

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
November 17, 2015

Called to order at 7:09 p.m. by Sheila Litchfield, with Brian DeVriese, Bill Lattrell and Kara Leistyna, Town Coordinator present. Also present: Tracey Baronas, Accountant.

Reviewed Agenda: Assessors, Town Treasurer, and Town Clerk will not be attending tonight's meeting.

Minutes: *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to approve the minutes of 11/10/15 Select Board meeting as amended.*

7:28 p.m. Gloria Fisher, Ned Wolf, and Don Freeman entered meeting.

Tax Recap Progress & Forms: Tracey Baronas walked everyone through her portion of the process of reporting actual receipts. She stated that the accountant does a portion of many pages of the recap form. Assessors, Town Clerk, Treasurer have input as well. There are many limitations to try to estimate the tax rate for the following year. Tracey reviewed the reporting of actual receipts. Excise tax predetermined by the State. The estimate is based on previous year's commitment and any straggling amounts. Discussed discrepancies in local estimated receipts vs. actual and how this is determined. Don Freeman wondered whether it's better to run in a deficit rather than ending up with a free cash balance. Others felt that free cash is positive and that roughly half is used to reduce tax rate, the rest is used as savings in various stabilization accounts, and/or for use in situations when a shortfall arises. Discussed general fund as some of the source for free cash determination comes from appropriated monies that were unspent. A brief review reveals that overall no line is excessively over budgeted. Gloria offered to review overall budget to determine if there is any underspending trends for upcoming FY17 budget planning and will follow up with Finance Committee. Also, revolving fund caps will be reviewed.

8:07 p.m. Tracey Baronas left meeting and Gloria Fisher left shortly after.

Discussed Budget Timeline and upcoming Tax Classification Hearing which should take place in early December. Kara will check with Assessors on timing. Currently, it looks like the tax rate setting will be delayed about a month from projected dates based on email from Assessor Adm. Asst. and member, Alice Wozniak.

8:21 p.m. Don Freeman and Ned Wolf left meeting.

Mail/ Email:

1. Emails from employees unable to attend meeting tonight.
2. Copy of Capital Improvement Plan Policy DRAFT from Sheila
3. Emails from Rick Kean regarding Broadband Supplemental Funding
4. Email from ABCC regarding survey monkey survey re: new elicensing system
5. Inquiry from Tracey re: Bishoff agreement – She needs a W-9 and is wondering which account is paying for this expense?
6. Mark Reich's response re: Conflict of Interest Inquiry. Board will ask him further questions at STM.
7. Managing Conflict on Boards, Nov. 18 7-9, FRCOG

8. Lee Frankl will attend BOS meeting for about a half hour starting at 7:30 p.m. on 12/15 regarding Colonial Power/Aggregation.
9. FCSA Quarterly Mtg. announcement: 12/3, 5:30, GCC, buffet \$20 pp
10. Email from Karen Axtell – MA DOT. Revised plans will be forthcoming next week. The Board feels it is very important that they have plans ready for meeting with property owners. Sheila arranging meetings with Mark Devylder, Dist. Engineer, prior to Dec. 1, 2015.

Other Separate Documents:

11. Town Coordinator Report
12. Revised Contact List
13. Capital Planning Draft
14. FY17 Budget Development Workbook from FRCOG
15. Recap Form DRAFT for discussion
16. 11/10/15 minutes for review

SIGNED:

1. Letter of support for supplemental funding for broadband
2. Vacation request
3. Chap. 90 Reimbursement request forms

Next meeting scheduled for December 1, 2015 at 7 p.m.

On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to adjourn at 8:53 p.m.

Respectfully submitted,

Kara Leistyna
Town Coordinator