

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Community Hall
November 5, 2013

Called to order at 7:04 p.m. by Sheila Litchfield, with Brian DeVriese, Bill Lattrell and Kara Leistyna, Town Coordinator present.

Reviewed Agenda: Added to Mail: Police Chief Monthly Report. 8:30 p.m. Performance Review postponed to November 12, 2013.

Reviewed Minutes: *On a motion by Brian DeVriese and seconded by Bill Lattrell, the minutes of the 10/29/13 Select Board meeting were approved unanimously as amended.*

Mail/Email:

1. Email from Mike Smith regarding Additional Surplus equipment. No action taken.
2. Heath Town Nurse monthly report. Claire also worked at Hawlemont Emergency Dispatch System on Saturday, Nov. 2, 2013.
3. Copy of memo sent to employees regarding D. Scagel incident
4. Notice of quarterly recycling revenue (deposited in revolving account)
5. Email trail with Glen Ayers regarding L. Potter/Septic matter. No action taken.
6. Quarterly FCSA notice of meeting 11/21/13. Sheila and Brian will attend.
7. Invitation from Paul Mark to visit the State House 11/14/13 11am-3pm. Kara will send a thank you to Paul Mark.
8. Monthly reports from FC Inspection Program
9. Police Chief Monthly Report. Board discussed incident over the week-end and how Chief was not notified that the State Troopers were on the scene.

Other Separate Documents:

- Town Coordinator report
- Fraud Policy (revised). *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to adopt the Fraud Policy as amended effective 11/5/13.*

7:32 p.m. Finance Committee members Ned Wolf, Jeff Simmons and Gloria Fisher arrived.

Budget Planning Calendar: Sheila explained reason for detail added to calendar regarding setting tax rate. The steps will help to understand the process. The objective is to make sure the tax bills go out by December 15th so that the Tax Collector does not have the task of sending out bills during Christmastime. Setting the tax rate involves many departments and requires a collaboration effort. Kara will check in with Assessors to get feedback and invite discussion if needed. The Board would like to hear from the entire Board of Assessors. Board discussed with Finance Committee and decided to use the proposed dates for FY14 and going forward adopt the alternative target dates for FY15 and future years. Earlier target dates ensure a smoother, less stressful end of year process and it aids in avoiding tax bills received by taxpayers at Christmastime.

School Budget Sub-Committee Tour Heath School: Sheila shared with Finance Committee the upcoming date and time of tour of Heath School by the MTRSD Budget Sub-Committee and Building Sub-Committee. There are concerns related to the wording in existing contract between Heath and the district regarding the responsibilities of the district. Discussed the issue of maintenance versus capital improvements/repairs. Discussed costs and how the suggested repairs according to the Potomac Capital Advisors' assessment could be the 'Cadillac version and may not necessitate the most costly repair

option. A conversation on lease agreement is needed and all issues need to be negotiated and determined by Town whether they fall under maintenance or capital. A maintenance needs assessment will be provided to the town for budget planning purposes by the district once the Building Sub-Committee finishes their tours of each school. Bill shared and emphasized the importance of ongoing maintenance going forward. Discussed Potomac assessment. Finance Committee members will look online at the report. The Board shared that the school will be toured on Dec. 16 at 4 p.m.

8:16 Finance Committee members left meeting.

Other Business:

- ❖ Follow Up - Safety in Sawyer Hall: Memo sent to all employees regarding incident. Margo Newton will conduct a training for use of pepper spray for anyone with an FID or restricted FID and desire to use pepper spray. Sheila touched base with Mo Grossberger at Guardian Alert. This product is a system and offers a push button alert that then dials 9-1-1 in the event of a crisis. It is \$35/month for two pendants. Mo will visit Town Hall to test range. Need service for both Sawyer Hall and Community Hall.
- ❖ Landfill Update/Status re: mowing, sampling, etc.: Mowing completed. Bills will be sent to Hawley and Charlemont when received. Still waiting for proposal from Bill Hoyerman regarding sampling, well repair and development.
- ❖ Personnel Policy: Workplace Violence/Possession of Weapons Sect. 5.13: Made change to section and added, "or upon written approval by the Heath Police Chief." Kara will make change to policy and distribute notice to all employees.

TO SIGN:

1. Warrants
2. Vacation request
3. FEMA Contract paperwork for February snow storm.
4. Truck titles for 1989 Dodge Pick up and 1998 Chevrolet Pick up
5. Bill Schedule for Ed Grinnell, ACO
6. ACO Travel Reimbursement Request (Sarah Hettlinger)
7. FC Sheriff's Office Regional Dog Control & Adoption Center FORM
8. CIC (Community Innovation Challenge) Grant support for Recycling Agricultural Plastic and wood pellet bags program (FCSWMD) and;
9. CIC Grant support for FIRE Response application from FRCOG. ***On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to support both CIC grant applications.***
10. Truck loan documents for Treasurer. ***On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve and sign Refinance Loan documents for Truck Loan submitted by Treasurer.***

On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to adjourn at 9:05 p.m.

Next meeting scheduled for November 12, 2013 at 7:00 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator