

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
All Boards and Committees Meeting  
Community Hall  
October 16, 2012

Called to order at 7:27 p.m. by Sheila Litchfield with Tom Lively and Brian DeVriese present. Also present Town Coordinator Kara Leistyna and 25 Town of Heath board and committee members (See attached list).

**Agenda was reviewed** with no changes.

**Welcome**

Sheila Litchfield welcomed everyone to the annual All Boards and Committees meeting and thanked them for their volunteer efforts. She provided an overview and goals of the meeting.

**Open Meeting Law**

Hilma Sumner, Town Clerk provided hand outs: Open Meeting Law Prevention Checklist, the Open Meeting Law, and Summary of the Conflict of Interest Law for Municipal Employees. She reviewed these handouts with everyone. She shared the State is working on assessment for all municipal roles and that everyone will be required to take an on line assessment. She assured everyone that it is straightforward and basic and requested that each participant share with their committee/board. The proper posting of meetings and the taking of minutes was discussed.

**Board and Committee Reports in Alphabetical Order**

- Agricultural Commission – John Clark reported that the Ag Commission posted “Right to Farm” signs this year. They are working on organizing gardening seminars at the Heath Fair next year. Dave Freeman is arranging to have a composter at the Transfer Station.
  
- Board of Assessors - Val Kaempfer reported that the Assessors’ office is running smoothly as they ready for next re-evaluation. 2015 is next triennial. The Patriot software is working well.
  
- Board of Health – No members present.
  
- Cemetery Commission – Claire Rabbitt & Jerry Gilbert reported that all cemeteries in town need work. The Center Cemetery has a group (Graveyard Guild) and has been accomplishing a lot of progress on repairing stones. Ken Gilbert built a tripod to lift stones. There are many broken stones and it is an ongoing effort to keep them in good shape. Volunteers are needed for all cemeteries! Claire Rabbitt is in charge of North Cemetery; Jerry Gilbert has Center and Eric Sumner is the newest member in charge of South Cemetery. Please contact any rep. if you are interested in helping. Bob Bourke, a member of the Graveyard Guild, is interested in coordinating an effort to fix the stones in South Cemetery. Over 30 stones in the Center have been repaired to date.
  
- Community Hall Committee – Margo Newton is pleased to see the building being used. Many improvements have been made but there is more to be done. She is looking into getting a price for window inserts for the Hall to conserve energy. Also, there is a need for insulation in the attic. The floor needs to be replaced or repaired. Sheila shared that the building is a wonderful asset to the Town and thanked Margo and the Committee for their efforts to keep it in good shape.

- Conservation Commission – Brian DeVriese reported that the membership is now full. The Commission meets as needed yet may resume regular meeting time on the 4<sup>th</sup> Thursday of the month. There have been several applications recently and successfully handled. Bill Lattrell continues to serve as consultant and has been very helpful.
- Council on Aging - Val Kaempfer reported that the Council is still receiving grants from Elder Affairs. Grant money is used to purchase new dishes, etc. They are considering a new meal plan that is a catered, home-style meal. There is a woman in Colrain who does this and they are interested in finding out more. The Senior Meal is well attended.
- Cultural Council – Kara Leistyna shared that the applications for this year are arriving. The Council will meet on the 29<sup>th</sup> to review applications and vote. There have been over \$17,000 in requests and only approximately \$3,000 is allocated by the State. Rachel Porter has stepped down and new members include Larry Sampson, Sue Draxler and Bob Gruen has expressed interest in joining. Lorena Loubsky-Lonergan who has served two consecutive terms must abstain from voting for one year and then can re-join. She currently helps with reporting and processing paperwork. The Council awards grants to a variety of groups including artists, theater, historical educators/programs, the Heath Fair, the Heath School, etc. We try to award the money fairly but because there are so few funds, it's a difficult decision-making process.

**On a motion by Brian DeVriese and seconded by Tom Lively, the Select Board voted unanimously to appoint Robert Gruen to the Heath Cultural Council.**

- Finance Committee – Don Freeman reported that the committee has not yet received a tax rate or free cash certification. He predicts the rate to be 20.07 based on numbers voted at Annual Town Meeting (1.16% increase). The State Dept. of Revenue is in process of determining these figures. The Committee with the Select Board will prepare a FY14 Budget Memo to be sent with budget requests. These are due on January 2, 2013. Don urged Dept. Heads and Chairs not to hesitate to contact him or members of the Committee with questions – they are glad to help. Finance Committee will meet with Select Board on 10/30 to review and approve the FY14 Budget Calendar and it will be posted on-line. Budget requests should be sent out by 12/5/12.
- Heath Telecom – Al Canali reported that he has been attending WiredWest Cooperative meetings. The latest string of fiber optic wire is being connected to Town's public facilities (Sr. Center, Town Hall/Library and Heath School). Then once residents are able to get service, WiredWest will be able to deliver fiber to the home by 2014. A demonstration of need is required. A mail survey will be sent to all property owners in Heath. A card will be included where residents will be asked to express interest in service. Al and Art Schwenger encouraged everyone to complete the survey.
- Historical Commission – Nina Marshall reported that the Commission is working on an Oral History project and recording oral histories. They completed a pilot with Walt Gleason. They interviewed Walt and it went well. It has been a slow year otherwise. They are hopeful to have a workshop in the coming year. Also, a re-attempt to purchase historic district signs will be made for the center of town. Nina clarified that they would like to have a consistent design if people would like to post individual signs on their historic homes. If there is interest, they will explore options. Mass Historical Commission has many templates and one needs to be chosen.
- Library Trustees – Deb Porter reported a relatively quiet year. The library remains a popular place and circulation has increased. The transition into CW MARS system has been successful. Space constraints and lack of ADA compliance remains a critical issue. They are still waiting to see how the Town will proceed with any improvements/changes. Sheila added that voters at Special Town Meeting will be asked

to fund a feasibility study to explore options for space including the library. She noted that the Town is lucky to have both Library Director Don Purington and Assistant Library Director Lyra Johnson.

- Municipal Complex Building Committee – Bob Bourke reported that the committee has not met since Annual Town Meeting. The next step is a feasibility study. This study will be one step in pursuing grant money from both federal and state levels. They have a basic building design but need to determine a building site. The need for a new building is obvious. The feasibility study will look at the town-owned land and determine if it is suitable for such a building.

- Parks & Recreation – Bob Bourke reported that the committee purchased three picnic tables and distributed them in the center of Town. Also purchased were new basketball nets, play equipment, chalk and a storage bench. The lines on the court were re-painted as well. The playground area behind the Comm. Hall has been assessed. Next spring they will work to paint the swing set and jungle gym; install new swings; lay chips; cut brush and install a sandbox with cover. They would also like to move the commemoration plaque to an area that can be better viewed by folks. Robin Jenkins expressed interest in joining and Andy Royer would like to step down. Tom acknowledged the installation of the split rail fence as well.

**On a motion by Brian DeVriese and seconded by Tom Lively, the Select Board voted unanimously to appoint Robin Jenkins to the Parks & Recreation Committee.**

- Planning Board – Calvin Carr reported that the Board is working diligently on solar and wind bylaws with the help of Peggy Sloan of FRCOG. There will be a question on the Special Town Meeting warrant. Solar opens door for Green Community designation which gives Heath the opportunity to apply for funding for town needs. Cal mentioned the wireless bylaw they prepared but indicated that question on the warrant will be passed over and resubmitted at Annual Town Meeting. Wind bylaws should be ready for Annual meeting as well. Cal pointed out potential areas for commercial solar installations: three-town landfill, gravel pit, Bray Rd. and the elementary school.

- Recycling Committee – Jeff Simmons reported that the committee had its first meeting attended by Doug Mason, Tom Flynn and Jeff. They would like to explore ways to generate a profit from Transfer Station. Several issues were reviewed and goals set. They would like to find ways to streamline system such as establish separate bins for metals; educate residents about sorting/recycling; have a drop off center for items that can be reused to reduce dumpster use and to establish a compost bin. They are scheduled to meet with the Select Board on Nov. 13 to discuss ideas further.

- School Committee – Bob Gruen reported that it is great to have two active members representing Heath. The budget will be different this year and he expressed concern since Heath has fewest kids. He encouraged people to stay apprised on budget issues. The members will try to let people know how it progresses. All meetings are open to the public. Sheila added that the Select Board had invited Rowe into discussions if they are interested in educating their children together with Heath children. Rowe has responded with gratitude and that the decision is up to the voters. Sheila thanked both Bob and Andy Draxler for stepping up and serving the Town. Active representatives are essential and bring information back to Town.

- Town Nurse – Claire Rabbitt shared that she has a new router so she can access the internet in her office. Heath has been approved for Medicare reimbursements. She is researching roster billing reimbursement, flu vaccine administration – all a complicated process. She needs to order forms and expressed the importance of accuracy. Flu vaccines are available and a clinic will be held Saturday from 10-1 and open to all at the Sr. Center. There is also a clinic in Hawlemont on Nov. 3 from 9-12. Sheila

added that there will be a question at Special Town Meeting regarding establishing a revolving account for Town Nurse so she can deposit Medicare reimbursements and purchase additional vaccine as needed. Currently Heath receives 80 free doses.

- Zoning Board of Appeals – Dennis Peters reported no meetings have been held this year. The Board needs an alternate member. The Select Board would like to research how many members are allowed to serve and whether an alternate can be appointed.
- War Memorial Committee – David Howland reported that this committee was set up on July 12, 2012 and he serves as chair with Bob Bourke serving as co-chair. Their goal is to update the list of those who have served. Currently, they are gathering information on names of veterans. They will have another meeting and possibly expand membership if there is interest.

### **CodeRed Overview**

Tom Lively reviewed the handout, *Policy for Heath's CodeRed Reverse 911 System* with the group. He shared the names of those who are authorized to use the system: Tom Lively, Tim Lively, Margo Newton, Mike Smith and Kara Leistyna. Only emergency messages will be issued.

### **Non-Criminal Disposition Process**

Brian DeVriese shared information about this process which was initiated about 10 years ago at Annual Town Meeting. This process gives authority to Boards that can issue a 'ticket' for non-compliance. Brian reviewed the process which includes a first issuance of a warning; a second \$100 fine and a third offense of same infraction could result in court action.

Everyone was thanked for attending and enjoyed desserts, beverages and conversation.

The Board of Selectmen and Town Coordinator remained in session to continue the Select Board meeting.

Reviewed Coler & Colantonio estimate for 2012 Landfill Sampling. Kara will send letter to Hawley and Charlemont and ask for their approval in writing. **On a motion by Brian DeVriese and seconded by Tom Lively, the Select Board voted unanimously to approve proposal from Coler & Colantonio for Groundwater Monitoring and Residential Water Supply Well Sampling for 2012.**

Board of Selectmen signed documents.

Adjourned at 9:20 p.m.

Respectfully Submitted,  
Kara Leistyna, Town Coordinator

### **Handouts Provided:**

Open Meeting Law Prevention Checklist  
Open Meeting Law  
Summary of the Conflict of Interest Law for Municipal Employees  
Important Dates 2013  
Elected Officials Terms Expiring/Current Vacancies  
Municipal Complex Committee Report 2012  
Summary Report of the 2011 Space Needs Task Force  
Agenda  
Policy for Heath's CodeRed Reverse 911 System