

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Community Hall
October 29, 2013

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

Reviewed Agenda: Added to Other Business: Overtime for Highway Dept., Cash Payment and Handling Policy, and Heath Animal Fund.

Reviewed Minutes: *On a motion by Brian DeVriese and seconded by Bill Lattrell, the minutes of the 10/22/13 Select Board meeting were approved unanimously as amended.*

Mail/Email:

1. Email from Accountant regarding STRAP Grant funding. Awaiting response regarding reimbursement/borrowing from HUD (Housing & Urban Development).
2. Email response from Town Counsel regarding safety in Sawyer Hall. ***On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to sign letter and send it certified and regular mail regarding incident in Sawyer Hall.***
3. Transfer Station Inspection report from Jan Ameen. Copy went to Mike Smith.
4. Letter from FRCOG regarding potential partnership leading to National Forest designation. Info session November 20 from 5:30-7:30 Shelburne-Falls Buckland Community Center. Kara will send notice of meeting to Planning Board and Rol Hesslebart.
5. Email from Ted Harvey, FRCOG regarding FIRE Response Community Innovation Challenge (CIC) proposal. Due date for application is Nov. 22. They are asking for town support. Kara will ask Mike Smith's opinion.
6. Email from Accountant regarding overtime for highway personnel. Board feels updated Personnel Policy correctly outlines overtime policy.
7. Accountant's response to setting tax rate timeframe. Will await Assessors' response.
8. Options for surveillance in Town Hall. Kara will phone Detectoguard, Inc. Greenfield to get a price for installation and equipment.
9. Email correspondence regarding 146 Colrain Stage Road. Kara will schedule Glen Ayers/BOH members to attend a Select Board meeting to discuss further.
10. Email summary of meeting with Mass DOT from Sheila. State has agreed to pay for bridge repairs for the bridge at Dell over Mill Brook, slated for 2015. As well as the bridge on 8A over West Branch Brook, slated for 2018. Nothing has been received in writing, however.
11. Email from Jan Ameen regarding Bulky Waste Collection
12. Notice from American Red Cross: Legislative Breakfast in Springfield Dec. 13 7:30 a.m.
13. Course Announcement from MEMA

Other Separate Documents:

- Town Coordinator report.
 1. Kara will inquire with Tax Collector whether 1997 Septic Loan property is in tax taking status.
 2. Kara will inform employees in Sawyer Hall about Pepper Spray training.
- Cash Payment and Handling Policy Draft from Town Coordinator. Fraud Policy from Accountant (revised). Kara will forward to Town Counsel for review.

7:29 p.m. Bob Gruen entered meeting.

School Committee: Andy shared that he serves on the MTRSD Building Sub Committee. He will be attending all tours of each school in the district as part of the school budget preparation. The Building Sub Committee is now responsible for developing a capital improvement plan for the district based on Potomac Capital Advisors' assessment conducted during FY13. The assessment prioritizes needs for repairs. Heath School will be toured on December 16, 2013 at 4:00 p.m. Discussed Capital versus Maintenance needs and the dilemma posed from lack of maintenance in certain instances and the current need for capital expenditures as a result of that neglect. In addition, evidence of poor construction causes issues in the future which translates into expenses. The Building Sub Committee will make recommendations to each town but the Town has final say in addressing issues and will determine whether items are capital or maintenance expenses. Capital versus Maintenance each needs to be clearly defined. The Board feels that the most cost effective plan is to keep a maintenance schedule going forward in order to maximize the use of and life of construction and equipment. The agreement between Heath and the District states that "A rent of \$1 per year shall be charged the Lessee by the Lessor for the use of the Premises..." and "the Lessee agrees to pay all costs, expenses, and obligations of every kind and nature whatsoever in connection with the operation, repair, maintenance, cleaning, protection and management of the Premises..." Reviewed recommendations for Heath repairs and schedule according to Potomac Capital Advisors. Board will review full report listed on MTRSD website. Once the Building Sub Committee completes their analysis, it will be distributed for comments/opinions. The Board would like a list soon so they may incorporate it into budget planning purposes. Kara will let PTP members and Finance Committee know about the tour at the Heath School and encourage participation. Also discussed minimum contribution formula and how it poses difficulties for small communities.

8:19 p.m. Bob Gruen and Andy Draxler left meeting.

Other Business:

- ❖ Follow Up - Safety in Sawyer Hall: Letter will be mailed. Margo will conduct a safety training. Kara will research surveillance options for Town Hall.
- ❖ Landfill Update/Status re: mowing, sampling, etc.: Mowing will be finished next week. Kara will continue to try to contact Bill Hoyerman for sampling/well development.
- ❖ Personnel Policy: Workplace Violence/Possession of Weapons Sect. 5.13: Board will review.
- ❖ FY15 Budget Planning: Kara prepared a draft of the timeframe for setting tax rate and awaiting feedback from Assessors'.
- ❖ Overtime for Highway Dept.: Board feels updated Personnel Policy correctly outlines overtime policy.
- ❖ Cash Payment and Handling Policy: On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to adopt this policy for the Town. Kara will distribute.
- ❖ Heath Animal Fund: Financial assistance for emergency vet care for animals in control of Animal Control Officer. If owner located, the Town will try to recoup what is owed. A Standard Operating Procedure needs to be implemented for use of this fund.

TO SIGN:

1. Warrants
2. Federal Aid Contract Revised/ TS Irene
3. Oldest Resident Certificate
4. Reimbursement Request

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

Next meeting scheduled for November 5, 2013 at 7:00 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator