

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
SAWYER HALL
May 1, 2012

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

Reviewed Agenda: Transfer Station Sticker Policy

Reviewed Minutes: Sheila made a motion to accept minutes of 04/24/12 Select Board meeting as amended. Tom seconded. Vote was unanimous. Motion carried.

7:09 p.m. Rebecca Allen entered meeting.

Mail/ Email:

1. Letter from Accountant regarding Verizon issued credit resulting in no charge for March.
2. Public Notice from Alcohol Beverages Control Commission (ABCC) – 5 public hearings for the purpose of comment and testimony concerning the Commission’s study on whether the “happy hour regulation should be updated or amended.
3. Email from Don Freeman – no change to the local aid number in the budget the House passed.
4. FC Clean Sweep Collection Saturday, May 12, 9-12noon
5. Email from Michael Wilmeth regarding campaign signs. Kara will send him a note.
6. MEMA Course offering Notice for Incident Command System – National Training Curriculum
7. Note from Christopher Mattson (cc’d by Margo Newton) regarding lectures offered with the Autism and Law Enforcement Education Coalition. Board would like to acknowledge this valuable work. Kara will send note to Chris.
8. Article in The Deerfield Valley News dated 4/26 regarding car theft in Heath.
9. Note from Eileen Tougas offering thanks to Highway crew for improved roads in Mohawk Estates. Board pleased to hear of road improvements and have noticed Rowe Road is in good shape, too.
10. Letter from Fire Chief authorizing installation of bird screen on fan at Comm. Hall. A screen has been installed to prevent birds from nesting/entering. An estimate for new filters is forthcoming.
11. Highway Supt. Weekly report
12. Revised Job Description for Town Clerk for review
13. Emails from Town Counsel regarding warrant articles to be discussed during budget meeting.

8:10 p.m. Brian DeVriese entered meeting.

Reviewed Annual Town Meeting Warrant:

- Board accepted Town Counsel’s recommendations for re-wording of ballot question regarding Winter Transfer Station hours.
- Sheila recommended a change in wording to article for feasibility study to read, *“To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of ... for engineering costs related to the Town’s bridges, or take any other action related thereto.”*
- Board accepted Town Counsel’s recommendation to remove article on Dog Bylaw because, *“The proposed bylaw tracks closely the requirements of G.L. c. 111, sec. 151A. Since this is not a local acceptance statute, the Town may avail itself of the remedies found in that statute with respect to the holding and adoption or euthanizing of stray dogs without the passage of a local bylaw. I*

therefore recommend that the Town consider simply enforcing the provisions of the statute without passing a bylaw.”

- Board removed article submitted by Firefighter’s Assoc. asking for acceptance of M.G.L. 32 Section 85H1/2. The Board made a commitment to continue to research both articles stating the importance of the Town’s volunteers.
- Discussed Dog Fund and Town Counsel’s responses to inquiry regarding use of revolving fund and reviewed Dog Officer Expense Fund and discussed whether need both revolving and expense account.

8:00 p.m. Finance Committee members Don Freeman, Jeff Simmons, Jan Carr, Ned Wolf and Dave Gott entered.

Budget Meeting:

- Reviewed Article 3.
- Don Freeman presented updated tax levy projections for FY13. He offered a ‘bare bones’ scenario as well as several other configurations considering COLA (3%) increase, Firefighter’s Turnout Gear, option to borrow, removing the expense line item for audit and adding \$4,000 to police vehicle maintenance. Finance Committee also removed the expense for Historical Commission signs and the Community Hall Shed. They recommended borrowing for Feasibility Study, Bridge Engineering, Expansion of Highway Garage Bay Doors and New Dump Truck Body. Finance Committee recommends against the new police cruiser and offering \$4,000 for vehicle maintenance costs to keep the vehicles in good shape for another year. There are current issues with the vehicles but they reported that Margo feels she could go another year with funds for vehicle maintenance. Borrowing is an option for a new cruiser but this adds to debt. The Finance Committee consensus was to vote against recommending a new cruiser this year.
- Dump Truck Body in lieu of new truck saves the Town roughly \$100,000 and extends the life of the truck 4-5 years before trade.
- Discussed Chap. 90 funds and use of.
- Recommended removing audit expense line item for FY13. An audit will happen if necessary (receive over \$500,000 from FEMA), and if required can allocate funds at a Special Town Meeting.
- COLA increases were discussed. Finance Committee used 3.0% for calculations.
- Discussed Town Clerk proposal to increase hours from 10 to 20 and increase hourly wage to \$20/hour.
- Town Coordinator will add a new line item for Police Vehicle Maintenance in the amount of \$4,000.
- Discussed Community Hall storage needs. \$1,000 will be added to Comm. Hall Maintenance and Utilities line item for interior storage needs.
- Board agreed to remove the Historical Commission request for \$1,650 for signs.
- Discussed Special Projects including carpet/floor in Sawyer Hall, boiler for Sawyer Hall, EOC roof repair, and painting needs. May be able to get on the list for prisoner’s to help with the painting in an effort to save money. Need estimates for painting Sawyer and Community Hall.
- Article 3 will be fine tuned next week.
- Reviewed Warrant articles.

9:10 p.m. Hilma Sumner, Town Clerk, entered meeting.

Town Clerk Discussion: Reviewed revised job description. Discussed Hilma’s request for increase in hours to 20 and hourly rate to \$20/hour which represents a \$12,476.00 increase in pay. Discussed the affordability of such a request. Finance Committee and Select Board feel the 150% increase is a big jump. Sheila prepared a job classification review based on revised job description. 20 hours per week may be needed to complete the tasks. Among other things, Town Clerk has the responsibility to keep the

Town Bylaws in order. This is a project that has been shelved and Hilma feels the increase in hours will help in the completion of this very important task. Pondered the option to hire a helper or have a college intern assigned to input data. Hilma would like to tackle it first and then assess whether she will need help going forward. It has become costly to the Town to ask Town Counsel's advice when with organized bylaws when we could research them ourselves. Town records also need to be bound. A suggestion to start at most recent and work backwards to 1785, makes most sense. Also, it was agreed that Town Clerk needs more office hours for the public to conduct business. Also discussed Conflict of Interest training and records' management. Hilma feels that organizing her work area is a number one priority. Brian made a motion to approve the revised Town Clerk job description as amended. Sheila seconded. Vote was unanimous and motion carried.

Deliberated Town Clerk's increase in pay request. Mid grade would be \$17.36/hour and upper grade \$20.25/hour. A recommendation was made based on evaluation process to pay \$18/hour. Discussion then focused on how many hours needed per week. Currently it is 10; Hilma would like 20. Discussed health insurance benefits associated with a 20 hour/week job. This increase would be \$4,598.64 (single plan) or \$13,277.16 (family). Perhaps the increase could happen in phases since this is a large leap for voters. Brian proposed 20 hours at \$18/hour. There is a lot of work to be done and a long way to go but could increase by 50% and go from there next year to lessen burden on taxpayers. Finance Committee will discuss and bring recommendations next week.

10:10 p.m. Hilma Sumner left meeting.

Budget Meeting Continued: Resumed review of warrant articles.

Discussed engineering costs for Town's bridges. If engineering not thorough, Town will not be able to get funding. The Town cannot repair the bridges and needs engineering to get on the TIPS program. Discussed amount needed and settled on \$100,000.

Brian made a motion to approve the Annual Town Meeting Warrant as written. Sheila seconded. Vote was unanimous and motion carried.

10:40 p.m. Don Freeman, David Gott, Jan Carr, Ned Wolf and Jeff Simmons of the Finance Committee left the meeting.

Transfer Station Sticker Policy: If residents are new to Town and need a sticker, should they pay a pro-rated price? Board discussed and agreed that if a sticker is needed after Jan. 1st, then they pay \$55. If after April 1st, they pay \$25 until the end of FY (June 30th). Stickers will cost full price (\$75) from July 1st to Jan. 1st. Thereafter price for stickers will be pro-rated.

Weekly warrants were signed as well as letter to MassDOT and letter to Ken Gilbert.

Brian moved to adjourn at 10:55 p.m. Sheila seconded. Vote was unanimous.

Next meeting is scheduled for May 8, 2012 at 7 p.m.

Respectfully Submitted,
Kara Leistyna, Town Coordinator