

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
Sawyer Hall  
July 14, 2015

**Called to order** at 7:02 p.m. by Sheila Litchfield, with Brian DeVriese, Bill Lattrell, and Kara Leistyna, Town Coordinator present. Also present: Tom Carlson, Clark Rowell, Bonnie Brown, National Grid.

**Reviewed Agenda:** Made the following additions to Other Business:

- Transfers
- Update on HRA project
- Highway Update, schedule meeting for 7/21

*On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 7/9/15 Select Board meeting as amended.*

*On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 7/7/15 Select Board meeting as amended.*

**7:10 p.m. Don Freeman entered meeting and Kris Nartowicz entered at 7:12 p.m.**

**National Grid Pole Hearing, Flagg Hill Rd., #13555027:** Bonnie Brown, from National Grid here tonight for hearing regarding 29 Flagg Hill Road. Resident, Michael Cucchiara, complained of voltage issues. National Grid assessed and changed all connections. They feel adding a pole at end of line will remedy problem. The end of the line can cause voltage issues and the office in Worcester recommended adding a pole to solve problem.

*On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to approve National Grid's request to install additional pole at end of line on Flagg Hill Road.*

Board of Selectmen will sign paperwork for Town Clerk's verification. Hearing closed.

**Finance Committee:** Don reported that the Finance Committee voted to recommend transfer request for FY15 shortages.

**Clark H. Rowell, Financial Advisor, UniBank Fiscal Advisory Services, Inc.:** Mr. Rowell attended tonight at the request of Kris Nartowicz, Treasurer. Mr. Rowell will assist with the borrowing necessary to finance both the Municipal Safety Complex (MSC) building and the broadband build out. He outlined the process, the need for a written agreement, a fee schedule and all can be terminated within 30 days. Discussed next steps for MSC, costs and short term borrowing and the difference between short term construction financing and long term financing once the Certificate of Occupancy is obtained. Whether the land purchase is reimbursable under the grant or not needs to be verified. Mr. Rowell shared information about State Aid notes, Serial notes (like bonds), borrowing terms, role of bond counsel, debt exclusion, recent financials and most recent audit. Mr. Rowell recommends 15 year borrowing term. Select Board can approve borrowing term up to 20 years. The Town can borrow for both projects at the same time. Short term borrowing is needed for STRAP grant project. After contacting several different financial advisors as recommended by Dept. of Local Services, Mr. Rowell was chosen. The Town currently does business with UniBank. Mr. Rowell is paid on a transaction basis. Issuance costs are paid from borrowing authorization. Rick Manley, Bond Counsel, was recommended by Mr. Rowell.

**7:55 p.m. Clark Rowell left the meeting. Karen Brooks, Glen Ayers, Betsy Kovacs, and Margo Newton entered meeting at 8 p.m.**

**Transfers:**

*On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to approve the following FY 2015 transfers:*

\$120.85 from Selectmen Expense #01-5-122-003 to Salary Town Coordinator #01-5-123-004;  
\$20.12 from Assessor's Stipend – Chair to Salary Assessor's Assistant #01-5-141-006;  
\$47.11 from Salary Summer Temp Help (see above) to Salary Winter Hwy. Wages (see above);  
\$1,413.33 from Dump Tipping #01-5-433-001 to Dump Transportation #01-5-433-000

**FC Housing & Redevelopment Authority (HRA) Update:** Kris reported that MJ Adams met with a resident in town to assist with housing repairs. Discussed what is needed at this point to help make this project move forward. Tabled until further information available.

**Smith property:** Kris reported that tenant needs to be vacated. Police presence may be needed. As soon as the town owns the property, the utilities may be shut off.

**Kratt:** No movement. State Police have been in contact with Treasurer. Town does not own this property. Kris will keep Margo informed, abutters will walk property and final citation issued.

**Personnel Policy:** Kris will work on rewording vacation benefits and forward to Kara for BOS review.

**8:10 p.m. Kris Nartowicz left meeting.**

**BOH/Mohawk Estates:** Margo reported that improvements have been made. Rowdiness, speeding, fireworks, use of unregistered/OTR vehicles has lessened. Karen Brooks reported that the BOH has attempted to meet with Board of Directors twice but there was a reluctance to collaborate with the Town. The Board of Health is encouraging clean up. No recent dog complaints. There have been two major fires in last two years. Seems it may be good idea to do fire prevention awareness emphasizing that it is wise not to jeopardize the community. A letter was sent years ago by the Fire Chief – it could be revised and resent. Perhaps the Fire Dept. could take this on and devise a way to inform residents/visitors through signs/postings. A question was posed whether Town can submit information to the MEPOA newsletter. Perhaps a Heath Booklet for new residents. Discussed code enforcement including septics, Title V upon sale. A lot slip through with some realtors. A list of abandoned properties/derelict structures is being compiled and prioritized for action. 20 or so properties need attention. Residents are concerned and collaboration and communication with Association and residents is critical for success.

Discussed BOH vacancy. Deb Porter was suggested.

**8:40 p.m. Don Freeman, Glen Ayers, Karen Brooks, and Betsy Kovacs left meeting.**

**Tom Carlson:** Discussed various projects that Tom has provided estimates for. Discussed completion of bathroom work at highway dept. Tom offered an estimate of \$2,200 and outlined steps needed to complete. Reviewed remaining projects: Fire Dept. Sheetrock (\$2,045); Community Hall Emergency Egress (\$4,350); repair double doors at Community Hall (\$750).

*On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to accept pricing estimates provided by Tom Carlson and award the following jobs:*

Complete Highway Garage Bathroom Repairs	\$2,200.00*
Repair Double Doors at Community Hall	\$ 750.00
Reconstruct Emergency Egress Stairs at Community Hall	\$4,350.00
Replace damage ceiling tiles at the Heath Fire Department	<u>\$2,045.00</u>
	\$9,345.00

Kara will send a formal acceptance letter requesting written estimates as these were verbally submitted. Tom has expressed interest in the Superintendent position. This position requires certain licenses and experience. The Board is still advertising for the position and will continue to accept applications. Currently, there are three applications submitted.

\* Tom will call Tom Danek for pricing for excavation behind highway building to repair bathroom.

**9:08 p.m. Tom Carlson left meeting.**

**Highway Report:** Mike Shattuck and Dohn Sherman, Foreman, will attend 7/21/15 meeting. Will discuss status of projects, department, support needed, culvert/drainage needs. A tree company needs to be hired for Dell Rd.

**Fire Dept. Support:** Brian prepared introduction for interviews that will be conducted soon. All Fire personnel, current and past, will be interviewed in an effort to gather opinions, experiences, suggestion, & concerns. The need exists to devise ways to improve fire dept. retention and recruitment. A report will be compiled with recommendations. The fire chief supports this effort and Hormidas Lively's role as interviewer. Kara will compile address list for department and for use by Mr. Lively.

**Mail/ Email:**

1. Highway Dept. related emails. *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to offer the Temporary Acting Highway Supt. position to Dohn Sherman, and should he decline, the position shall be offered to Mike Shattuck with compensation at the top level of each employee's current pay grade.*
2. Letter to BOS from Crystal Smith dated July 1, 2015.
3. Emails from accountant regarding transfers.
4. Email from MJ Adams regarding audit for Heath, FCRHRA's audit will cover grant requirements
5. Noise complaint from David Krane. Margo is looking into it.
6. Email from Margaret Freeman regarding restoring membership on Historical Commission (in consideration when making appointments).
7. Email from Lorena with summary of response from Atty. Bartlett regarding Frank E. Carpenter Prize.
8. Heath Nurse monthly report. Kara will inquire with BOH to see what stipend (if any) was offered to former medical consultant and whether Dr. Miller, the new consultant, will require a stipend. \$500 was a suggested annual stipend for FY16.
9. Email from Tim Lively regarding REPC
10. Email from Al Canali regarding WW Bylaws
11. Email from Becky Torres regarding WW Working Group Meeting

**Other Separate Documents:**

1. Town Coordinator Report. Discussed the locking of the gas tank at highway garage, and Town offices and police department.
2. FY15 Year End Transfer Requests from Accountant
3. Performance Reviews : Highway Crew
4. Revised Transfer Station Attendant Job Description
5. Revised transfer station brochure. The Board voted unanimously (Brian made motion, Bill seconded) to modify the fee to dispose of a large item to \$10 per item from \$15. Kara will revise wording on brochure.
6. List of FY16 Prospective Appointees. *On a motion by Bill Lattrell, and seconded by Brian DeVriese, the Board voted unanimously to appoint slate of appointees as presented for FY16.* Kara will send out appointment letters.

**SIGNED:**

1. Vacation Requests
2. Mass DOT Chap. 90 request: Dell Rd.
3. MassDOT Chap. 90 request: Rt. 8A South
4. Mass DOT Non-Discrimination Assurance

***On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to adjourn at 10:48 p.m.***

Next meeting scheduled for July 21, 2015 at 7 p.m.

Respectfully submitted,

Kara M. Leistyna  
Town Coordinator