

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Community Hall
October 22, 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: Safety in Sawyer Hall, Fraud Policy, Draft for Proposal for Post Office Renovation, RFP for Municipal Safety Complex

Reviewed Minutes: *On a motion by Brian DeVriese and seconded by Bill Lattrell, the minutes of the 10/15 /13 Select Board meeting were approved unanimously as written.*

Mail/Email:

1. Email regarding Community Innovation Challenge grants. Deadline is 11/22/13.
2. Email from Mike Smith regarding Mass DOT visit on Wednesday. Sheila will meet with Mass DOT.
3. Email from Bill Hoyerman – responses to inquiries regarding landfill. Discussed. Kara will ask Bill Hoyerman for an estimate for well development and sampling. A letter will be sent to Hawley and Charlemont once an estimate for the work is received.
4. Reviewed Board of Health's Performance Evaluation of Town Nurse, Claire Rabbitt.
5. Email from David Howland regarding Community Needs Survey and response
6. MVMA Charities Stray Animal Program Guidelines. Kara will work with Accountant on SOP for Heath Animal Fund.
7. Training Announcement MEMA. Kara will ask Tim, Mike and/or Margo if they plan to attend.

Other Separate Documents:

- 1) Town Coordinator report
- 2) Septic Loan Info. from Karen Brooks. Board reviewed. Issue needs research. Kara will look into if the Town can offer a deferment.
- 3) Fraud Policy Draft from Tracey Baronas. Kara will ask Tracey to tailor the policy to apply to Heath and then submit for approval.
- 4) North Heath Cemetery Correspondence for 8:00 appointment

Other Separate Documents:

- Town Coordinator Report

7:55 p.m. Jerry Gilbert, Eric Sumner, Claire Rabbitt and Heidi Griswold entered meeting.

North Heath Cemetery Corporation (NHCC): Sheila began meeting explaining why the article asking for reimbursement for mowing was removed from the Special Town Meeting Warrant. Sheila shared that it's considered a new business item so has to be on Annual warrant. According to the Dept. of Revenue Legal Dept., a reimbursement dating so far back has complications, the Town needs to discuss with NHCC how to handle going forward, and discuss the possibility of the Town assuming responsibility for maintenance. The mowing could be added to the bid for mowing that already includes the Town center and cemeteries. Claire explained that the NHCC has discussed the possibility of the Town taking over ownership of the private portion of the North Heath cemetery. This would require a vote of the corporation. Historically, Fred Crowningshield took care of the mowing. Discussed options of lease agreement or ownership by the Town of Heath. Sheila shared that the deadline for Annual Town Meeting warrant articles is March 5, 2014. Claire said the Board of the corporation is meeting in January. After the

meeting, they will schedule to meet with the Select Board. If the Town took over ownership, Matt Lively would continue as sexton and the records portion would be similar to what Heath does (Claire is the representative for the North Heath Cemetery for the Town) so there would be very little change. Discussed financials and current Town accounts for the cemeteries.

Cemetery Commission: Jerry shared that the Graveyard Guild (a group of volunteers caring for the cemeteries) has worked hard over the past year to restore gravestones. There is a new section of the Center cemetery that needs expansion. He proposed 200 sq. ft. at a time offering an additional 16 lots. He's also order markers for both South and Center cemeteries. Eric Sumner is going to gather volunteers to start working on South Cemetery. Jerry asked the Board for permission to use the highway crew as needed for brush hog/back hoe services. The Board authorized the highway department to help as needed when schedule is not busy and at the discretion of Highway Supt., Mike Smith. Jerry shared the work that is taking place and the materials used. He mentioned that although the work can be dangerous, the group works together well and safely. The Guild is always looking for volunteers. The Select Board deeply appreciates the work being done for the care of the cemeteries and thanks the Graveyard Guild for their dedication and hard work.

Reviewed procedure for sale of lots and cost. Currently, there is enough money to handle the restorations. Jerry will request more money if needed and during budget time. Perhaps a special project could be presented to voters and approved.

7:86 p.m. Jerry Gilbert, Eric Sumner, Claire Rabbitt and Heidi Griswold left meeting.

Other Business:

- ❖ Safety in Sawyer Hall: Discussed an incident that occurred in Sawyer Hall. A property owner came into the building and began yelling at the assessor and exhibited threatening behavior. The employee was very upset and in tears. The property owner left the premises when asked by Selectman, Bill Lattrell. The situation was deemed dangerous and the Select Board feels that in an effort to protect employees, a letter will be sent to this property owner asking that 24 hour notification prior to any visit to Town buildings be given and if non-compliance with this request, a no trespass order will be issued. Police Chief Margo Newton was notified of the incident. Discussed options for safety overall. Margo has offered a training in safety and recommended a training on diffusing situations of this nature. Sheila will look into the possibility of E911 bracelets. Kara will research computer monitor surveillance and contact Town Counsel for advice. Board will revise personnel policy as needed.
- ❖ Post Office Renovation: Board reviewed Tim Lively's proposal for bids for post office counter and made some suggestions.
- ❖ RFP for Municipal Safety Complex: Brian shared that he prepared a summary for the RFP. Andrea Woods, FRCOG, will prepare the remaining documents needed for the full RFP. Discussed funding for feasibility study. Any change in the amount would have to go to a Town Meeting vote. If the amount voted already is not enough, perhaps only a portion of the work could be considered. Brian will get input from MCC members. Discussed how utilization of space in Town Hall has changed since the changes from last spring. Storage needs and library needs remain a priority.
- ❖ FY15 Budget Planning: Kara prepared a draft of the timeframe for setting tax rate.

TO SIGN:

1. Warrants
1. Painting Estimate – Platek. ***On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to award Mike Platek Painting the bid for the finish painting on Community Hall steeple as early as convenient for the amount of \$1,800.***
2. MA Cultural Council Standard Contract 2013-14
3. Mileage Reimbursement Request

4. Landfill Mowing Proposal – Pantermehl Land Clearing, Inc.

On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to adjourn at 9:25 p.m.

Next meeting scheduled for October 29, 2013 at 7:00 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator