

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
SAWYER HALL  
May 8, 2012

Called to order at 7:08 p.m. by Tom Lively, with Brian DeVriese and Sheila Litchfield present. Also present, Town Coordinator, Kara Leistyna.

**Reviewed Agenda:** Tonight's meeting will focus on Article 3 and preparation for Annual Town Meeting.

Brian made a motion to ratify Annual Town Meeting Warrant with insertion of petitioned article regarding Transfer Station Winter Hours. Sheila seconded. Vote was unanimous and motion carried.

Review of 5/1/12 minutes tabled till next meeting.

**7:12 p.m. Rebecca Allen entered meeting.**

**Town Clerk Discussion:**

Tom suggested hiring someone to help Hilma get caught up with tasks of Town Clerk. This temporary employee should be focused on specific tasks. If Hilma's hours are increased, her position would be eligible for benefits and Board doesn't feel a new full employee should be presented to voters at this time. Suggested counter proposal is to adjust her hourly rate to mid-grade, \$17.36. For the Bylaw project, need to determine a set date for completion/posting. Discussed funding sources for the temporary position. Calculated rate at \$12.94 to cover 200 hours – proposed an even \$2,600 to Town Clerk Expense line item dedicated to paying temporary help under supervision of Town Clerk. Proposed Salary Town Clerk line item to be 15 hours at \$16.85 and subject to 3% COLA for a total budget request of \$13,537.29 (a \$5,213.29 increase in pay).

\* Margo Newton entered the meeting briefly to discuss State vehicle auction as a possible source of vehicle for police department. Margot is not opposed to this option. If interested, she will contact Mike Smith who is willing to inspect the inventory.

**COLA Discussion:**

Reviewed Sheila's comments and recommendations for FY13 salaries. Town Coordinator and Refuse Disposal currently paid under rate. Even after COLA they are still below rate. Proposed making adjustments to mid-rate (pending annual performance review) and both positions subject to COLA. Town Coordinator was adjusted to \$18.57/hour and Refuse Disposal was adjusted to \$11.97/hour *before* COLA.

Town Accountant and Town Nurse kept same because already paid over grade and not subject to COLA this year. Library Substitute, Assistant Post Office Manager, Office Assistant not subject to COLA.

**7:50 p.m. Finance Committee members Don Freeman, Jeff Simmons, Jan Carr, Ned Wolf and Dave Gott entered.**

Continued COLA discussion and decided to list COLA as a separate line item on Article 3 to separate out other salary adjustments and provide an easy way for voters to lower or increase percentage – one distinct number to adjust rather than all salary line items. An asterisk will be inserted next to the salary line items that are subject to COLA. Winter Hired Services, Winter Temporary and Summer Temporary Help will

not be subject to COLA. \$2,600 was added to Town Clerk Expense line item to cover temporary assistant and Finance Committee agreed on salary proposal for Town Clerk.

**Other Article 3 Discussion:**

- Removed BOH expenses line item
- Reduced Vets' Benefits line item from \$30,000 to \$25,000
- Special Projects: remove all from Art. 3
- Do not need to appropriate any funds for Dump Closing account as there are sufficient funds to cover needed expenses.

Brian made a motion to approve Article 3 as set forth this evening for FY13. Sheila seconded. Vote was unanimous and motion carried.

Finance Committee voted to accept Article 3 as well.

**Reviewed Annual Town Meeting Warrant:**

Don Freeman presented updated tax levy projections for FY13. He calculated Tax Levy based on borrowing for big ticket items including Feasibility Study, Bridge Engineering, Expansion of Highway Garage Bay Doors and New Dump Truck Body. If bridge engineering is taken off warrant, it does not affect the levy limit since borrowing is advised for this expense. Finance Committee does not advise having a balance lower than \$50,000 in Free Cash. The motion on Town Meeting floor will need to include borrowing as choice for obtaining funds on articles that offer several options e.g. raise & appropriate, transfer or borrow – wording per Town Counsel's recommendation. Reviewed what items need to be prepared for Town Meeting (Art. 3, MCC Report, Space Needs Task Force Summary, etc.).

**Mail/ Email:**

- Town Coordinator Report
- Email from Ken Gilbert regarding firefighter's articles
- Email from Tim Lively regarding EMPG (Emerg. Management Performance Grants) update
- Email from Ted Harvey, Regional Dog Kennel Program with update
- Notice for Franklin County Clean Sweep, May 12, 9-12 noon
- Email from Cal Carr regarding Planning Board Bylaws
- Email from Mike Smith: request for sick day
- White Heating Estimate for Sawyer Hall Boiler
- Cash Book Summary, April 2012
- Copy of Sheila's response to Firefighters regarding warrant articles
- Letter from MMA regarding info. gathering for 2012-2013 edition of MMA Directory
- Letter from Maureen Mullaney regarding MassDOT on/off System Bridge List
- Letter from Phoebe Walker, FRCOG regarding non-renewal of contract for health inspection services in FY13

**Requires Action:**

- Job Description for Town Clerk
- MIIA renewal application for Professional Liability Coverage for Law Enforcement and Public Officials

**Warrant/Budget Info:**

- Heath Finance Committee Tax Levy Projections
- Email from Sheila regarding warrant

Brian made a motion to appoint Margo Newton as Alternate Election Worker. Sheila seconded. Vote was unanimous and motion carried.

Weekly warrants were signed.

Brian moved to adjourn at 11:01 p.m. Sheila seconded. Vote was unanimous.

**No meeting scheduled till following week after Town Meeting.**

Respectfully Submitted,  
Kara Leistyna, Town Coordinator