

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Community Hall
September 17, 2013

Called to order at 7:00 p.m. by Sheila Litchfield, with Brian DeVriese, Bill Lattrell and Kara Leistyna, Town Coordinator present.

Reviewed Agenda: Added to other business: Feasibility Studies. Added to Appointments: Sarah Hettlinger, Asst. ACO 8:30 p.m.

FY15 Budget Calendar: reviewed in preparation for meeting with Finance Committee. Made slight revisions based on Assessors' input.

Reviewed Minutes:

On a motion by Brian DeVriese and seconded by Bill Lattrell, the minutes of the 8/27/13 STRAP Grant Public Hearing were approved unanimously as written.

On a motion by Brian DeVriese and seconded by Bill Lattrell, the minutes of the 8/27/13 Select Board meeting were approved unanimously as amended.

- Kara will contact the District and/or Paul Mark to find out how the minimum contribution is determined. Sheila shared that Paul Mark and Steve Kulik will attend the Long Range Planning Committee on October 24 to discuss these and similar issues.

On a motion by Brian DeVriese and seconded by Bill Lattrell, the minutes of the 9/3/13 Select Board meeting were approved unanimously as amended.

7:20 p.m. Charlene Reynolds, Post Office Manager arrived.

Performance Review: Post Office Manager

- Kara will purchase a small laptop and printer for post office to allow Charlene to help customers complete labeling for packages that is otherwise not available unless one fills them out online at home.
- Reviewed CPU contract modification. Discussed changes. Charlene mentioned the need for a locked, slotted box for incoming mail. Kara will inquire with Linda Cooper at USPS.

7:55 p.m. Charlene Reynolds left meeting. Finance Committee members Don Freeman, Ned Wolf, Jeff Simmons and Gloria Fisher entered shortly after.

Special Town Meeting Warrant: Reviewed the draft of the warrant. Finance Committee voted to recommend Articles 1-4. Discussed Article 5 regarding payment to Ed Grinnell, Animal Control Officer. Select Board agreed that he should be paid from the expense account and removed the article. Select Board also removed article 6 and 7 pertaining to reimbursement to North Heath Cemetery Corp. After sharing discussion Kara had with Dept. of Revenue Legal Department, the Select Board and Finance Committee agreed that a meeting should take place with representatives of the North Heath Cemetery Corp. to discuss mowing/maintenance options going forward. Because this is a bill of prior year, a non-contractual matter and a new consideration for voters, it was taken off the STM warrant. Also, discussed update of Community Development Strategy and public hearing that will take place same night as STM at 7:15 p.m.

FY15 Budget Calendar: Reviewed. Don will discuss abatements with Alice and possibly place hold a date on calendar. Kara will ask for Tax Collector and Accountant input and will bring suggestions to next meeting.

8:35 p.m. Finance Committee members left meeting and Sarah Hettlinger, Asst. ACO, entered.

Asst. Animal Control Officer: Sarah shared that she had a response from Linda Potter regarding revised orders that were sent to Ron Woodard. Linda was very upset with the Town. The Select Board advised Sarah to speak with Ron as the letter is addressed to him and he is the owner of the dogs. Sarah said she would explain the letter to Ron and let him know that the Town has lessened the previous requirements, has been lenient and waived past fines. Also, the Town is attempting to help with his failing septic system.

8:45 p.m. Sarah left meeting.

Mail/Email:

1. Emails regarding Bulky Waste Container used for Clean Sweep
2. Article from Recorder: Selectmen end obsolete positions
3. Alice's response regarding budget calendar
4. Email from Town Clerk regarding AG's approval of all zoning bylaw changes
5. Email from Hilma regarding BOH meeting held without proper posting
6. Advisory from ABCC
7. Announcements: Fundraiser for Donovan Heil Fire Relief, Selectmen Quarterly Meeting, Dept. of Veterans Services meeting, Advanced Open Meeting Law Topics, MMA 2014 Annual Meeting, 5th Annual Regionalization Toolkit Conference, DLTA Broadband Project offered to assist towns with IT and broadband planning
8. SSRP Agreement from FC Regional Housing and Redevelopment Authority. *On a motion by Brian Devriese and seconded by Bill Lattrell, the Board voted unanimously to sign SSRP Agreement.*
9. FC Law Enforcement Mutual Aid Agreement.
10. HCOG Electricity Aggregation Paperwork. Kara will contact Ken Elstein to ask what has changed in the agreement and whether other town counsel's have reviewed it.

To Sign:

1. Warrants
2. CPU Contract Modification
3. HCOG Electricity Aggregate Revised Agreement
4. FC Law Enforcement Mutual Aid Agreement. *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to sign FC Law Enforcement Mutual Aid Agreement.* Kara will check with insurance company whether this affects coverage.

Town Coordinator Report:

1. Discussed the need for a Home Depot account and Tim's request to order window gates. If the windows are lower than 18", they require tempered glass. Kara will confirm.

Other Business:

- ❖ HRA Community Block Grant/Septic Loan Program: The Board would like the public hearing for input on same day as STM – October, 15th.
- ❖ Feasibility Studies: Brian shared that the Municipal Complex Committee has been working with Andrea Woods from FRCOG on feasibility study RFP. They are working on a contract for these services and it will be forthcoming for review. The contract will include \$75/hour rate for drafting RFP, meetings up to a maximum of \$3,000. Sheila will contact Andrea regarding feasibility study for Town Facilities.

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

Next meeting scheduled for October 1, 2013 at 7:00 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator