

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Community Hall
December 3, 2013

Called to order at 7:01 p.m. by Sheila Litchfield with Brian DeVriese, Bill Lattrell, and Kara Leistyna, Town Coordinator present.

Reviewed Agenda: Added to Other Business: Accountant Position Review; E911 Coordinator/Numbering System; FRTA Meeting; Phone Call regarding Heath School

Reviewed Minutes: *On a motion by Brian DeVriese and seconded by Sheila Litchfield, the minutes of the 11/19/13 Select Board meeting were approved as amended. Brian aye; Sheila aye; Bill abstained.*

Michael Smith, Highway Superintendent: Discussed email updates to the Board and a reminder to bring items needing discussion to a scheduled meeting. The Board offered kudos to Michael Shattuck and Jason Lively for their interest in pursuing further training. Discussed issue of overtime. Historically, the highway department has been paid overtime for emergency/snow work although this is not concurrent with personnel policy as written. Reviewed current policy and Mike's request for overtime. He shared that the highway employees have unique circumstances. When the weather turns, they have to be available around the clock for snow removal, etc. and this request would compensate for their readiness. During snowfall, employees do not have the freedom to have dinner with family or go out of town as they need to be available for snow removal, etc. The Town can exceed FLSA laws and calculate overtime including vacation, sick, holidays and/or bereavement time. The Board agreed to look into the policy and consult with Town Counsel.

All items listed with GovDeals.com were sold. These were items gathered after cleaning the firehouse and netted about \$110 for a total of \$2,095. These monies are added to the general fund.

Last, Mike shared that the highway department needs a service truck. The Board thanked Mike for his work.

On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to pay highway employees overtime (time and one half) in emergency snow/ice/storm situations for any hours that exceed an 8 hour shift in a 24 hour period or in excess of 40 hours in the week including holiday, vacation, sick or bereavement time. This is a temporary policy until further notice and exceeds FLSA requirements.

The Board shared that Budge Litchfield will be assuming responsibilities as E911 Coordinator as Gary Singley has offered to resign. Budge is going to meet with Gary Singley to review details of job.

7:45 p.m. Margo Newton entered meeting

8:00 p.m. Mike Smith left meeting and Finance Committee entered shortly after (Don Freeman, Kathy Inman, Ned Wolf and Gloria Fisher)

Performance Review – Margo Newton, Police Chief

Other: Discussed budget shortfalls in vehicle maintenance expense account due to unforeseen repairs to vehicles. Margo requested \$1,000 to get through to end of FY. If no other items need to be voted on, Margo will request funds from Finance Committee Reserve Fund.

8:15 p.m. Margo Newton left meeting.

FY15 Budget Planning: Reviewed budget calendar and target dates and summary of Auditor's findings/recommendations. Accountant is scheduled to attend next week and will be asked her opinion on same. Finance Committee shared they are reviewing stipends for FY15.

8:54 p.m. Finance Committee left meeting.

Mail/Email:

1. Notice from Hampshire Power regarding new fixed price electricity plan
2. Email from Leonard Kopelman and Lauren Goldberg regarding L. Kopelman's retirement
3. Email from Mike Smith regarding personnel policy
4. Email from Bob Dean and information regarding Clean Energy Grant – Energy Manager Grant Opportunity now available. The Board would like to focus on Green Communities' Initiative for Health. Need to adopt stretch code. Many towns have adopted it and feel comfortable with it – only applies to new construction. This would be a vote at Annual Town Meeting.
5. Email from Accountant regarding Overlay Surplus Declared
6. Memo from FCSWMD regarding their FY13 Audit with attached report. Also, quarterly reports.
7. Email correspondence between Mike Smith and Tom Lively regarding Mantell's stone wall. Resident has concern about a rebuilt stone wall and requests careful snow removal to prevent any damage to it. Because it is so close to the Town's right of way, Mike feels gravel/sand may be deposited but he will make every effort to prevent striking the wall. He added that markers will be installed by the owner's caretaker.
8. Resignation from Elizabeth Nichols (Board of Health). *On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to accept Betty's resignation with regret.*
9. Summary of Clean Sweep Day from BOH Clerk, Karen Brooks
10. FY15 Proposed Budget for FCSWMD
11. Email from Sheila regarding CDBG Grant and next steps. Sheila spoke with MJ Adams who will be in touch with the next steps for application which is due in January. Need a second project for application e.g. heating assistance for residents.
12. Town Nurse Monthly report November

Other Separate Documents:

1. Town Coordinator report. Dog Bylaw needs a bit of tweaking with the wording regarding kennels. Will be addressed on ATM warrant; Kara will update dog complaint form to include other animals such as cats, ferrets, pigs, etc.; Holiday Open house will be Dec. 16th at Sawyer Hall. Bill offered to bring cider and Kara will bake. Kara will notify all departments, employees and volunteers.
2. Accountant Position Review paperwork for Dec. 10th meeting
3. Audit Findings and Recommendations

Other Business:

- ❖ New Policies: Discussed this process and how new policies are disseminated to employees. The All Boards meeting will be a venue for discussing further.
- ❖ Outstanding Transfer Station Stickers: Discussed and reviewed list. Kara will draft a letter to send to folks who have yet to renew their permit. There exist many reasons to ensure everyone is renewing. Discussed other options for transfer station use. Perhaps adopt the Pay as you Throw method or add permit fee to tax bills each year. Currently there are 43 households who have not renewed their 2013-14 permit.
- ❖ Telephone call from parent at the Heath School: Bill shared that he received a call from a parent regarding the incidence of lice at the Heath School. Discussed. Bill will contact school to find out the extent of the problem and talk with the principal about the matter for more information.
- ❖ FRTA (Franklin County Regional Transit Authority): Kara will attend meeting scheduled for Wed. 4-5:30 p.m. in Greenfield.

- ❖ E911 Coordinator/Numbering System: Some problems exist with the numbering system especially for Rt. 8A South. Many addresses are rejected through the Charlemont post office because 8A runs through Hawley and some share the same street number with Heath. Changes need to occur to remedy the numbering system glitches. Sheila has stickers that notify residents of new street address. Once numbers are corrected, the system requires maintenance to keep it up to date and need estimated cost for proposed changes. Gary Singley, the current coordinator has expressed interest in turning over responsibility to another person. ***On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to appoint Budge Litchfield to serve as Heath's E911 Coordinator.***
- ❖ Accountant Position Review: Accountant job description has been revised and re-rated to a grade 14. All agree that the grade rating form should include something about the market rates to ensure pay is competitive. Clarify that position is salaried. Will discuss further on 12/10 at accountant's performance review.

SIGNED:

13. Warrants

14. MassDOT Chap. 90 Reimbursement form

On a motion by Brian DeVriese and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 10:25 p.m.

Next meeting scheduled for December 10, 2013 at 7:00 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator