

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
July 25, 2011

Called to order at 7:03 p.m. by Tom Lively with Sheila Litchfield present. Also present Town Coordinator Kara Leistyna.

Reviewed Agenda. Added Pre-School Update; will begin reviewing minutes dated 6/03/11.

Reviewed minutes:

A motion by Sheila Litchfield, and seconded by Tom Lively, the Board voted unanimously to approve minutes of 6/03/11 Select Board Meeting as written.

Brian entered meeting at 7:12 p.m.

A motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to approve minutes of 5/31/11 Select Board Meeting as amended.

A motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to approve minutes of 5/23/11 Select Board Meeting as amended.

Rebecca Allen entered meeting at 7:25 p.m. Board added to agenda – CodeRed Service Agreement. Rebecca presented the draft of the contract with Emergency Communications Network, Inc. Need to have Town Counsel review prior to signing this three year contract. Kara will forward to Town Counsel for review and add Rebecca to the August 8, 2011 Board meeting to discuss further.

Rebecca left meeting at 7:28 and Betty Nichols entered.

Betty confirmed that the Town still has a Perc Season (April, May, June). A season is not required by the State and the Town's rules are tighter than what is standard.

A motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to approve minutes of 5/16/11 Select Board Meeting as amended.

Kara will follow up on water testing at Highway Garage and ask John Andrucci, who has requested a permit to film in Mohawk Estates, the status of his project as we have not heard back from him regarding his request for a permit.

A motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to approve minutes of 5/03/11 Select Board Meeting as amended.

Sound System at Community Hall: The Board followed up with Eileen Tougas' question regarding who will order system for Hall. According to Brian, a list of suitable equipment was sent to Eileen a while ago. The Board suggests that Eileen order what is needed within the budget agreed upon and to bring any questions to the Board.

STM Discussion: Compactor boxes for the transfer station do not have to be on STM warrant at this time. Kara read email from Jan Ameen. The Town can either purchase or lease the box(es). Tom felt it will cost more to lease (in the long run). Brian and Sheila felt that the lease could be a routine line item and at same time solve maintenance issues. The Recycling Escrow account has a balance of \$5,689.36 and another revenue check is due soon in the amount of around \$1,200.00

Other items for STM warrant include: Reimbursement to Finance Committee Reserve Fund for BOH Clerk and Assessors' Clerk salaries. Truck/ equipment shortfall in amount of \$43,954.00

A motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to hold a Special Town Meeting on August 15, 2011 at 7 p.m. at the Heath Elementary School. If school space is not available, meeting to be held at the Community Hall.

Space Task Force Committee (STF) Update: Sheila shared work done by STF.

A motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to add Margo Newton as a member of the Space Task Force Committee.

Discussed the survey due 7/26/11. Revisited discussion on file cabinets and floor load bearing on 2nd floor of Sawyer Hall. Use of fire proof cabinet is not a good idea unless placed where the structure can hold the weight. Placement against the walls covers heating ducts. For now, the Board asks that the cabinets remain empty until a determination is made. Sheila asked if a written plan was received to build a file storage room. Also discussed the humidifier in basement storage area. Kara will ask Custodian to check regularly for proper functioning.

Copier purchase: Kara continues to work on bids. Will ask Bill Baker about specifics and additional costs/warranty for used option.

Board did not feel a formal vote was necessary to approve Margo Newton's salary change. It was agreed that salary will stay at \$10,000 for FY12 divided by 12 months. Also, when Town Coordinator needs a person to fill in while out of the office, both Margo Newton and Eileen Tougas will receive \$12.57 per hour wage as reflected in FY 12 budget.

Appointments FY 2012: Board reviewed and updated list from last year. All appointments going forward will need a letter confirming appointment. Sheila offered an example that Town of Rowe uses. It allows a unique letter to be sent to each appointee clearly stating term, stipend paid, etc. Sheila will follow up with Hilma on appointment letters.

Kara will follow up with Tim Lively to see if Kim Gangwisch-Marsh has accepted the Alternate EMS Director position.

A motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously make all FY12 appointments as amended.

Mail/ Email:

1. Kopelman and Paige, P.C. Memo to Municipal Clients
2. Notice that Census of Governments will arrive in October – No action required at this time.
3. Heath Nurse Update; Kara will extend the Board's appreciation to Nurse Rabbitt.
4. Confirmations from Jeff Delurey and Parker Brown that prices are held for truck/equip. bids till 8/19.
5. Draft of memo regarding time sheets – Kara will send out memo to all positions listed.
6. Verizon Bills by Dept.
7. McCloud well decommission complete as of 7/15/11.
8. Email request for liquor license – see note from Hilma. Mr. Gergos will need to apply for a business license which is a process. At this time he has not approached Town Clerk. Kara will follow up with this request.
9. Mail from Comm of MA regarding Veterans' Agents. Kara will contact Leo Parent and get info.
10. Blackmer Insurance Agency, Inc. for 123 8A North, Heath, MA 01346. Heath listed as mortgagee. Kara will ask Kristi and call Blackmer agent to find out more about this notification.

Pre-School Update from Sheila: Mohawk School District voted 7/20 to accept the \$15,000.00 from Heath towards pre-school. There are issues and opinions regarding this matter. Concerned with Anti-Heath sentiment. Also, discussed how better to inform our School Committee to prepare them for the meetings

going forward. The late vote has caused a delay in the mailing of letters to prospective families. Perhaps a notice in the Heath Herald could get the word spread.

Discussed Carpenter plaque and what to do about blank years.

Next Select Board meeting is scheduled for 8/1/11 at 8:30 a.m. in Sawyer Hall.

A motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 10:30 p.m.

Respectfully Submitted,
Kara Leistyna
Town Coordinator