

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
May 16, 2011

Called to order at 7:00 p.m. by Tom Lively with Sheila Litchfield present. Also present Town Coordinator Kara Leistyna.

The Board discussed the use of the Flower Fund and need to meet with Tracey to discuss Flower Fund to resolve questions.

Review Agenda. Tax Assessor's Hearing was cancelled. BOH permit fees and Library Update was added to Other Business. Space Needs/ Plan was added to New Business. Agenda approved as amended.

7:05 p.m. Brian DeVriese and Rebecca Allen entered meeting.

Kara was asked to follow up with Margo on employee reviews of officers as well as adding to job description, "on-going reporting to BOS of routine police activity." Also discussed was a need for a policy put in writing regarding agricultural use of town property (trees) as a result of Dave Freeman's request to tap maple trees owned by the town.

MSA Brian Sheila Tom. It's okay on first-come/first-serve basis upon written request and approval by BOS.

Conflict of Interest Law Training question was posed by Mike Smith. All full-time and part-time employees need to complete on-line Ethics training and file certificate with Town Clerk. This training needs to be completed every year by all applicable employees.

Board of Heath was hoping to have on ATM warrant adopting MGL Ch. 40, Sect. 22F which allows BOH to set recreational camp permit fees. If not adopted then BOH would have to use MGL Ch. 140, Sect. 32B which limits to only charge \$10 for fee. It clearly states a \$10 maximum charge imposed. Becky feels if we have a functional camp, the cost incurred would exceed the \$10 fee. Currently we do not have a functional camp. Becky has the wording for the warrant. Need to run by Town Counsel.

Reverse 911 Policy: Need to have clear policy on how to use the system; what messages to post.

7:30 p.m. Becky left meeting.

Update of Tax Hearing: Viewing has expired. Assessors not ready, waiting for Val to finish paperwork. Discussed posting in Recorder and procedure. According to Hilma, each Board is responsible for posting their hearings/ meetings.

Brian made a motion to hold STM at 6:30 p.m. on June 20, 2011 at the Heath Elementary School. Sheila seconded. The vote was unanimous. Motion carried.

Will finalize warrant articles next week. Need two weeks prior posting of warrant. Hilma offered to help.

Lighting in Community Hall: Brian needs to determine number of fixtures once money is in place. Then quotes can be obtained. Kara has asked for clarification on process. The new lighting will

offer general illumination so even if space changes, it will be appropriate for use. Brian recommends two rows of fixtures. Lighting requirements need to be calculated. Can have 2, 3 or 4 lamps per length. Send electrical information to Eileen and Jerry F. Need two more bid attempts; no advertisement required. Written contract is needed.

Jerry Ferguson offered to look at the emergency lighting in Sawyer Hall.

Brian made a motion to approve bid for work to be performed by Jerry Ferguson at the Highway Garage to install a bathroom in the amount of \$8,186.17 not to include a shower or washing machine. Sheila seconded. The vote was unanimous. Motion carried.

Tom will send an email to Andrea Woods to thank her for changing fuel bids to accommodate Monday BOS meetings.

Water testing at garage is needed: Tom advised them to contact Betty Nichols. Can do through the BOH.

Board needs follow up with Jan Ameen regarding whether escrow account is supposed to reside in general funds of towns. She was supposed to explore and get back to us. Kara will follow up with her.

Need to appoint a Solid Waste District Representative and a Procurement Officer.

8:40 p.m. Jeff Simmons, Dave Gott, Ned Wolf and Jan Carr entered meeting.

Update on Library: Various options were discussed. Board is committed to moving forward and will meet weekly until ATM in June.

Brian voiced his displeasure with committee members not communicating with their own committees.

9:10 p.m. Jan, Jeff, Ned left meeting.

Reviewed Old Business: Board asked town coordinator to add Space Needs and Comp Time to Old Business on agenda going forward. Delete Assessors Software Transition, Dog Hearing, Policy re: employees use of town garage and Internet (after checking with Claire to be sure it's working) from agenda. Need a committee appointed to SW Reduction Program.

- Well Decommissioning: Kara will call Kathy Reynolds, Town of Charlemont and ask if there is a schedule yet for decommissioning. If so, will get a copy.
- Ambulance Memorandum of Understanding: Kara will look for latest draft. Did the BOS sign yet?
- Sawyer Hall Generator: Jerry Ferguson is supposed to identify outlets that are serviced by the emergency generator. Kara will ask Jenna for status. A map designating outlets was supposed to be created.
- Speed Limit Changes: Status needs to be confirmed with Margo.
- Personnel Policy: Request made for reconsidering BOS decision not to allow Comp Time. Decision will be taken under advisement.
- Carpenter Award Plaque: Sheila was working on this. All names and dates need to be completed. Kara will look for folder.

Filming Permit Request: Kara will contact John Andrucci and send revised Large Event Permit that Sheila edited.

9:35 p.m. Dave Gott left meeting.

Minutes reviewed. Board members discussed how they wish to review minutes at meeting. It was decided that Town Coordinator will send unapproved minutes via email and the Board and Town Coordinator will review minutes together at meeting, make changes and then vote for approval. Upon approval, minutes will be posted on-line.

Brian made a motion to approve 01/25/11 minutes as amended. Sheila seconded. Vote was unanimous. Motion carried.

Minutes reviewed. Brian made a motion to approve 2/8/11 minutes as amended. Sheila seconded. Vote was unanimous. Motion carried.

Minutes reviewed. Brian made a motion to approve 2/15/11 minutes as amended. Sheila seconded. Vote was unanimous. Motion carried.

Minutes reviewed. Brian made a motion to approve 2/22/11 minutes as amended. Sheila seconded. Vote was unanimous. Motion carried.

Minutes for review at next meeting: 3/1/11, 3/8/11, 3/15/11, 3/22/11 and 3/29/11.

BOH has asked to be paid half-way point of FY – Does Kris track this going forward?

Warrants were signed. Other documents signed.

10:16 p.m. Tom made a motion to adjourn. Sheila seconded. The vote was unanimous. Motion carried.

Respectfully Submitted,
Kara Leistyna
Town Coordinator