

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
July 21, 2015

Called to order at 7:02 p.m. by Sheila Litchfield, with Brian DeVriese, Bill Lattrell, and Kara Leistyna, Town Coordinator present.

Reviewed Agenda: Add to Other Business: HRA project with Heath Resident, Fire Dept. Support, Salvation Army Box Placement at Transfer Station, Review minutes of 6/15/15.

Minutes: *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 6/15/15 Select Board meeting as amended.*

7:28 p.m. Mike Shattuck, and Dohn Sherman entered meeting.

- **STRAP project and Chap. 90 projects:** End date 9/30/15 (request extension if needed). Mike Shattuck spoke with Gorman Bros. Salesman. He measured during a site visit, discussed project. Start date is August 15 and they will complete all 8A North and South. Dell Rd. will begin Sept. 1st. For 8A cover, 1-2 weeks for cure. Warner Bros. has the black top/paving scheduled for 10/20/15. Dohn is very concerned as the State specifies this portion to be done with temperatures at 40 degrees or rising. Late October could be low. Weather affects all scheduling. Warner Bros. knew the job was scheduled but did not know about 8A South portion or Dell Road. Mike discussed with Andrea Woods and the Town could use the next lowest bidder if scheduling could not be done earlier. Cold-In-Place needs a top layer prior to winter. Dell is cement and needs cover within a couple of days of first step. Curing occurs within 36 hours and then paving needs to be done to complete work. Rt. 8A has more flexibility. Steve Thane will be cutting brush on 8A to prepare area for work. Kara will find out if Reclamation LLC representative will try to coordinate with Warner Bros. Mike ordered materials to address issues on Dell Road. Will use back hoe. Tree cutting will be scheduled to remove dead tree. Wood will be disposed of.
- **Drainage, Culverts, Etc.** Will try to correct ledge near Canalis' May need some stone. Crew will talk with Gorman Bros. Representative about under drains. Discussed West Main St. near the Dane's house. The road is undercut. Dohn offered suggestions for remedy. Tom Danek will be contacted. Also, discussed "Cable's Corner." This area needs culvert repair. Projects need to be prioritized and budgeted. Some beyond expertise and will require engineer input. Will plan for Chap. 90 funding next year.
- **Summer help:** Mike recommends Ken Erho. Another applicant will be contacted. On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to hire Ken Erho for temporary general highway labor, if he is interested in taking the position. Ken is available for 3 days per week, however, the highway dept. needs a full time, temporary person. If another applicant is found for full time and fulfills the criteria, they may be hired instead. Hourly wage is \$12.93/hour. Mike will enlist the help of the Community Service program through the FC Sheriff's office. Kara will forward contact to Mike.
- **Vehicle Inspections:** All vehicles inspected. Preventive maintenance to keep vehicles/equipment in good shape, greased/lubed. Mike presented auto greasing technology. He will meet with a rep to get a price for all vehicles. It is roughly \$5,000/vehicle but saves money and time especially during winter season. Discussed status of vehicles and repairs. Sheila reminded them that Chap. 90 may be used for vehicles/equipment.
- Roadside work:
- **Compactor Project:** Discussed issue of drainage. Kara will send to Mike a copy of the cost analysis spreadsheet for this project. An engineer needs to be hired for design. Perhaps FRCOG

can help. Kara will ask Jan Ameen for input. Highway crew may assist once other projects are complete.

- **Highway Bathroom:** Discussed need for excavation to remedy pipes for bathroom. Tom Carlson said he was going to contact Tom Danek. Will discuss when further information available.
- **Culverts:** A resident has a failing driveway culvert. If fails, is this the Town's jurisdiction? Historically, the Town does not fix driveway culverts. Culverts will not be damaged during paving project. However, if a culvert deteriorates/fails, it can compromise roadway. Frost can also cause a compromise.
- **Other:** Need to contact Kathy Stevens at MassDOT to inform her of the staff transition. Kara will also post an announcement in the paper. Also, how to get a project on schedule for review such as the needs at "Cable's Corner" will be asked of Kathy Stevens as well. Both Dohn and Mike were thanked for their energy and initiative. Their efforts to keep on track are appreciated. The gratitude was extended to Jason Lively who was not in attendance. The Select Board shared meeting times and offered availability if needed. Day to day issues may be handled with Kara. For larger matters, Bill Lattrell serves as highway dept. liaison.

8:24 p.m. Dohn Sherman and Mike Shattuck left meeting.

Other Business:

1. HRA Project with Heath Resident: Discussed progress.
2. Salvation Army Box: ***On a motion by Bill Lattrell, and seconded by Brian DeVriese, the Board voted unanimously to approve of the placement of a Salvation Army box at the Transfer Station for Clean Sweep and Swap and thereafter.***
3. Animal Control: Discussed necessary vaccines for Animal Control Officer. Town Nurse may obtain or individual doctor may prescribe and employee may be reimbursed. Concerned about ACO equipment and its return. Bill will help if it is not returned by end of week. Ken Erho, Asst. ACO, requested that calls to his home for animal/dog issues have a timeframe during the day. E.g. no calls after 5 or 6 p.m. The Board invited Ken to discuss his role, equipment needs, and calling hours. Hilma should provide him with a list of licensed dogs.
4. Fire Dept. Support: Board will meet with Hormidas Lively with results of interviews. Mr. Lively will share information collected during interviews, at his discretion. Sheila will contact Ken Gilbert.

Mail/ Email:

1. Email from Town Nurse regarding Animal Control Officer
2. Email from Bill regarding Sarah H. and ACO equipment
3. Email from Sharon Ferry – trying to set up appointment to discuss MBI. Invite WiredWest Reps. to same meeting.
4. Email from Sheila regarding FD review
5. Email from Kris Nartowicz regarding payment arrangements for a delinquent taxpayer
6. Email documents from Kris Nartowicz regarding foreclosed property
7. Email announcement from Baystate Roads
8. Email estimate from Brian SanSoucie, Locksmith for changing locks at Sawyer Hall
9. Email estimate from Justin Lively for Comm. Hall step replacement
10. Email from Elizabeth Cranston regarding WiredWest and Town Ownership Email Discussion
11. Email from Bill Lattrell regarding highway dept.
12. Email from Sheila Litchfield regarding highway dept.
13. Email from MIIA with increase to premium for increase recommended by representative to back wages. ***On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to increase Public Officials Back Wages line of insurance policy for FY16 which results in a \$136 premium increase for the year.***
14. Email from Jan Ameen regarding Salvation Army box at transfer station

Other Separate Documents:

Town Coordinator Report: All Board's Meeting will be held September 29, 2015. Other Select Board meetings will be held August 4, 25, and Sept. 1, and 15.

SIGNED:

1. Treasury Warrant and payroll
2. Letter to M. Smith acknowledging resignation from Highway Dept.
3. Letter to Mass DOT: Request no sidewalks/no bicycle lane on bridge replacement #H-14-001.
4. Pole Hearing documents
5. Vacation request: approved.

On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to adjourn at 9:17 p.m.

Next meeting scheduled for July 28, 2015 at 7 p.m.

Respectfully submitted,

Kara M. Leistyna
Town Coordinator