

**MEETING MINUTES**  
Town of Heath  
BOARD OF SELECTMEN  
Community Hall  
July 1, 2014

**Called to order** at 7:02 p.m. by Sheila Litchfield with Bill Lattrell, and Kara Leistyna, Town Coordinator present. Also present: Jeff Simmons, Ned Wolf, and Tracey Baronas.

**Reviewed Agenda:** Added to Other Business: EMS Service Zone Plan draft.

**Year-End Transfers:** Tracey provided a spreadsheet listing all transfers needed to end FY14. *On a motion by Bill Lattrell, and seconded by Sheila Litchfield, the Board voted unanimously to transfer funds as requested on July 1, 2014.*

*From account Franklin Regional Retirement Assessment 01-5-911-000 \$91.37 to Salary Town Coordinator 01-5-123-004*

*From account Franklin Regional Retirement Assessment 01-5-911-000 \$4.45 to Salary Library Director 01-5-610-111*

*From account Franklin Regional Retirement Assessment 01-5-911-000 \$118.81 to Highway Salaries 01-5-421-000*

*From account Selectmen's Operating Expense 01-5-122-003 \$60.88 to Town Buildings Copier 01-5-192-004*

*From account Salary Office Assistant 01-5-123-005 \$376.03 to Town Report Printing 01-5-195-000*

*From account Animal Control Officer Expense 01-5-292-001 \$500.00 to Animal Control Officer Stipend 01-5-292-000*

*From account Accountant's Support 01-5-135-013 \$5.85 to Police Expense 01-5-210-005*

*From account Winter Salt/Sand & Other \$3,000.00 to Machinery Maintenance 01-5-422-000*

*From account Winter Salt/Sand & Other \$875.00 to Winter Hired Services 01-5-423-000*

**7:11 p.m. Tracey Baronas left the meeting and Finance Committee Members left shortly after.**

**EMS Service Zone Plan:** Jeff has begun completing application to revise the current EMS Service Zone Plan for Heath. Reviewed with Select Board. Town Coordinator will serve as the local jurisdiction contact for the plan. Discussed option for secondary ambulance services for Heath on application. Also discussed coverage zones – preferred is one zone, services available town-wide. Objective is to improve services. Board of Selectmen will be listed as entity responsible for monitoring compliance. Jeff will draft and narrative describing planning and designation process. Reviewed call list and suggested wording for the remainder of the application. Jeff will find out who the medical director will be for Heath – having authority over the clinical and patient care aspect of the affiliated EMS service. Discussed Incident Command. Jeff will finalize application for the Board to review as well as create an MOU for Colrain.

**7:49 p.m. Jeff Simmons left the meeting.**

**Reviewed Minutes: *On a motion by Bill Lattrell and seconded by Sheila Litchfield, the Board voted unanimously to approve the minutes of 6/3/14 Selectmen's meeting as amended.***

Minutes of 6/17/14 will be reviewed at next scheduled meeting.

**Mail/ Email:**

1. Email and copy of judgment in tax lien case regarding 21 8A North. Concerned about safety and liability. Need to put up No Trespassing Signs. Need to know if fire debris has to be removed and find out if insurance is needed. Kara will ask Treasurer what the one year term means and what does "make property safe" mean exactly. Need to find out what is needed in the interim one year period.
2. Memo from Elizabeth Nichols regarding tax bills. Kara will forward to Zack Blake at DOR and include need to follow up on discussion of elected vs. appointed positions and stipends. Kara will invite Margo Newton, Assessor Chair to next scheduled meeting to discuss memo and operations.
3. Email request from Accountant regarding FY15 ACO stipend. Town may pay in arrears. Schedule of payments may be chosen by payee as long as they are in arrears.
4. Email from Jeff regarding EMS Service Zone Plan Draft
5. Cc'd note from FC Inspection responding to issue on 17 Shawnee Dr. Heath. Kara will send copy to resident making the complaint.
6. Email from Dale Kowacki regarding COLA vote and actuarial change (Retirement Board)
7. Email from Dana Johnson announcing Ambulance Task Force meeting
8. Email regarding highway employee vacation time. The Board voted unanimously to permit Dohn Sherman to carry over one additional week of vacation time into FY15 with thanks to him for his support to the department during Superintendent's absence. It is encouraged that employee's take vacation time so that it does not build up to exceed amount that can be carried over into the next FY.
9. Emails from Mike regarding machinery maintenance account
10. Emails regarding Earth Networks Weather Station. Need to know how it is accessed in order to empty of debris/leaves/rain. If it's located on top of 10 foot mast on top of building, how would it be accessed? Kara will follow up.
11. Letter from MTRSD regarding storage at Heath School. All items in the basement currently need to be inventoried, retained or discarded according to State Records Retention law. Kara will send a memo to all with a Sept. 1 deadline. Town Clerk will offer assistance with records retention guidelines.
12. Email from Rol regarding Renewable Energy Advisory Committee. Name of committee shall change to Energy Advisory Committee.
13. Certified letter from Hilma regarding Woodard Dogs. Kara is working to complete complaint with assistance from Town Counsel. According to Ed Grinnell, ACO, other towns are experiencing similar needs.
14. Letter from DEP regarding Third Party Inspections at Transfer Stations and email response from Jan Ameen
15. Mass DOT Bridge Inspection Reports
16. Request for payment from Town Clerk for special by law project. The Board would like Town Clerk to forward a status of special bylaw project prior to processing an invoice for compensation.
17. Quote from Cabot Risk Strategies for Injured On Duty increase in weekly indemnity from \$500 to \$1,000. Given the increase, roughly \$10,000 annually, the Board will consider the change of coverage next FY during budget planning. Kara will forward a memo to Fire Chief letting them know the status.

**Other Separate Documents:**

TC Report  
 Draft of Dog Complaint  
 Street List  
 EMS Service Zone Plan Draft for Heath

**Other Business:**

**FY15 Appointments:** *On a motion by Bill Lattrell, and seconded by Sheila Litchfield, the following appointments were made for FY15 or as indicated with the exception of Board of Health vacancy, School Committee and EMD Alternate.*

Chairman, Select Board	Sheila Litchfield
Secretary, Select Board	Bill Lattrell
Town Coordinator**	Kara Leistyna
Office Assistant**	Lorena Loubsky
Treasurer**	Kristi Nartowicz
Tax Collector**	Elizabeth Nichols
Americans w/Disabilities Rep.	Timothy Lively
Animal Inspector+	Margo Newton (exp. April 30, 2015)
Animal Inspector (Rabies)+	Ed Grinnell (exp. April 30, 2015)
Animal Control Officer (Regional)+	Ed Grinnell
Asst. Animal Control Officer+	Sarah Hettlinger
Building Maintenance Coordinator**	Timothy Lively
Carl H. Nilman Scholarship Rep.	Jonathan Diamond
Chief of Police**	Margo Newton
Emergency Management Director+	Timothy Lively
E 911 Coordinator	Budge Litchfield
FRCOG Representative	Bill Lattrell
FRCOG Planning Board Rep.	Bill Gran
FRCOG Alternate Planning Board Rep.	Brian DeVriese
FRCOG Regional Dog Kennel Rep.	Sarah Hettlinger
FRCOG Regional Dog Kennel Rep. Alternate	Margo Newton
Three-Town Landfill Committee Rep.	Sheila Litchfield
FCCIP Representative	Brian DeVriese
Fire Chief+	Michael Smith
Forest Fire Warden	Michael Smith
Franklin Regional Transit Authority Rep.	Brian DeVriese
Franklin County Solid Waste Mgmt Dist. Rep.	Kara Leistyna
Highway Superintendent**	Michael Smith
Highway Department Liaison	Bill Lattrell
Building Inspector	James Cerone
Inspector, Electrical	Tom McDonald
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 Jeff Simmons	
Police Officers**	Chris Mattson
Detail Officers	Gordon Cutter, Julie Shippee, Melinda Herzig

Post Office Manager**	Charlene Reynolds
Assistant Post Office Manager**	Margo Newton
Election Workers+	Valerie Kaempfer
	Eileen Tougas
	Don Dekker
	Margo Newton
	Gloria Fisher
	Nancy Thane
Alternate Election Workers+	Jenna Day
	Eileen McVay-Lively
Senior Center Coordinator+	Eileen McVay-Lively
Select Board Correspondent to Heath Herald	Brian DeVriese
Tax Title Attorney	Berenson & Bloom, Esquires
Town Counsel	Kopelman & Paige P.C.
Town Nurse**	Claire Rabbitt
Veterans' Agent	Leo Parent, Jr./Mark Fitzpatrick
Veterans' Graves Officer	Dennis Peters
Veterans' Representative	Dennis Peters
Fred G. Wells Trustee	Dianne Grinnell
Transfer Station Attendant **	Tom Flynn
Highway Personnel **	Dohn Sherman, Jason Lively, Michael Shattuck

\*\*denotes hired  
+ Stipend

Committees/Commissions:  
Agricultural Commission

David Freeman  
Leighton McCutchen  
Jeff Aho  
Doug Mason  
Andy Draxler  
John Clark

Cemetery Commission

Claire Rabbitt  
Jerry Gilbert  
Eric Sumner

Community Hall Committee

Margo Newton  
Delores Churchill  
Ruth Corey  
Don Dekker  
Tracy Schott

Conservation Commission

Dennis Peters  
Brian DeVriese  
Ellen Jenkins  
Buck (Bernard) Denouden  
Jessica Van Steensburg  
Bill Lattrell, Consultant

Council on Aging  
Valerie Kaempfer  
Alli Thane-Stetson  
Teresa Peters  
Eileen Tougas  
Jane deLeeuw

Cultural Council (3 year)  
Lorena Loubsky 2017  
Kara Leistyna 2017

Historical Commission  
Margaret Freeman  
Christine Luis-Schultz  
Kara Leistyna  
Bob Schultz

Municipal Complex Building Committee  
Bob Bourke  
Bob Viarengo  
Ken Gilbert  
Jeff Simmons  
Brian DeVriese (Ex officio)  
Mike Smith (Ex officio)

Parks and Recreation Committee  
Bob Bourke  
Robin Jenkins  
Susan Draxler

Energy Advisory Committee:  
Jan Carr, Bill Gran  
Rol Hesselbart, Peter Rowe, Steve Ryack  
Rebecca Dorr Sampson, Bob Schultz

Recycling Committee:  
Doug Mason  
Jeff Simmons  
Tommy Flynn  
Karen Brooks

Heath Veteran's Memorial Committee  
David Howland  
Robert Bourke  
Jerry Gilbert  
Dennis Peters  
Peter Smith

**Town Boards Appointed by Selectmen:**

Board of Health (3 year)+  
Karen Brooks (appt. July 2009) 2017

Zoning Board of Appeals (5 year)  
Martha McCutchen, 2019

Mohawk Trail Woodlands Partnership Advisory Committee  
(FRCOG) Art Schwenger  
Community Economic Development Strategy Representative  
(FRCOG) (3 year) Art Schwenger 2017

**Assessor Adm. Asst. Hourly/Salary:** For clerical simplicity, Assessor's Admin. Assistant may be paid for the number of hours worked in a payroll period however when budgeted salary line is depleted, work will continue weekly as scheduled until the next FY budget is renewed.

**Landfill Sampling Update:** Kara will check in with Bill Hoyerman and the request to Mass. DEP for a reduction in sampling and elimination of one of the wells. It has been difficult getting a response from Dan Hall.

**Signed:**

1. Vacation Requests
2. FC Solid Waste District Hauling Services MOU

*On a motion by Bill Lattrell and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 9:50 p.m.*

Next meeting scheduled for July 15, 2014 at 7:00 p.m. in Sawyer Hall.

Respectfully submitted,

Kara Leistyna, Town Coordinator