provost-Carlson left meeting.

Eric Holan:

- Eric is a year-round resident at Mohawk Estates. He shared that residents suffer from infractions of part-time, seasonal residents/visitors. He feels that property values suffer as a result.
- The fire on Sunday emphasized the concerns. Trailers are excessive, over 300, and violations are obvious. There are too many and people just don’t want to register them. Eric worries about smoldering fires, and four wheelers on the roadways. Margo shared that she can pursue an operator if the vehicle is unregistered. Otherwise, they are traveling on private roads and not within jurisdiction of Heath Police. Margo has broached the topic with Environmental Police but shared they are under staffed. The question was asked whether the Town of Heath can require the MEPOA to hire a police officer every week-end to ensure compliance and safety.
- The Board shared that Heath has Zoning Bylaws. Infractions do occur but it’s critical that people submit written complaints. The Building Inspector and Board of Health enforce the rules. Planning Board has some jurisdiction.
- Discussed the MEPOA bylaws. Eric feels the Directors are not doing a good job enforcing the regulations. Select Board may set up a meeting with the Directors and the Board of Health to discuss issues. Again, written complaints are encouraged.

8:40 p.m. Eric Holan left meeting.

Town Coordinator Report and Other Business:

1. Compile list of questions for discussion regarding Fire Department.
2. *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to appoint Maya Jalbert to serve as Americans with Disabilities Representative effective immediately.*
3. *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to accept Margo Newton’s resignation from the Board of Assessors with regrets. This resignation is effective immediately.*
4. Discussed need for Special Town Meeting. Possible dates include July or September.
5. Discussed Municipal Complex Building Committee and going forward now that the authorization to borrow has been approved at Annual Town Meeting. The Board would like the committee to oversee the project; oversee the grant; hire a project manager; and handle the steps in securing property. The same members will continue to serve.
6. Brian distributed a copy of the Town of Gill’s Equipment Replacement Plan. Kara will contact Ray Purington to ask whether or not the Town adheres to the plan.

7. All Boards Meeting: Discussed having the meeting in October. Topics include Bylaw enforcement and compliance. Sheila will research.

Mail/ Email:

1. Email from Al Canali re: WiredWest. Kara will find out how many towns have approved borrowing for the broadband project. The Board is going to compile another list of questions/concerns and send to WiredWest. They will meet with folks June 9 to discuss further. ***On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to appoint Heather Row and Jansen McNay to serve on a Broadband Task Force to consult with the Board of Selectmen on the broadband fiber project.***
2. Various emails from Town Accountant re: STM, Ch. 44 end of year transfers. Sheila will speak with Mike Smith regarding accounts.
3. Email from Budge Litchfield to Michael Buoniconti re: SAPHIRE Grant. The Board would like to know how this grant was applied for without their consent. There may be better choices for improvements such as replacement of insulation.
4. Email from Mike Smith re: Dell Bridge. Kara will post a notice on the Town website.
5. Various emails from Sheila Litchfield
6. Email from FRCOG re: JIS Training
7. FRCOG Millers River LID Workshop announcement
8. Abandoned Derelict Property Workshop on 6/3
9. Brian DeVriese's Structural Report for Community Hall
10. Email with Brian DeVriese and Andrea Woods re: Heath Public Safety Complex
11. Emails from Andrea Woods re: fuel bids
12. CPHS Oversight Board Meeting Announcement
13. Elevator Bid Forms from FRCOG (need vote)
14. Email from Phoebe Walker, FRCOG regarding upcoming change to public health permitting system.
15. Email from Debbie Cavalier re: 15 East Brook Drive & 4 Shawnee Drive
16. Emails and flyer re: Downing visit
17. Email from Maya Rocke Jalbert re: Americans with Disabilities Act Representative
18. Margo Newton resignation from Board of Assessors
19. Lyra Johnson-Fuller performance review
20. Email from Kara to Assessors regarding invitation to BOS meeting
21. Accrual Balance for employees
22. Email from FRCOG re: Culvert Replacement Help (survey completed by Mike Smith)
23. Emails from Bob Viarengo et al. re: WiredWest
24. Email from MJ Adams re: CDBG grant & reports
25. Letter from Executive Office for Administration & Finance re: Contract Review
26. Heath Nurse Monthly Report. Board would like Claire to be reminded that the Board of Health has agreed to cover cost of INR equipment.

Other Separate Documents:

1. 2015 CEDS Plan DRAFT. Kara will ask Art Schwenger, Representative, if he has reviewed draft.
2. Capital Improvement Plan Policy DRAFT
3. FY16 TAP Workplan – filled in target dates. December 1, 2015 is targeted date for setting tax rate.

Reviewed Minutes: *On a motion by Sheila Litchfield, and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 5/05/15 Select Board meeting as written with one abstention.*

On a motion by Sheila Litchfield, and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 5/20/15 Select Board meeting as amended.

Follow Up: Bill Lattrell visited the salt shed and environs. He saw no substantial evidence of salt near shed. Bill will call Joe Mercaldi to report his findings.

SIGNED:

1. Treasury Warrant
2. DEP Sustainability Grant Paperwork. *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to apply for a DEP Sustainability grant through the FC Solid Waste Management District in the amount of \$500 to reimburse for purchases of recycled products.*
3. DEP Sustainability Grant Reimbursement letter
4. Vacation Requests

On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to adjourn at 10:13 p.m.

Next meeting scheduled for June 9, 2015 at 7 p.m.

Respectfully submitted,

Kara M. Leistyna
Town Coordinator