

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Heath Elementary School
June 30, 2015

Called to order at 9:06 p.m. by Sheila Litchfield, with Brian DeVriese, Bill Lattrell, and Kara Leistyna, Town Coordinator present. Also present: Jayme Gay, Margaret Hobbie, Heidi Griswold, Crystal Smith, Mike Smith, and Tracey Baronas.

Reviewed Agenda: Added to Other Business:

- Mowing Bids
- Support to Fire Department
- Review Employment Applications

Also, Tom Carlson will not be attending as scheduled on agenda for tonight's meeting.

Transfers under Ch. 44, § 33B: *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to approve the following transfers as follows* (These transfers were also approved by the Finance Committee unanimously):

\$2,300 from Salary Summer Temp Help #01-5-423-010 to Town Garage Maintenance & Utilities #01-5-192-002;
\$100 from Salary Summer Temp Help (same as above) to Uniforms #01-5-422-008;
\$320 from Salary Summer Temp Help (same as above) to Salary Winter Hwy. Wages #01-5-423-000;
\$15 from Ins./Property/Casualty/Workers Comp #01-5-193-000 to Tax Collector Surety Bond #01-5-146-002;
\$.09 from Veteran's Benefit #01-5-544-000 to Veteran's Service Center #01-5-543-000;
\$475 from Police Expenses #01-5-210-005 to Police Vehicle Maintenance #01-5-210-004;
\$412.92 from Treasurer's Expense to Tropical Storm Irene #33-2-730-000

Mike Smith: The Board of Selectmen thanked Mike for his 19 years of service as Highway Superintendent. They shared with him how excited they are for his career move.

Items of discussion:

1. Request that Mike leave a list of projects that are upcoming. The STRAP Grant requires a monthly report to the State, George Durante is the contact. Mike reported that he left a detailed message with Mr. Durante about two weeks ago. Core samples have been taken. The design is in place. Anticipated start date is August 15, 2015. Bids have been approved and the duration of the project will be roughly three weeks.
2. Compactor Project: Mike is waiting for plans. The Tech School is waiting to hear from Heath regarding timeframe. They are waiting for the fall when school is in session to help construct shed/electrical assistance. They need details for the project; need contact for Tech School.
3. Documents for next highway superintendent: Mike has generated two Chap. 90 request forms to complete work on Rt. 8A to Charlemont line and to repair Dell Rd. Ledge and water problems may remain despite the Cold In Place recycling and may need more extensive work on drainage, etc.
4. Mike will complete performance reviews for the crew.
5. The Board will schedule an exit interview.
6. Transfer Station: Will need coverage for Wednesday. *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to appoint Mike Shattuck to serve as interim Transfer Station attendant to provide coverage until a permanent person is hired. Mike will be compensated at his overtime rate of \$25.25/hour.*

7. Cell phone: Mike would like to retain the cell phone for the Fire Chief position. The Board expressed that the phone shall only be used for fire department related business.
8. **Support to Fire Department:** The Select Board shared that they are looking for potential candidates to consult with and help review the Heath Fire Dept. processes. Overall plan is to find someone to interview all current/former firefighters and to explore what is working and offer suggestions for improvements and how to stimulate volunteerism. A summary of recommendations will be presented to the Select Board at a later date. Perhaps a joint meeting with Rowe Fire Dept. can be arranged to cover how to encourage volunteerism/recruiting. Sheila shared that the Board is going to wait to reappoint the Fire Chief for FY16. Mike will continue to serve as Fire Chief but until the review is complete, no changes will be made. Ken Gilbert is second in command during Mike's absence. Mike was asked about the firefighters who recently left the department and why. He shared that one left due to a conflict in scheduling and has chosen to attend trainings in Rowe.
9. **Town owned vehicle:** Mike will move his fire response equipment from the highway vehicle.
10. **Municipal Safety Complex Building:** Discussed land purchase for new building.

9:39 p.m. Mike and Crystal Smith left the meeting.

Other Business:

1. **Mowing Estimates:** Reviewed two submittals. *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to award the FY16 mowing contract to Kathy Inman who offered the lowest estimate for cemetery and town center mowing.*
2. **Dog Matter:** Margaret Hobbie shared that she remains very concerned about the on-going dog issue. She said, "It's unsettling; the dogs have a pack mentality." She's concerned that something could happen. Children walk by the property and they are at risk, especially during summer months. Margaret asked if a Dangerous Dog sign can be posted since the dogs were deemed dangerous at a public hearing. She also asked whether the Town could put a lien on the property to recoup costs that the Town has incurred. Mohawk Estates should be notified. The Board shared that a meeting was to be scheduled soon with the Board of Directors of the Estates to discuss some other matters.
3. **Update on Municipal Safety/Highway Building Project:** Heidi Griswold inquired about status. Brian shared that he met with the owner of the preferred land near fairgrounds. There are some conservation restrictions on 10 or the 17 acres of land. A building plan was presented and the proposed building will not fit where the owner would like it situated. There exists bedrock which makes construction unfeasible.
4. **Rt. 8A STRAP Grant Project:** Heidi inquired about the timeframe for the Rt. 8A project. As Mike Smith had stated earlier, the work is scheduled to begin August 15th.
5. **Highway Supt. Position:** Heidi also inquired whether there is a hiring committee for the superintendent position. The Board will conduct interviews and it is done in open meeting so residents are welcome to attend. In the interim, the Board is looking for a person to serve. The current crew is working closely with the Board on day to day matters. The position is open to anyone whether they live in Heath or not.

9:55 p.m. Margaret Hobbie, Jayme Gay, and Heidi Griswold left the meeting.

Other Separate Documents:

1. Town Coordinator Report: MBI Broadband Planning Assistance Grant funding is taken from the allocation to the Town – it is not additional money. *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to decline participation in the MBI Broadband Planning Assistance Grant.*
2. FC Housing and Redevelopment Authority: MJ Adams will be in touch soon to meet with a Select Board member to discuss a proposed project in Heath.

3. Transfer Station Attendant: The Board reviewed applications. Kara will arrange for the Board to conduct an interview with Ken Erho on July 7, at 3 p.m.
4. Bill Lattrell may not be in attendance on July 14, 2015. Kara will invite the Finance Committee to attend meeting scheduled with financial advisor from UniBank.
5. ***On a motion by Bill Lattrell, and seconded by Brian DeVriese, the Board voted unanimously to accept Tom Flynn's resignation as Transfer Station Attendant with regrets.***
6. FC Sheriff's Office Regional Dog Kennel & Adoption Center FY16 agreement was reviewed, approved unanimously and signed.
7. Farmer's Market: ***On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to accept the request of the Farmer's Market to be held on the Town Common Saturday's from 9-11 a.m.*** Permit signed.
8. Animal Control Officer: Bill will contact Sarah Hettlinger in an effort to get equipment for Animal Control Officer returned to the Town.

Mail/ Email:

1. Year end transfer requests
2. Email from Martha Thurber re: MSC and review of Regional Agreement
3. Pole Hearing information
4. Tom Flynn's notice of resignation
5. Email from Eric Sumner re: transfer station attendant
6. Letter from John Doherty regarding Board of Health
7. Mike Smith's notice of resignation
8. Email from Sheila re: Mike Smith's resignation
9. Email correspondence re: GovDeal Problem
10. MBI Grant Solicitation and information
11. Email from Heath Herald with new deadline. This latest deadline is July 5.
12. Email from Mike Smith re: FRCOG Fuel Bids
13. Email from accountant re: AT&T phone service for highway Supt.
14. Mass DOT Bridge Inspection reports (see hard copy)
15. Letter to Erich Holan from Debbie Cavalier
16. Various emails from Debbie Cavalier
17. Quitclaim Deed for North Cemetery
18. Email from Kris Nartowicz re: tax titles in Heath
19. Email response from Andrea Llamas regarding Assessor Clerk
20. Email from accountant regarding STM
21. Agenda for Municipal Complex Committee – July 7
22. Open House announcement from Upper Pioneer Valley Veterans' Services District
23. Meeting announcement Regional Transportation Plan for Franklin Cty.
24. eUpdate from Kopelman & Paige re: Tax Title Foreclosure basics

Other Separate Documents:

9. MBI Broadband Assistance Grant DRAFT
10. FY15 Year End Transfer Requests from Accountant

SIGNED:

- Mowing Bids
- Application for Use of the Town Common (Farmer's Market)
- MMA Survey on Municipal Programs and Practices to address the Opioid Crisis
- MOU FC Regional Dog Control & Adoption Center
- Vacation Requests

On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to adjourn at 10:30 p.m.

Next meeting scheduled for July 7, 2015 at 4 p.m.

Respectfully submitted,

Kara M. Leistyna
Town Coordinator