

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
SAWYER HALL
June 7, 2012

Called to order at 7:33 p.m. by Sheila Litchfield, with Brian DeVriese, Kara Leistyna, Town Coordinator and Betty Nichols, Tax Collector present.

Reviewed Agenda: Added to Other Business:
Rebecca Allen, Board of Health, will attend at 7:45 p.m.
Schedule regular check-in meetings with Accountant

Transfer Requests:

Betty Nichols summarized the collecting process after non-payment of taxes. A grace period of one year is given before a lien is issued on a property to allow taxpayer an opportunity to catch-up. This year there are 40 parcels advertised for tax title whereas usually it's around 20. In response to final reminder letters, 3 or 4 have been paid to date. In order to place a lien and pay advertising and mailing fees, Betty determines that it will cost \$105 per parcel – leaving her with enough money to place only 14 properties in tax title. Betty requests a transfer in the amount of \$3,990 to cover the cost of handling all parcels. Betty will have an updated figure by 6/15 and will inform Accountant. Matter tabled till further discussion with Finance Committee later during this meeting.

7:43 p.m. Rebecca Allen entered meeting.

Board of Health Cooperative Public Health Service:

Rebecca Allen, Chair of Board of Health (BOH) reported to the Select Board that the BOH met with Phoebe Walker, Director of Community Services, FRCOG and decided to enter into agreement with FRCOG for the Franklin County Cooperative Public Health Service. Becky feels that this model is suitable for Heath's needs and offers the opportunity for Heath to have more of a voice in matters. FRCOG agreed to only charge Heath what was budgeted at Town Meeting - \$5,000. A representative from each town will serve on an Oversight Board that will meet on a regular basis. There, they will help develop annual and long-term goals, be actively involved with hiring, develop draft budgets, review financial status, reports and participate in performance evaluations of staff, among other tasks. The agreement begins July 1, 2012. The Select Board will review the agreement; Town Coordinator will send to Town Counsel for review and the Select Board plans to approve contract at next scheduled meeting.

Becky offered to remain on the Board of Health if the Select Board wishes to re-appoint her.

7:54 p.m. Rebecca Allen left meeting and Ned Wolf arrived followed by Don Freeman and Gloria Fisher, all of Finance Committee.

Finance Committee: Don Freeman, Chair, provided a listing of items for ATM/STM and Budget Planning Recap discussion. Discussed Budget Reconciliation. Kara will request from Town Clerk the minutes of the ATM and STM for review to ensure the accurate figures that were voted for the budget reconciliation process. Finance Committee would like better data for salary comparisons and proposes to send a letter to comparable towns in an effort to collect our own data. They also recommended COLAs be determined earlier in the planning season. Discussed an earlier start date for planning and the importance of quarterly meetings with Town Accountant. Regarding Transfers, Finance Committee voted to approve transfers pending approval by Board of Selectmen. Town Accountant's policy proposals were next subject of conversation. Kara will ask Tracey for her suggestions for transfers with amounts and accounts from which the money will come. Tabled discussion till June 21, 2012 meeting.

8:40 p.m. Ned Wolf, Don Freeman and Gloria Fisher, left the meeting.

Reviewed Minutes:

Brian moved to approve minutes of 5/24/12 Select Board meeting as amended. Sheila seconded. Vote was unanimous and motion carried.

Mail/ Email:

- Town Coordinator Report
- Election Results (hard copy)
- Fatal Injuries at Work Update, 2010 (April 2012)
- Recycling Box News Volume 14, No. 2
- FCCIP Monthly Report 6/1/12
- Save the Date – PERAC (Public Employee Retirement Administration Commission) Emerging Issues Forum, Sustaining Public Pensions, 9/20/12, 9-2:30 p.m.
- Letter from FRCOG notification regarding Lots 29 and 33 Cascade Dr., Heath
- Letter from FRCOG notification regarding Lots 35/37 Cascade Dr., Heath
- Dog Complaints received by Bob Tanner, Dog officer, were reviewed.
- Email from Accountant regarding need for Audit due to receipt of federal money in excess of \$500,000 for storm damage. Discussed sources of funding and need for STM.
- Letter from citizen, Richard Hulbert, regarding Transfer Station hours
- Richard Neal's proposed visit to Heath on Mon. June 11
- Public Meeting on Petition 9AD7H7 of Verizon New England, Inc. 6/21/12 (pole hearing)
- Email from Mike Smith asking for Knox Box for emergency entry in case of fire. Board feels this is a reasonable request and would like Mike to pick what he thinks is suitable.
- Employee Requests for Personal Leave/ Vacation
- MIIA Application/Forms for Renewal of Police/Fire Injured-On-Duty Program. Option 1 increases weekly indemnity to \$500 and includes a \$500,000 permanent lifetime disability. The increase in coverage was budgeted at ATM. Next year the Board will consider Option 2 that includes weekly indemnity payment for life.
- FCCIP Updated Contract for Building, Plumbing and Wiring Inspection Services. Kara will get last contract and review for changes and bring to 6/21 meeting for approval.
- Standard Contract Form for MEMA, CDA, Emergency Management Agency (Tim Lively)
- Community Service Request Form for painting of Sawyer Hall and Community Hall
- Solid Waste Memorandum of Understanding for Hauling and Disposal FY13. Brian moved to approve the Memorandum of Understanding between FCSWMD and the Town of Heath Regarding Hauling of Recyclables; Hauling and Disposal of Solid Waste; Hauling and Disposal of Bulky Wastes; and Hauling and Disposal of Scrap Metal and Appliances. Sheila seconded. Vote was unanimous and motion approved.

Other Business:

- Feasibility Study: Need professional opinion/ detailed information on needs of Town and options for building/funding.
- Skilled Laborer/Truck Driver/ Operator Salary: Better numbers are needed for comparison. Gloria suggested a closer comparison of job descriptions of comparable towns. Board of Selectmen has not reached a consensus but feels Heath needs to remain competitive with salaries. Discussion tabled till 6/21/12.
- Sawyer Hall Fire Alarm: Kara has called Lee Audio & Security. They will send a technician as soon as possible.

Discussion/Decision Items:

Town Clerk and Assessor Admin. Asst. revised job descriptions. Brian moved to approve both revised job descriptions as presented. Sheila seconded. Vote was unanimous and motion carried.

Transfer Station Brochure: Brian moved to approve the Transfer Station brochure as presented. Sheila seconded. Vote unanimous and motion approved.

Weekly warrants were signed.

Brian moved to adjourn at 10:19 p.m. Sheila seconded. Vote was unanimous.

Next meeting scheduled for June 21, 2012 at 7:00 p.m.

Respectfully Submitted,
Kara Leistyna, Town Coordinator