

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 appointment 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.

FY12 Appointments:

Chairman, Select Board	Thomas Lively
Secretary, Select Board	Sheila Litchfield
Town Coordinator**	Kara Leistyna
Office Assistant**	Eileen Tougas/ Margo Newton
Town Accountant**	Tracey Baronas (3 year term)
Assistant Town Accountant**	Kristi Nartowicz
Treasurer**	Kristi Nartowicz
Assistant Treasurer	Elizabeth Nichols
Tax Collector**	Elizabeth Nichols
Assistant Tax Collector	Eileen Tougas
Americans w/Disabilities Rep.	Jane deLeeuw
Animal Inspector	Robert Tanner
Custodian**	Brian Drummey
Carl H. Nilman Scholarship Rep.	Vacant
Chief of Police	Margo Newton
Emergency Management Director	Timothy Lively
E 911 Coordinator	Gary Singley
Emergency Management Director Alternate	Pending

FRCOG Representative	Thomas Lively
FRCOG Planning Board Rep.	Vacant
FRCOG Alternate Planning Board Rep.	Brian DeVriese
Tri-Town Landfill Committee Rep.	Thomas Lively
FCCIP Representative	Brian DeVriese
Fire Chief	Michael Smith
Forest Fire Warden	Michael Smith
Franklin Regional Transit Authority Representative	Thomas Lively
Franklin County Solid Waste Mgmt Dist. Rep	Kara Leistyna
Highway Superintendent**	Michael Smith
Highway Department Liaison	Brian DeVriese
Inspector of Buildings	James Hawkins
Inspector, Electrical	Tom MacDonald
Inspector, Plumbing & Gas	Andrew K. French
Licensing Board	Sheila Litchfield
Local Emergency Planning Committee Rep.	Sheila Litchfield
LEPC consists of: Fire Chief-Mike Smith, Police Chief-Margo Newton	
Highway Supt.-Mike Smith, Select Board Member-Sheila Litchfield,	
Emergency Mgmt Director-Timothy Lively, and Assistant EMD-Pending	

Police Officers	Chris Lannon, Lee Lively, Chris Mattson
Post Office Manager**	Charlene Reynolds
Assistant Post Office Manager**	Rebecca Allen
Election Workers	Alli Thane-Stetson
	Valerie Kaempfer
	Eileen Tougas
	Don Dekker
	Jane DeLeeuw
	Jenna Day
Senior Center Coordinator	Eileen Tougas
Tax Title Attorney	Patrick Costello, Esq.
Town Counsel	Kopelman & Paige P.C.
Town Nurse**	Claire Rabbitt
Veterans' Agent	Leo Parent, Jr.
Veterans' Graves Officer	Dennis Peters
Veterans' Representative	Dennis Peters
Fred G. Wells Trustee	Dianne Grinnell

**denotes hired

Committees/ Commissions:

Agricultural Commission	David Freeman, Chair
	Leighton McCutchen
	Tim Lively
	John Clark
	Calvin Carr
	Thomas Flynn
	Dave Gott
Cemetery Commission	Claire Rabbitt
	Alan Nichols
	Jerry Gilbert

Community Hall Committee

Dolores Churchill, Chair
Dianne Cerone
Ruth Corey
Lois Buchiane
Don Dekker
Eileen Tougas
Margo Newton

Conservation Commission

David Thane, Chair
Dawn Peters
Dennis Peters
Seajay Spencer
Rick Osmond

Council on Aging

Valerie Kaempfer, Chair
Alli Thane-Stetson
Dorothy Sessions
Teresa Peters
Jane deLeeuw

Cultural Council

Lorena Loubsky-Lonergan, Chair
Rachel Porter
Summer Barkoskie
Lisa Wexler
Janice Steele

Historical Commission

Margaret Freeman, Chair
Eric Grinnell
Margaret Howland
Carol-Anne Eldridge
Janis Carr
Nina Marshall
Bill Lattrell

Parks and Recreation Committee

Kate Bailey
Andy Royer
Doug Mason
Bob Bourke

Municipal Complex Committee

Mike Smith
Brian DeVriese
Bob Viarengo
Robert Bourke
Jeff Simmons
Ken Gilbert

