

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
Sawyer Hall  
August 26, 2014

**Called to order** at 7:07 p.m. by Sheila Litchfield with Brian DeVriese and Kara Leistyna, Town Coordinator present. Also present, Mike Smith, Highway Supt.

**Reviewed Agenda:** Added to Other Business: Pre-School Funding FY15

**7:25 p.m. Robert and Donna Tanner entered the meeting.**

**Tanners:** The Tanners are here tonight to discuss their concerns with the culvert at the corner of their property and overflow when it rains. The upper catch basin at driveway shoots into yard and parking area. They asked that a cover be placed over the Jacobs' Road culvert for child safety. Discussed concerns about drainage into Jacobs' Road culvert and the Rt. 8A culvert – overshoots and runs alongside and into the cellar. Mike listened and will do the following: He will cover the culvert that runs under Jacob's Road with a grate for safety. He will assess each area and determine steps that may be taken to improve drainage. He will look at the lower catch basin that overshoots water and drains into their parking area. And he will build a larger berm for the upper culvert to improve drainage. Mike will report back to Selectmen. He feels these requests may be easily remedied but cannot guarantee success. The Tanners also shared that they are trying to make property improvements. Kara will help them contact the Franklin County Housing & Redevelopment Authority. The Tanner's thanked the Board and Mike.

**7:38 p.m. Bob and Donna Tanner left meeting.**

**Highway Dept.:** Mike discussed the 10 hour holiday compensation. He shared that he researched the issue with area towns and assured the Selectmen that he will not go over budget if holidays are compensated at 10 hours because the total work hours for the week will be 40. Brian and Sheila explained that it is a work vs. non-work rather than a budgetary issue. They explained that the Town pays for a certain amount of work and holidays, sick/personal, and vacation time are a benefit but the employee is required to work a certain amount of the total hours budgeted. If holidays are compensated at 10 hours, then the employee is working less hours. It's a confusing concept but all agreed that the fairest, cleanest option is 4, eight hour work days on those weeks where a holiday falls and then compensation of 8 hours for the holiday.

**7:49 p.m. Terry Walker entered the meeting and John Doherty, Jenna Day, and Jeff Peck entered shortly after.**

**STRAP Grant:** Terry shared that the grant re-submittal is due on Friday. The Town is re-applying for a 2015 MassWorks Infrastructure Grant in the amount of \$983,102 for safety improvements on Rt. 8A. Terry has prepared a 4,000 character narrative which was reviewed by all and edited. Sheila signed a form letter that will be sent after the submittal.

**8:05 p.m. Terry Walker and Mike Smith left the meeting and Betsy Kovacs, Charlie Cornish, and Mike Freeman entered meeting.**

**Reviewed Minutes:** *On a motion by Brian DeVriese and seconded by Sheila Litchfield, the Board voted unanimously to approve the minutes of 7/29/14 Selectmen's meeting as amended.*

**Board of Health (BOH):** Met to discuss appointment of a potential member of the Board of Health. Addressed possible conflicts of interest in certain matters. BOH had a discussion at one of their scheduled meetings on same subject and asked any members or interested members to recuse themselves or abstain from votes on subjects where a prejudice or personal interest exists. The Select Board asked that it be clearly stated in any minutes that a person has recused themselves or abstained from voting on certain matters. Brian described the formal appointment process and Open Meeting Law. Jenna Day, a former member of the BOH, expressed concern with decision making within the BOH and asked the Select Board help explain the procedures in decision making. The BOH is unsure how to handle last minute decisions. The Select Board suggested to perhaps designate a person to make decisions on matters that have already been discussed in an open meeting and also to bring questions to Glen Ayers, Health Agent for Heath. Authority varies from town to town. The BOH was asked to research what the law allows and get clarification on permitting process. Because of the backlog, the BOH asked if they could hire a part-time, temporary person to help with filing, data entry, etc. Karen Brooks suggested two hours/week for a month or so with about one hour of instruction. Board of Selectmen suggested use of current office assistant.

***On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to appoint Mike Freeman to serve on the Board of Health. This term will expire June, 2018.***

The BOH also shared that they are considering discontinuing the Temporary Occupancy Permit program. The Select Board reminded the BOH that this is a bylaw and will need to go back to the Town for a vote.

**8:55 p.m. Board of Health members left as well as Jenna Day, Jeff Peck, and Mike Freeman.**

#### **Mail/ Email:**

1. Various emails from Mike Smith. ***On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to authorize highway employees to attend snow/ice (or any highway related) classes that interest them including any classes taught by highway superintendent.***
2. Various emails with Ken Elstein regarding Municipal Aggregation. Board discussed their request for Heath to sign affidavit. The Board would like to invite Mr. Elstein to Heath and ask him to bring corrected responses for review and then the Board will consider signing the affidavit. Discussed reconsidering involvement in application. Don't see a benefit to Heath residents. Kara will prepare a bullet list of concerns/questions to have available for meeting.
3. Invoice for services from Terry Walker (22 hours). ***On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to approve payment in the amount of \$550 to Terry Walker to be paid from Hired Eq./Services account.***
4. Colrain letter of support for MassWorks Infrastructure Grant
5. Memo from accountant regarding fiscal year end reminders
6. Various emails from Jan Ameen and Bill Lattrell regarding Transfer Station Upgrade. Discussed meeting that took place on site 8/15/13, and option to keep old compactor. Need a cost analysis.
7. Select Board Essentials Series announcement
8. Franklin County Conservation Commission Training Program announcement

#### **Other Separate Documents:**

##### **Town Coordinator Report**

1. Kris Nartowicz would like to meet with the Board to discuss need for long term borrowing for Irene expenses (those not reimbursed).

Various vehicle use policies for review. Discussed need for municipal vehicle use policy. Kara will research and draft a policy for review.

#### **Other Business:**

**Update on Feasibility Study:** A meeting is scheduled for 9/2 with Paul Mark, State Rep. to discuss support options/grants and to discuss investigation of other plans.

**Special Town Meeting:** Kara will ask Al Canali and Tracey Baronas if there are any issues that need to be addressed at a STM. If none, then the STM will not be held on the tentatively scheduled date of Oct. 7.  
**Heath Pre-School Funding:** The Elementary School is turning away school choice students as they are at capacity (15 Pre-K and 9 K – all from Heath). Principal may need to add an additional staff member if more students from Heath attend. As the Heath FY15 budget has already been approved, it is too late to offer additional funding for a staff person. School may be able to find funds in their current budget.

**Signed:**

1. Renewal Note for T/S Irene Hurricane (short term). *On a motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to sign the borrowing renewal note for Tropical Storm Irene.*
2. Professional Services Contract Heath-HRA
3. DPU form Municipal Aggregation - Affidavit

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

Next meeting scheduled for September 16, 2014 at 7:00 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator