

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
October 7, 2014

Called to order at 7:04 p.m. by Sheila Litchfield, with Brian DeVriese, Bill Lattrell, and Kara Leistyna, Town Coordinator present.

Reviewed Agenda: Added to Other Business: Select Board Tasks and Follow Up

Reviewed Minutes: *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 9/23/14 Selectmen's meeting as amended.*

Select Board Tasks and Follow Up: Sheila suggested keeping track of action items and assigning a person to be the contact for each. Items include: Dog Matter (Kara will keep Board apprised); Transfer Station Project (Brian will be the contact); Long Range Planning Committee (Don Freeman will be asked to keep Board apprised); Performance Reviews (A change in procedure was recommended by the DOR review. Reviews will take place outside of a public meeting and include a Select Board member and Town Coordinator and Personnel Officer, Kara Leistyna) – Kara will forward to Bill and updated review schedule); Budget Timeline; Bylaws (Sheila will follow up with Hilma. An article should go into the Herald); PAYT (This is a project that has to be discussed and implemented at some point. An article in the Herald will be submitted and discussions will take place). Other tasks to keep focused on include special projects for FY16, Landfill Sampling Schedule, and Compactor Project.

7:27 p.m. Mike Smith entered meeting.

Mike Smith/Highway:

The Board offered congratulations to Mike for his achievement as a Baystate Roads Scholar.

- Discussed Strong Chief Law – a legal template for organizing a municipal fire department. A “Strong Chief” means that the fire department is part of a town government. Heath already operates in this manner. However, a Town Bylaw would need to be passed at Annual Town Meeting making it official. Mike is in favor of adopting this law, MGL Chap. 48, Sect. 42. Kara will get a copy of the article on this subject written by Chief Joe Maruca.
- Compactor Project: Need a plan to implement including all areas of Transfer Station and placement of Attendant's shed, pellet bag recycling shed, etc. Mike met with Jan Ameen, FCSWMD, and Dan Hall, Mass DEP. They discussed several scenarios. DEP made some recommendations. Brian will create a map of lot. Mike says considerable fill will be needed. Use of old compactor has been deemed non-feasible. Project now exceeds budget. Once site plan is created, budget discussion can begin looking forward to FY16. Mike says it's difficult to start this project and not complete it. He suggests using sub-contractor with highway crew assisting.
- Crew was congratulated on passing hoisting license testing. Mike suggested that crew all get license to operate mower. Currently, Mike is the only other qualified operator other than Steve Thane. Mike is happy to assist with studying for the test. For FY16, need budget line for licensing fees to include additional fees for mower operators. Renewal is every two years with continuing education during the two year period. Mike is qualified to train. Select Board determined job descriptions need to be revised to include license to operate mower. Steve is finishing the mowing for the season.

- Mike offered updated bridge repair/replacement schedule: Sadoga: 2015 (Federal funds); Dell: 2017; Sumner Stetson: 2020. Mike shared that there is money in a Bond Bill that still has to be allocated so money could become available sooner.
- Ten-hour Work Week: Resumed discussion on this option to have highway crew remain at 10-hour work week, four days per week (Mon. – Thurs.) for the full year. Tabled till Board can research data further.

8:05 p.m. Mike Smith left meeting.

Mail/ Email:

1. Email with Mike Smith regarding Strong/Weak Fire Chief
2. Update from Jan Ameen and related emails regarding compactor project
3. Email from Mike regarding completion of hoisting licenses
4. Emails and related article regarding bridge repair
5. 10 hour work week email and research from Mike Smith
6. Important Health District Dates from Phoebe Walker. Board is wondering who serves as representative for Heath and whether someone is attending meetings from Board of Health. Kara will inquire.
7. Notice from Hampshire County Selectboards Association and related materials
8. Human Resources Self-Audit workshop announcement
9. Emails with Robert Marinelli regarding MIIA vehicle use policy
10. Vehicle Use Policy as stated in personnel policy – Selectmen feel this is sufficient. Kara will send out a reminder.
11. Heath Nurse Monthly Report
12. Letters from Charlemont, Colrain, and Buckland regarding MTRSD excess chapter 71 funds and budget planning. Kara will respond to Charlemont and say that Heath is interested in participating in a meeting however groups should be small to ensure efficiency, focus.
13. Sr. Center report from Eileen Lively. Board interested in collaborating with Buckland-Shelburne Falls Senior Center. Kara will draft a letter to COA. Perhaps money added to budget to cover cost or write the amount into the COA grant.
14. Purchase option for Sharp copier – ***On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve the buyout purchase of the Sharp copier at a cost of \$400.***
15. Email from Jan Ameen regarding agricultural plastics collection flyer (posted on website)
16. Email from David Davies regarding participation in state grant-funded data protection. Kara will confirm that multiple computers are covered; whether there is a server or not; and how it will be activated/used.
17. Memo from Office of Town Clerk
18. MMA Fall Conference for Selectmen Agenda
19. Letter from Committee for Safer Roads and Bridges asking for support to vote to endorse NO on Question #1 (elimination of gas tax indexing provision) – a no vote makes no changes to the laws regarding gas tax
20. Email update from Graveyard Guild
21. Email response from Jan Ameen regarding sharps and Rx disposal. Residents need to be informed to bring Rx to police departments and not to dispose of them in the trash.
22. Email from Al Canali and related documents regarding Last Mile Efforts (WiredWest/MBI)
23. Liquid Storage tank purchase request from Mike Smith – ***On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to authorize Michael Smith to purchase a second liquid storage tank for winter anti-icing agents to be paid from winter salt/sand account in the amount of \$2,892.***

1. Landfill mowing bids for 2014 – *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to award mowing bid to lowest bidder, Pantermehl Land Clearing, Inc. for a cost of \$1,400.00 to be completed by Nov. 1, 2014.*
2. Support letter from Ben Downing for STRAP application and related email from Terry Walker
3. Notes from Franklin County Cohort meeting, 9/17/14. Next meeting Nov. 6 at 5:30 p.m.

Other Separate Documents:

4. Note from accountant regarding Animal Inspector stipend. Kara will ask Margo if she'd like Sarah Hettlinger to serve and complete the annual barn book.
5. FY16 Budget Planning Calendar for Review
6. Article from Daily Hampshire Gazette regarding aggregation

Town Coordinator Report

Other Business:

Update on Feasibility Study: Brian shared that an email was sent to DCAMM which included plans and information on project and needs; awaiting a response. Also, group members had another conversation with Paul Mark, State Rep.

Status of Dog Situation: Hearing in District Court scheduled for Oct. 8, 2014 at 2 p.m.

Highway Dept. Work Week: Board will research information. Tabled till further discussion.

FY16 Budget Meeting Schedule: Due to Election Day and Veteran's Day falling on consecutive Tuesdays, the Board would like to meet on Wed., Nov. 12 and invite the Finance Committee for the first budget planning meeting for FY16. Need a list of Special Projects and other large budgetary needs.

Tree Cutting: Bill investigated the matter from last week and found no evidence of tree cutting.

Signed:

1. MOU for IT support services with Community Software Consortium.
2. Mass DOT documents – Chapter 90 Reimbursement request \$123,778.38 Number Nine, Groll, and Stone Hill roads
3. FFY 2013-2014 EMPG grant contract (and related info.)
4. State Election Warrants
5. Program Service Agreement between FC Home Care Corp.
6. CIC Grant Application Support letters for FRCOG Tick Program and Reg. Dog Kennel facility.
On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to support Community Innovation Challenge grant applications for FRCOG Tick Program and the FRCOG Regional Dog Kennel facility.

On a motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 9:16 p.m.

Next meeting scheduled for October 14, 2014 at 7:00 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator