

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
Sawyer Hall  
October 13, 2015

**Called to order** at 7:01 p.m. by Sheila Litchfield, with Brian DeVriese, and Bill Lattrell and Kara Leistyna, Town Coordinator present. See sign in sheet for others present.

**Reviewed Agenda:** Added Ken Gilbert, Fire Chief to appointments for 8:30 p.m. to discuss Fire Dept. matters.

**Minutes:** *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 9/15/15 Select Board meeting as amended.*

*On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 9/08/15 as amended.*

**Board of Assessors:** This Board requested that the Assistant Assessor position not be implemented till next FY. Discussed reasoning behind creation of new position. Discussed Attorney General's rules regarding a Board member applying for the open position of Assistant Assessor. Hilma Sumner will be asked for specifics about exemption that may be allowed after a Town vote. Heidi Griswold has now attended two meetings. She shared that it is challenging being new on board. Discussed compensation for current administrative assistant who has been doing the bulk of the work. Pondered possibilities for compensation. Originally the position was 10 hours per week and Alice Wozniak requested it to be 6. During the Reval year, 50 additional hours were budgeted for the additional time needed. And funds were appropriated for the Special Deed Project to compensate for the additional time needed to focus on this particular task. \$2,953.55 remains in that budget line. The Select Board suggested the Assessors request an increase from 6 to 10 hour work week for the remaining fiscal year. The current budget can cover this increase. Sheila suggested the Board of Assessors request an increase with justification for voters at an upcoming Special Town Meeting – TBD.

**7:45 p.m. Board of Assessors left meeting.**

**Mike Shattuck/Highway Update:** Reviewed Bridge Replacement paperwork. Discussed Eminent Domain issues. Town owns 24.75 feet from center of roadway. Sadoga bridge work shall begin 2016, and Jacksonville Stage Road (Dell), shall begin in 2017. A Town vote is needed to authorize Board of Selectmen to make preliminary decisions as the project progresses including the right of way process. A meeting with MassDOT will be scheduled.

Mike is finalizing paperwork on paving project. He's also assessing the fleet for upcoming winter season. Attending to gravel edging and can purchase/stockpile to work on shoulders. It is prudent to complete shoulders in certain areas to avoid potential hazards.

**Maintenance Program:** Looked at software for fleet management/road maintenance. All roads listed with work completed and all vehicles logged. Routine maintenance is recorded with dates and due dates including parts used (where purchased, part #, date of repair, etc.). Mike Smith began to use the program and Mike Shattuck with continue to update. Vehicles are equipped with labels to indicate when maintenance is due. Mike will record/verify when work has been completed. An employee number was suggested for use in recording process. Mike intends to set up Ken Gilbert to use program for Fire Dept. vehicles. Tech support is available but may incur additional charge.

**Highway Laborer Interviews,** Ken Erho and Jeffrey Johnston.

**8:20 p.m. Ken Erho left meeting, and Jeffrey Johnston left after his interview at 8:30 p.m.**

**Highway Update Resumed:** Discussed weekly work schedule. Lunch is currently ½ hour and paid. Historically it is unpaid. Reviewed Mass. Labor law. Discussed 10 hour day vs. 8 hour day. Mike shared that the crew often works through lunch break. Board determined that crew shall receive ½ hour lunch break, unpaid, and a 15 min. morning coffee break, paid. Mike shared that the Towns of Gill and Rowe have a 10-hour work day, four days a week. Mike will discuss with crew and report back to Board to make determination.

Discussed interviews/applicants. *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to hire Jeffrey Johnston as highway laborer upon acceptance, to be compensated at \$16.80/hour and he shall obtain his CDL License (currently has permit).*

Ken Erho will be scheduled for his 90 day review. Discussed issue of illegal dumping of bulky waste at the Transfer Station and how to handle matter. The Town can issue a Non-Criminal Disposition ticket/warning. Kara will inquire with Jan Ameen regarding issue and ask for her suggestions.

**Compactor Project:** Tech School will provide assistance in spring. Mike needs rough plan for shed, and electrical. Small is fine, to include heat, refrigerator, phone. Plan can include a window or two.

Propane tank work to begin Monday at EOC/Fire Dept.

**8:58 p.m. Mike Shattuck left meeting.**

**Ken Gilbert/Fire Dept.:** Discussed the potential burning of 15 Ledge Road by the Heath Fire Dept. per request by owner, Tom Danek. Ken prefers Oct. 17. He says he needs a permit from the Board of Health but has had no response from them. Discussed weather conditions, how processed. Ken shared that the building is in rough shape. He will stage for safety for interior burn. Select Board has no problem with this event. Abutters have been notified, according to Ken Gilbert. When time is known, Kara will put a message on website.

Discussed budget for Fire Dept. Ken has changed locks, and incurred some utility expenses. With the purchase of new vehicle, emergency fitting, and new tires for brush truck, the account is becoming depleted. Ken has been asked to tally expenditures and come up with a sum needed to replenish account at Special Town Meeting.

**9:08 p.m. Margaret Hobbie left meeting.**

Budget planning process was explained to Ken. Also discussed CORI. Need cost and what is required for processing requests. All volunteers who work with individuals under the age of 18 must undergo a CORI check. New recruits will be subject to check. Discussed upcoming retirement party for Mike Smith and Budge Litchfield.

Gary Singley asked about the recent accidents in Town and the lack of presence of Heath Police Dept. Bill will inquire with Margo Newton and ask whether Heath was notified for these incidents. There have been some communication issues with dispatch in the past.

Life Flight is offering a landing course for mutual aid training.

**9:33 p.m. Ken Gilbert and Gary Singley left meeting.**

**Mail/ Email:**

1. Letter from Tom Danek re: permission to burn, 15 Ledge Road, Heath

2. Memo from Assessors/ and response from Town Coordinator
3. Email from Accountant
4. Emails from Karen Axtell, Bill Brown, Sheila Litchfield re: Bridge replacement projects (9 pages)
5. Letter from FC Tech School and email from Town Coordinator
6. Email from Karen Brooks
7. Letter from HCOG re: Aggregation Denial
8. Email from Town Accountant re: FD pay
9. Memo from accountant re: Snow/Ice Vote. ***On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Select Board voted unanimously to overspend snow and ice accounts as necessary in FY16.***
10. Letter from Margaret Freeman/ from MA Historical Comm. re: Grant cycle
11. Copy of Auction Notice for upcoming public auction. Board wondering where property off Swamp Road is located; if any buildings exist – need details on whether people are living on property. Inquired about Smith and Kratt property as well.
12. Emails from Jan Ameen re: Award of \$500 DEP grant
13. Emails relevant to Public Safety Complex project (5 pages)

**Other Separate Documents:**

14. Town Coordinator Report. Kara will ask Phoebe Walker to meet with Board to discuss Community Compact.
15. Highway Laborer application packets
16. Blank Notice of Violation (to discuss)

**Other Business:**

1. Road Construction Projects: Town needs to post signs at all times until work is complete. Bill will notify Mike Shattuck.
2. Update Municipal Safety/Highway Building Project: A teleconference will be held with Bishoff Communications, LLC to discuss public relation actions needed for getting funding restored for grant for Safety Complex. The Town needs to get the situation communicated at the State level and in the media with an emphasis on public safety. A proposal will be forthcoming not to exceed \$3,000. These actions may make an impact in getting funding restored. MMA will advocate but Brian feels the original funding is gone and will not be restored. The Town is still waiting for public records request response from the State. It is important to look at legislative calendar to keep apprised of legislative activities and windows of opportunity to work within process. Representative Paul Mark is due to meet with members of committee. Sheila would like to attend. Will add land purchase to STM warrant.
3. Special Town Meeting: ***On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to schedule a Special Town Meeting for Tuesday, December 1, 2015 at 7 p.m. in the Community Hall.*** Kara will compile departmental needs for the warrant to be signed November 10, 2015.

***On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to adjourn at 10:30 p.m.***

**SIGNED:**

1. Treasury Warrant
2. Payroll Warrant
3. EMPG Grant Close Out documents
4. Reimbursement Requests
5. HRA Extension Request

6. Work Authorization – Tri-Town Landfill Sampling\$2,667/Town. ***On a motion by Bill Lattrell, and seconded by Brian DeVriese, the Board voted unanimously to approve landfill sample work authorization for 2015 Sampling at \$2,667 per Town to be completed per contract.***

Next meeting scheduled for 10/20/15 at 7 p.m.

Respectfully submitted,

Kara Leistyna  
Town Coordinator