

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
Community Hall  
June 3, 2014

**Called to order** at 7:03 p.m. by Sheila Litchfield with Bill Lattrell, Brian DeVriese and Kara Leistyna, Town Coordinator present.

**Reviewed Agenda:** Added to appointments: Mike Smith, Highway Supt. at 8:00 p.m.

**Reviewed Minutes:** *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 4/8/14 Selectmen's meeting as presented.*

*On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 5/20/14 Selectmen's meeting as amended.*

**7:30 p.m. Eileen McVay-Lively, Sr. Center Coordinator entered meeting and Margo Newton, Community Hall Chair entered at 7:38 p.m.**

**Sr. Center/Community Hall:** Eileen shared that she is pleased serving as Sr. Center Coordinator. She invited the members of the Community Hall Committee and COA to this meeting tonight. She has been active in trying to collaborate with the folks involved with the Community Hall/Sr. Center and finding out the needs of how best to serve the seniors in Heath. One of the projects she has taken on is researching the existing kitchen equipment, the dishwasher in particular. She met with a representative from Kittredge Restaurant Supply, the company that sold Heath the machine. They instructed Eileen on proper use of the machine and which recommended machine cleaning agent/sanitizer and de-limer/de-scaler products to use. The other matter Eileen presented was the need for chairs, not only for the folks who come to participate in the exercise program but, for the meal program as well. Eileen is concerned with safety and she feels a chair with a higher back and wider base with padding would be a better option than the current metal folding chairs. She has witnessed people struggling with the chairs and how they can impede movement. She offered some alternative options that are for sale. The Board suggested trying a few models and getting the opinions of folks who use the Sr. Center. The cost of the chairs was discussed and it was suggested as a budget item in FY16 planning. Margo mentioned other needs of the building such as storm windows, new floor, more efficient windows downstairs on south side of building, and insulation. Eileen is concerned with comfort and creating a space that is inviting to the public. Margo emphasized the improvements that have been made over the years to make the space available and enjoyable for residents. The Board would like a few chairs to be tested and opinions offered and authorized Eileen to purchase the recommended products and extra trays for the dishwasher to make the washing process more efficient. Eileen will get a copy of new instructions from Kittredge. Eileen concluded with a note on how the seniors enjoyed their lunch with the elementary school students. They are trying to schedule a monthly program to join students and seniors.

**7:55 p.m. Andy Draxler, School Committee member entered meeting and Eileen left the meeting.**

Margo reiterated the needs for the building. She will work with Tim to get prices for interior storm windows and insulation for budget planning next year.

**8:00 p.m. Michael Smith, Highway Supt. entered meeting.**

**Andy Draxler:** While attending a Building Sub-Committee meeting, he received a copy of a recent energy audit conducted by National Grid. As a result of the audit, they recommended \$60,000 in changes to make the Heath school building more energy efficient. If the grant were implemented, of the \$60,000 total, National Grid would lend \$45,000 for the project. They projected the pay back of \$60,000 in about two and a half years. Further discussion is necessary to determine if this kind of program would be a capital expense that the Town would be responsible for or a shared maintenance expense because of the considerable energy savings, that could benefit the entire District. Any arrangements should be with the District, not Heath. The Board is supportive of any improvements to energy efficiency. Andy will relay their message to the District.

**8:08 p.m. Andy left the meeting.**

**Highway Update: Discussed several issues with the Select Board.**

1. Mike would like to hire a temporary summer laborer for help with pot hole project, etc. The Board reminded him that he makes the decision on whom to hire and encouraged clear communication with Dohn Sherman, Foreman, on day to day plans.
2. Knox Boxes will be purchased and installed. Mike waiting for further information from the manufacturer before proceeding.
3. Pothole Project: Chap. 90 money allocated for this purpose needs to be spent by September, 2014. Currently, they are working on patching roadways. Loose gravel has been a concern. Mike has made changes to the technique and improved the process elimination dry stone on top when patching.
4. Vehicle Purchases: Mike is looking at options and has some leads.
5. Compactor Project: Because money was allocated for this project and is now in a special project account for this purpose, it can be spent in FY15. This gives a bit more time to design site, purchase and install equipment at the transfer station. Kara will ask Jan Ameen if she can assist with the design and placement. Brian will take a look and offer his opinion as well. Discussed difference in door use. OSHA has changed the regulations and due to safety issues the door must be locked prior to running the ram and then opened again. It's an extra step for the attendant but required for safety.
6. Signs on Rt. 8A: The Board has received calls from a resident regarding the signs that have been installed on 8A near the bridges. Mass Dept. of Transportation authorized the Town to either place signs or install lights for traffic control. Discussed and decided that a yield sign would be put with north bound yielding and south bound having the right of way. Dell stop signs will be removed. Daily schedule was discussed. Mike will perform light duty office work for up to four hours per day.
7. Transfer Station Permits for FY15: Kara will research pricing and work with Mike to order stickers for the upcoming year.
8. Mowing: Mike received bids for FY15. He'll open them and make a recommendation to the Board. Discussed going forward and including North Cemetery. Will ask new contractor to mow the North Cemetery area and pay him from the Sale of Lots for cemetery care.

**8:39 p.m. Mike left meeting.**

**Mail/ Email:**

1. List of items to discuss with Mike
2. Email regarding setting up meeting with TAP folks. June 16, 10 a.m.
3. Emails regarding Transfer Station Project/Compactor
4. Emails with Eagle Elevator (update on TC Report)
5. Town Nurse report for May
6. Article sent by MTRSD on request by Bob Aeshbeck
7. Notice from Town Clerk regarding elections. Discussed open School Committee seat. Kara will prepare for FY15 appointments to be made at the next scheduled meeting.
8. Emails regarding North Cemetery Corp. Claire Rabbitt is working on finding the deed.
9. MA Coalition letter – looking for support. Kara will find out what projects are supported by the Land & Water Conservation Fund.

10. STAM Announcement for next meeting. Kara will attend in Devens.
11. Email from Bill regarding scheduling
12. UMASS Flood Mitigation Interview Request. Bill offered to participate.
13. FC Conservation Commission Training Survey
14. TS Attendant Training Announcement
15. FY15 Highway Materials
16. Town Coordinator Report:
  - Kara will send a memo out announcing the activation of the Fiber Network.
  - Discussed elevator issues and need for re-inspection. Kara will forward the email trail to Brian who will forward to Bay State Elevator to get their opinion.
  - Regarding dog matter, Kara will ask Chris Mattson to look into filing with District Court and what the Town will need.
  - Accountant advises that a contract or agreement be signed by any EMT trainee who will submit a request for a reimbursement for classes. The Board agrees.

**Other Business:**

**Update on Feasibility Study:** Another meeting was held. The next step is to have an informational meeting on July 22, 2014. Kara will post on website. Brian shared that they are working on what the tax impact will be – how much per year it will cost residents. Discussed properties and the need for obtaining their value. Brian will look into the cost of getting properties on Bray and Colrain Stage Roads appraised.

**Assessor Adm. Asst. Hourly/Salary:** Kara has a call into Dept. of Labor. Waiting to hear back.

**FRCOG FY15 Materials Bid:** *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to award FY15 Highway Dept. Materials bids as presented for the Town by Michael Smith, Highway Supt.*

**ATM Follow-up:** Kara will bring an appointment list to the next meeting for review. Need to discuss a date to hold a Special Town Meeting. Possible timeframe is October.

**Signed:**

1. Disclosure by Special Municipal Employee
2. Request for Vacation
3. Treasury Warrant

*On a motion by Bill Lattrell and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 9:40 p.m.*

Next meeting scheduled for June 17, 2014 at 7:00 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator