

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Community Hall
July 2, 2013

Called to order at 6:14 p.m. by Sheila Litchfield, with Bill Lattrell and Kara Leistyna, Town Coordinator present.

Reviewed Agenda: No changes.

Personnel Policy: Reviewed Revision #2 of the Heath Personnel Policy that included editorial comments/suggestions by Town Counsel, Timothy Zessin from Kopelman & Paige. Select Board agreed with most of Atty. Zessin's suggested changes and made a few minor updates.

7:00 p.m. Meeting adjourned to attend presentation at Heath Library and will resume upon returning from brief event.

7:20 p.m. Meeting resumed with Sheila Litchfield, Bill Lattrell, Brian DeVriese and Kara Leistyna present.

Personnel Policy continued: *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Select Board voted unanimously to approve all Personnel Policy revisions.*

Kara will prepare final document incorporating approved changes and distribute to all applicable employees and post on website.

7:48 p.m. Finance Committee members Don Freeman, Ned Wolf, Gloria Fisher, Kathy Inman and Jeff Simmons entered meeting.

Transfers: Town Coordinator notified group of recent addition to the list of transfer requests by Mike Smith in the amount of \$1,457.94 requiring a transfer from Salt & Sand in the amount of \$1,251.93. Finance Committee asked for clarification on emergency drainage project needing an amount of \$3,602.36. This was discussed at a prior meeting and will remedy the drainage issue at a property on 8A & Jacobs Road.

On a motion by Brian DeVriese and seconded by Bill Lattrell, the Select Board voted unanimously to approve all transfer requests of 7/2/13 as amended to include \$1,251.93 to Machinery Maintenance account from Salt & Sand for a total of \$3,646.88 in transfers for FY13 Year-End.

7:50 p.m. Richard Sumner entered meeting and Finance Committee left meeting shortly after and will return after a brief meeting downstairs.

Reviewed Minutes:

On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve Select Board meeting minutes dated 6/18/13 as amended.

8:00 p.m. Hilma Sumner entered meeting and Finance Committee re-entered meeting shortly after.

Special Bylaw Project: Hilma submitted an updated invoice for the special bylaw project for the Town. She offered a summary of her work completed from 1785-May, 2013 Town Meeting minutes. She compiled all bylaws in typed paper and electronic versions. She also went through almost all M.G.L. and made a separate list in both paper and electronic versions. She says still needs to go through 10-15 years from 1980s-1990s to extract any M.G. L. passed. Hilma shared that prior to 1999, bylaws were hand

written and/or manually typed. She re-typed everything in electronic format. These compilations are available and ready to post on-line. Hilma will update with any changes if found upon reviewing of the section mentioned above. She has begun looking at bylaws from other small towns to see what kind of information they have adopted that Heath may include. For example, a listing of how officers are elected, the term, etc. Heath has a few but it would be helpful to have a completed, all inclusive list in bylaw format. Once complete, it can be presented to voters at Annual Town Meeting and sent to Attorney General for approval. Hilma confirmed that the document can be posted on-line as well as in a loose-leaf binder (as the laws are ever changing/updated) in the offices at Sawyer Hall. Town Clerk is the keeper of the bylaws and Hilma will keep these up to date. For the coming FY, Hilma will compile the data by subject rather than the current chronological format and her goal is to enumerate them similar to what other towns have done. Discussed the ability to have the data 'searchable.' Hilma confirmed that the data is searchable. When asked if any conflicts were found, Hilma responded that yes, there are some issues that need to be reviewed, by Town Counsel, for preparation for Annual Town Meeting. She will also request a few follow up meetings with the Select Board in an effort to prepare the listing for next Annual Town Meeting approval. Concurred that the finished project means records are complete on the website and in hard copy and available for citizens for viewing. The Select Board thanked Hilma for the tremendous job. Hilma distributed paper copies of the compiled data and submitted her invoice for Board approval. She confirmed that \$1,000 will cover the remainder of the project as she anticipates having time during regularly scheduled hours to complete the work. Hourly rate for the work and payment procedure was clarified.

On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve request for payment submitted by Town Clerk's for work on By-law Project in the amount of \$1,805.44 that will be paid from Town Clerk Expense account as approved by voters at the May, 2012 Annual Town Meeting.

8:33 p.m. Hilma and Dick Sumner and Finance Committee members left meeting.

Mail/Email:

1. REAC Info. Electric Light Audit; Jim Barry's email regarding Siemens Preliminary report
2. Memo from BOH requesting hourly pay continue for Clerk.
"On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Select Board voted unanimously to allow the Board of Health to pay their Clerk and the Assessors' to pay their Administrative Assistant on an hourly basis up to the appropriated amount for clerical simplicity; and they should be aware this is a stipend position not to exceed the amount appropriated at Town Meeting and this amount to be reviewed annually by the Select Board."
3. MTRSD Superintendent's Evaluation. Prompted discussion and goal to keep in touch with school committee members on a regular basis especially regarding budget matters.
4. Correspondence from Hilma Sumner, Town Clerk and related emails/memos
5. MassDOT 8A-Jacksonville St. Rd/Mill Brook bridge inspection and field report.
6. Correspondence related to regional Animal Control Officer and meeting. Sheila shared that the person she had in mind for ACO cannot serve. Kara will attend meeting on July 9 to discuss possible regional ACO. Other nearby towns may have an interest as well.
7. Tom Lively's resignation as Animal Control Officer, effective immediately. ***On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to accept Tom's resignation with regrets.*** The position will continue to be advertised until filled.
8. Annual Transfer related emails
9. Heath Nurse monthly report
10. Correspondence from Highway Supt. Mike Smith. ***On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve the Hosmer Road drainage project as requested by Highway Superintendent.*** Mike will be asked to schedule this as a second priority. Also, to provide follow up recommendation from Terry Walker regarding the STRAP grant assistance.

11. Estimate for carpentry repairs at Sawyer Hall from Justin Lively. The Board voted unanimously to hire Justin Lively to make repairs to Sawyer Hall. Steve Crowningshield said he would repair door latch.
12. FRCOG Regional Shelter Info. Board discussed and wonders what legal counsel has reviewed this agreement? Kara will ask Town Counsel if any other towns have inquired.

Town Coordinator Report

Appointments for FY14: *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to appoint the following to serve the Town of Heath for FY14 with the exception of Animal Control Officer, Renewable Energy Advisory Committee and Senior Center Coordinator.*

Chairman, Select Board	Sheila Litchfield
Secretary, Select Board	Bill Lattrell
Town Coordinator	Kara Leistyna
Office Assistant	Lorena Loubsky
Treasurer	Kristi Nartowicz
Accountant	Tracey Baronas (3 year term to 2016)
Tax Collector	Elizabeth Nichols
Americans w/Disabilities Rep.	Timothy Lively
Animal Inspector	Margo Newton (exp. April 30, 2014)
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	Gary Singley
Emergency Management Director Alternate	Jeff Simmons
FRCOG Representative	Bill Lattrell
FRCOG Planning Board Rep.	Bill Gran
FRCOG Alternate Planning Board Rep.	Brian DeVriese
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 Representative	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	
Alternate EMD-Jeff Simmons	
Police Officers	Lee Lively, Chris Mattson
Detail Officers	Gordon Cutter, Julie Shippee
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	Jennifer Day 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

Committees/Commissions:

Agricultural Commission	David Freeman Tim Lively John Clark Calvin Carr Thomas Flynn
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Cemetery Commission	Claire Rabbitt Jerry Gilbert Eric Sumner
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Community Hall Committee	Margo Newton Dianne Cerone Delores Churchill Ruth Corey Don Dekker
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Conservation Commission	Dennis Peters Brian DeVriese Ellen Jenkins Buck (Bernard) Denouden Robert Dane Bill Lattrell, Consultant
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Council on Aging	Valerie Kaempfer Alli Thane-Stetson Teresa Peters Eileen Tougas Jane deLeeuw
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Cultural Council (3 year)	No Renewals This Year
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Historical Commission

Margaret Freeman
Christine Luis-Schultz
Kara Leistyna

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
Kate Bailey

Recycling Committee:

Doug Mason
Jeff Simmons
Tommy Flynn
Karen Brooks

Town Facilities Committee

Deborah Porter
Margo Newton
Sheila Litchfield
Karen Brooks

War Memorial Committee

David Howland
Robert Bourke
Jerry Gilbert
Dennis Peters
Peter Smith

Town Boards:

Board of Health (3 year)

No Renewals This Year

Zoning Board of Appeals (5 year)

Dennis Peters, June 30, 2017
Robert Gruen, June 30, 2018
Martha McCutchen, June 30, 2014
Alanson Nichols, June 30, 2014
Valerie Kaempfer, June 30, 2017

Signed:

Warrants

On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to adjourn at 9:48 p.m.

Next meeting scheduled for July 16, 2013 at 7:00 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator