

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
SAWYER HALL
November 14, 2011

Called to order at 7:07 p.m. by Tom Lively with Sheila Litchfield and Brian DeVriese present. Also present, Town Coordinator, Kara Leistyna and Finance Committee Chair, Don Freeman.

Agenda was reviewed – Added to Other Business: Contract Signing Authority; Authorization to name rooms at school; remove Tracey Baronas from agenda – Board will meet with E. Tougas only; Sawyer hall roof repair/ quote; Budget Planning Timeline/ Don Freeman.

7:10 p.m. Tom Lively entered meeting.

Reviewed Minutes: Brian moved to accept minutes of 10/25/11 Select Board meeting as amended. Sheila seconded. Vote was unanimous and motion carried.

Brian moved to accept minutes of 3/29/11 Select Board meeting as amended. Sheila seconded. Vote was unanimous and motion carried.

7:29 p.m. Mike Smith entered meeting.

Highway Department: Mike offered update. New truck has arrived. Discussed work on Avery Brook Road and other projects – all on schedule. Reviewed correspondence from Mohawk Estates Property Owners Assoc. Mike feels work can be done by town highway crew and he will contact Mr. Houle, Road Committee Chair of Mohawk Estates. Mike does not believe that damage to Nancy Knowlten's driveway on 133 Taylor Brook Road, due to Storm Irene, is the responsibility of the town. Town Coordinator will follow-up. Also, discussed the re-roofing of the dog kennel. Tom Carlson, d/b/a Homestyles, has offered a bid in the amount of \$1,700. Currently, the roof is temporary. The cage has been damaged from dog escape. Mike will ask Tom Carlson to repair. Discussed time off request for Mike week of 12/12/11. Mike will ensure there are alternate drivers in case of snow. Dohn Sherman will be in charge.

Brian made a motion to pay for roof on kennel from recycling escrow account pending the approval of Finance Committee. Sheila seconded. Vote was unanimous and motion carried.

7:56 p.m. Becky Allen and Claire Rabbitt entered meeting.

8:04 p.m. Mike Smith left meeting and Eileen Tougas entered.

Regional Board of Health: Discussed Franklin County Cooperative Local Health Department. The Select Board asked the BOH and Town Nurse to do a self assessment using the grant performance guidelines as a checklist. Before offering an opinion, Becky would like to contact Phoebe Walker at FRCOG. Tom, who serves as Representative to FRCOG, asked that any concerns be communicated to him. Town Nurse gave update on flu vaccines. A clinic was held. Residents may also get a vaccine during office hours. Nurse has a few doses left but can get more if needed.

8:13 p.m. Claire Rabbitt left meeting.

Reimbursement Process for Town Employees: Eileen Tougas voiced opinion about reimbursement process. She polled other towns to see what procedure is followed elsewhere. Feels there should be a policy in writing for all employees and followed consistently. The Select Board stated that Accountant

needs to follow state law. Board read email from Accountant who reported that she is looking into options and needs to further probe for a clear policy. The Board will follow up with Accountant. The Board made suggestions for expediting the reimbursement period or avoiding the need. Eileen was thanked for her efforts. Town Coordinator will contact Big Y for an account.

8:30 p.m. Eileen Tougas left meeting.

Budget Planning: The Select Board is working with Finance Committee to draft a timeline for budget planning. Sheila and Don discussed overall plan to design a structure for the planning process and to facilitate partnership between Finance Committee and Select Board in an effort to create a smooth process for all involved. One part of the plan is to have weekly meetings, with every other dedicated to budget jointly with Finance Committee or other departments. On the off-weeks, the Board would devote time to other issues. Ultimately, a plan would be devised that will carry forward into the future and used by successors. Annual Town Meeting date is set for May 12, 2012. Everyone agreed that more time will help improve the process.

8:51 p.m. Don Freeman left meeting.

Mail/ Email:

- Update on Bay State Elevator – advice from Town Counsel
- Update on E911 contract – emails from Tim Lively
- Becky Allen Resignation from School Committee
- Need vote on Snow and Ice – see email from Accountant
- Steve Crowningshield bid for Sawyer Hall – need to include interior wall repair
- Margo Newton – Police Report
- Mass DOT Bridge Inspection Report
- FRCOG FY2012 Wage and Salary Survey
- Public Notification of Response Action Outcome Statement from Tighe & Bond
- Results of Transfer Station inspection report
- MA Association of Agricultural Commissions 12/10/11
- Cash Book Summary – 10/2011
- Veteran's Benefit starting 11/1/11
- Approval letter from Atty. General with comments specifically for Planning Board – FYI.
20 day appeal period before finalization
- Conservation Restriction from Whitney Beals – need to review and sign

Town Coordinator's Report

On a motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to accept Becky Allen's resignation from School Committee with regret.

On a motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to overspend winter accounts as necessary in FY12.

Sawyer Hall Repairs: Board agreed to add interior wall repairs to bid from Steve Crowningshield. Need clarification on whether labor is included in quote and ask about sub-floor in bathrooms. Town Coordinator will contact and ask him to start as soon as possible.

On a motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to approve bid as is from Steve Crowningshield for Sawyer Hall repairs.

Reviewed Old Business:

Removed Three-Town Landfill from list. Need flyers for Board/Committee member openings. Town Coordinator will post in front lobby and on-line. West County News and Recorder were also considered. Need to include cost for Carpenter Plaque in annual budget.

Other Business: Authorization to name rooms at school resides with School Committee. Principal makes a recommendation to School Committee. Transfer Station Brochure: Tom will submit his changes. Mass Broadband: Town Coordinator will contact Rep. Cariddi and Senator Downing in an effort to ensure Fire Dept./EOC is on the list for installation of fiber. Jason Whittet, Dep. Director for Mass Broadband says the fire dept./EOC is too far from the fiber route to connect.

On a motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously authorize the highway dept. to plow Hosmer Road to Peter Simpson's house.

Warrants signed as well as requests for reimbursements.

Brian moved to adjourn at 10:30 p.m. Sheila seconded. Vote was unanimous.

Next meeting is scheduled for November 21, 2011 at 7:00 p.m.

Respectfully Submitted,
Kara Leistyna, Town Coordinator