

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
Community Hall  
December 2, 2014

**Called to order** at 7:07 p.m. by Sheila Litchfield, with Brian DeVriese, Bill Lattrell, and Kara Leistyna, Town Coordinator present.

The Board is deeply saddened to report the passing of Andy Draxler and offer heartfelt condolences to the Draxler family.

**Reviewed Agenda:** Added to Other Business: WiredWest update.

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

**FY16 Budget Planning:** Reviewed joint guidance memo and made changes from last year's. Kara will mail to all Dept. Heads/Committee Chairs by Thursday.

**8:04 p.m. Alice Wozniak and Margo Newton entered meeting. Gloria Fisher left meeting.**

*On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to adjourn meeting at 8:04 p.m. and reconvene after Tax Classification Hearing. (see separate minutes)*

**Meeting reconvened at 8:14 p.m.**

*On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to approved the Select Board meeting minutes of 10/28/14 as written.*

**Communication with School:** Margo reported that the Heath School recently scheduled a routine lock down drill with the State Police. The school did not inform Margo of this event. Margo will speak with Principal Glazier about this and any matters that should be communicated to the local police dept. Margo, and the Select Board feel she should be included in drills. Margo will notify the Board if any further action is needed.

**8:20 p.m. Don Freeman, Ned Wolf, Margo Newton left meeting.**

**Mail/ Email:**

1. Email from Christine Hatch, MBI, regarding Last Mile Project Outreach Follow Up with attachments
2. Email from Hilma Sumner re: dog bylaw with attached zoning bylaw for kennels. Kara will inquire with Town Counsel on how to address/fix this ongoing problem with the wording of bylaw/MGL. Kara will invite Ed Grinnell, Hilma Sumner, Chris Mattson to 12/30 Board meeting to discuss dog matter/hearing.
3. Emails from Mike Smith. The Board agreed to allow Mike Smith to sell Ford Expedition for the price of \$350.
4. Invoice from Terry Walker and confirmation from George Durante re: contract forms.
5. Notification of Certification from Mass DOR
6. Letter from Dept. of Veteran's Services – Greenfield. Kara will respond to questions not already answered by accountant and COA.
7. Notice of MBI meetings/Financial Forums
8. Notice of Selectboard Essentials Meetings

9. Follow up letter from Solar Campaign/Jessica Colarossi
10. Copy of email sent to Assessors and Board of Health
11. Meeting notice for Municipal Complex Building Committee
12. Email from Al Canali regarding Code 101 designation. Ask Al the status of confirming number of households in Heath.
13. Kopelman & Paige eUpdate – Domestic Violence Leave Act, and sample employee policy. Kara will draft a policy to include with Heath's personnel policy.

Other Separate Documents:

14. Town Coordinator Report
15. Accountant's Cash Reconciliation, November, 2014
16. Various job descriptions from Towns re: Assessor support staff

**Other Business:**

**DOR Follow-up & TAP Workplan Status:** DOR recommendations will have impacts on budget. May be able to transfer from free cash to implement some changes. Will schedule meeting with Assessors in near future. Need to look at both potential budget impact on Assessors and Board of Health. Discussed stipends and possible option to reduce and add to salary of support staff. The various legacy issues addressed by DOR are all separate projects and will not be included in job description revision.

**Long Range Planning Committee:** Don reported that they will report to school committee in January. No other update.

**Data Back-up:** Board would like each work station to participate in the CSC (Community Software Consortium) free cloud back-up through Carbonite by Dec. 19. Kara will send a reminder note to all. Brian suggested that regular data back-up should be added to job descriptions.

SIGNED:

1. Mass DOT paperwork – Reimbursement request
2. Vacation Requests
3. HRA/CDBG grant paperwork
4. Retirement card for Joe Boudreau
5. Treasury Warrant

VOTED:

Invoice for services re: STRAP Grant. *On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted to pay Terry Walker for MassWorks grant services in the amount of \$437.50.* Terry Walker will attend the Board meeting on 12/16/14 and has been asked to bring a detailed proposal for grant administration services.

*On a motion by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to adjourn at 9:18 p.m.*

Next meeting scheduled for December 9, 2014 at 7 p.m.

Respectfully submitted,

Kara M. Leistyna  
Town Coordinator