

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
SAWYER HALL  
July 26, 2012

Called to order at 7:10 p.m. by Sheila Litchfield, with Brian DeVriese, Tom Lively, Kara Leistyna, Town Coordinator.

**Reviewed Agenda:** Added to Other Business: FCCIP Update; COA Grant

**Reviewed Minutes:**

Brian moved to approve minutes of 07/12/12 Select Board meeting as amended. Tom seconded. Vote was unanimous and motion carried.

**7:28 p.m. Margo Newton, Eileen Tougas and Dolly Churchill entered meeting.**

**Community Hall Committee:**

- Meeting began with reviewing appointments and whether new people were needed. Margo reported all was well.
- Also discussed how to work collectively to ensure Hall is available to people. Margo reported that the Hall is used for weekly meetings, the craft fair, a home school group will be using it weekly for activities; it's also used for various showers, weddings, the historical society annual dinner, etc.
- The exterior sign was discussed and although it was funded by Ray Pettingill for Sr. Center and Community Hall activities, the Board wondered if it was possible to use the sign to post other town business as needed especially for posting of warrants. The Board offered to reimburse the Hall account for the cost of the sign in exchange for use. The committee will discuss this request at their next meeting and report back to the Select Board.
- Next discussed was the planning process for work projects. The objective is to be sure the building remains in good working order and readily available for use. Communication is essential to smooth planning. The Board would like plans discussed prior to be sure everyone is in agreement and then proceed, respectfully, to support the plans. Also, affordability needs to be considered in that discussion to be sure money is available for the projects. The Community Hall is an important building to the Town. Communication and prioritized planning as a group effort is critical.
- Discussed storage needs and goals. The Committee would like some interior cupboards to store canned and paper goods. Also, there is a need for stackable chairs, approximately 90. At Annual Town Meeting, \$1,000 was added to maintenance/utilities account for FY13 to be used for these purchases.
- Lastly, activities at the Hall were discussed. The committee is open-minded and welcomes new ideas. It was suggested that they look into what other towns are doing with their community halls e.g. movies, lectures, classes. Perhaps there is a need to 'market' the space. Margo will look into putting a small ad in the Heath Herald and/or Recorder. The Committee will brainstorm at their next meeting for ideas. They were thanked for their service.

**Reimbursement Policy:** Eileen had a question regarding the new reimbursement policy. It was read aloud and everyone agreed that a cancelled check and/or a credit card statement is no longer needed for processing a reimbursement request.

**8:22 p.m. Margo Newton, Eileen Tougas and Dolly Churchill left meeting.**

**New Hire:** The Board read Michael Smith's recommendation for hiring Michael Shattuck to the Highway Department. Brian moved to accept Mike's recommendation to hire Michael Shattuck, effective August 6, 2012 as a conditional employee pending completion of CDL and hoisting license within six months of hire. Starting pay will be \$14/hour with a .50 step when he obtains his CDL and an additional .50 step when he obtains his hoisting license. Tom seconded. Vote was unanimous and motion approved.

**Mail/ Email:**

- Town Coordinator Report
- Copy of letter from Bob Viarengo to Town Clerk
- Jane deLeeuw – Questioned her appointment as American's with Disabilities Representative. She would like to know if this is necessary; what role she plays; duties; etc. Kara will inquire with FRCOG for answers.
- Margo's request to appoint Officer Julie Shippee as Detail Officer for Town of Heath. Brian moved to appoint Julie Shippee as Detail Officer for Town of Heath. Tom seconded. Vote was unanimous and motion approved.
- Correspondence with Paul Mark et al. regarding MassBroadband/ EOC/ Fire Station. Kara will draft a letter on behalf of the Select Board and send to Paul Mark who has offered to help communicate the importance of including the fire department/EOC in their wiring efforts.
- Bridge Proposal from Schafer Engineering Assoc./ Huntley Assoc. The Board reviewed. Kara will send to Town Counsel for his review and they will revisit it at their next scheduled meeting.
- HCOG notice of approval of DOER (Dept. of Energy Resources) application for Municipal Aggregation of Electricity. They would like representation from towns at public hearing on Aug. 1 at 10 am or a letter of support. Heath is not mentioned as a petitioned party. Board supports this effort to bring low cost electricity to residents and feels Heath should be among the towns that participate in the Municipal Aggregate Program. Kara will ask HCOG if Heath was inadvertently omitted from the petition.
- Estimate for full system fire alarm test for Sawyer Hall, Community Hall & Highway Garage. Brian moved to accept and order full system test as submitted for the cost of \$975 to be paid from FCSWMD escrow account.
- Estimate from Russ Donelson for reconstruction of three overhead garage doors. No action taken as Mike is still preparing a bid package.
- Correspondence regarding Ronnie Woodard/Dogs & accounting of fines owed. Board discussed matter and determined that Mr. Woodard has not complied with Town's Bylaws. He has not registered his dogs according to Town Clerk. Sheila will research matter further to determine next step in enforcing bylaws.
- Cash Book Summary June 2012
- Verizon Bill by Department July 2012. The Board wondered why the monthly charge was \$173 for Community Hall. Kara will ask Accountant for an answer.
- Kopelman & Paige memos
- FY12 Revenues from Accountant
- Copy of letter to Nancy Thane regarding permit application denial
- Correspondence between Mike Smith and Ed Denehy regarding paving 8A
- Notice of MIIA Audit to determine workers' compensation premium. Forwarded to Accountant/Treasurer
- Copy of Zoning By-law approval by Attorney General.
- Letter from Jan Ameen, Exec. Dir. FCSWMD regarding Escrow Account. Kara will put in STM pending folder. The Board discussed the possibility of a revolving account and whether this would be helpful to establish.
- Letter from CDBG, Dept. of Planning and Development asking if Heath would like to join Revolving Loan Fund Program venture. Kara will inquire with HRA and ask for more information regarding this new program.

**Other Business:**

**FCCIP Update:** Brian gave an update on the FCCIP meeting he attended on July 25, 2012. The permitting system was discussed. Any official can look at the records with a user name and password. Discussed issues with approval/denial system and the importance of using the comment box so others can see why decisions were made. Person signing off should be using this comment box to help people know if there are problems and to expedite the approval process. Highway Dept., ConCom, Board of Health and Fire Dept. should be aware of this.

**COA Grant:** Val Kaempfer has prepared the grant paperwork for this year. She reports no changes for this year. Brian moved to sign signatory sheet as submitted by Val. Tom seconded. Vote was unanimous and motion approved.

**Dump Body:** Mike has prepared bid documents for a new dump body for the 2003 International truck. An advertisement will appear in the paper once on Monday, July 30<sup>th</sup>. Bids will close August 13<sup>th</sup> at 1 p.m. Brian moved to accept Invitation for Bid forms for dump body as presented. Tom seconded. Vote was unanimous and motion approved. The Select Board will meet on Monday, 8/13 at 6:00 p.m. to award contract for dump body.

The Board made the following one year appointment:

**Detail Officer for Town of Heath**

Julie Shippee

- Weekly warrants were signed.
- MIIA Fleet Schedule & Statement of Values
- Employee Vacation/Leave Request

MassDOT paperwork was not signed because the money has not been approved yet by the State. The Board would like to wait to sign until the Chapter 90 money has been confirmed.

Brian moved to adjourn at 10:05 p.m. Tom seconded. Vote was unanimous.

**Next meeting scheduled for August 9, 2012 at 7:00 p.m.**

Respectfully Submitted,  
Kara Leistyna, Town Coordinator