

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Community Hall
December 10, 2013

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

Reviewed Agenda: No Changes. 12/3 minutes will be reviewed at next scheduled meeting.

Performance Review – Tracey Baronas, Town Accountant.

7:50 p.m. Finance Committee (Don Freeman, Gloria Fisher, Kathryn Inman, Ned Wolf) entered meeting.

Other Issues:

- Procedural Change to Warrant Processing: Tracey feels switching to bi-weekly vendor warrant has cost/time advantages. If change, bills can still be submitted when needed. Will coordinate with Select Board meetings in summer to ensure warrants are signed each period. Tracey will notify all department heads via memo. ***On a vote by Brian DeVriese, and seconded by Bill Lattrell, the Board voted unanimously to institute bi-weekly vendor warrants to correspond with payroll effective after Jan. 1, 2014.***
- Petty Cash Policy, Cash Handling Policy and Internal Audit Policy: Per recommendation by auditor, Tracey has presented draft versions of these policies for review and comments. Discussed possibility of having online payment option for taxpayers, etc.
- Procurement Process: Discussed emergency procurement and Tracey offered a form that can be used for purchasing. Procurement rules need to be added to the Emerg. Response Plan and someone must be designated to handle paperwork. Kara offered to help.
- Procedural Request for FEMA Future Work: Points of contact need to include Select Board chair and one other (Town Coordinator).
- Review of Accountant's Job Description and Position: ***On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to approve revised job description as amended.*** Reviewed Rating Summary Sheet and re-rated position to a Grade 14 with pay range of \$19.59-\$26.11. Again, this is a salaried position. Discussed C.O.L.A.s and the need for market conditions/rates to be part of all job rating summaries – need to factor in for more accurate analysis.
- Reviewed Audit Recommendations line by line with Finance Committee and Accountant. Need a policy for use of Town-owned equipment and to assemble an inventory of capital assets such as power equipment and computers, etc.
- Tracey confirmed that the Overlay Surplus in the amount of \$21,961.48 is from 2011/2012 and has been released and can be used in budget planning. It requires a Town Meeting vote. If not used by June 30, it will go towards building free cash for next year.
- Kara will create a page on Town website for accountant.

8:10 p.m. David Howland entered meeting.

War Memorial Committee: Dave arrived with a prepared memo outlining the requests of his committee. They would like the name changed from War Memorial Committee to Heath Veteran's Memorial Committee. They would also like a fund 29 set up so that people may make a tax deductible donation for a memorial. Dave is unsure of the design yet. They will look for public input.

On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to change the name of the committee to Heath Veteran's Memorial Committee and a motion was made and seconded to establish the Heath Veteran's Memorial Fund. Vote was unanimous.

8:42 p.m. Finance Committee and Tracey Baronas left meeting.

Mail/Email:

- Email from Mike Smith regarding schedule this week
- Email from Sheila with Kara regarding overtime for personnel policy. Discussed how to word policy change. Looked at current section 4.7 and inserted new policy under Emergency/Winter Wages. Kara will prepare a draft for vote at next scheduled meeting.
- Email and article from Rol Hesselbart regarding Green Burial. Jerry Gilbert said the Cemetery Comm. will meet to discuss. He does not believe there is a policy regarding Green Burial for Heath.
- Emails from Bill Hoyerman regarding landfill sampling, etc. Bill would like to postpone work until spring. He has notified Dan Hall at DEP.
- Notice from National Grid regarding application of herbicides.
- Email update regarding Covanta contract negotiations. Two issues still to resolve. A meeting scheduled Dec. 12th. Once settled, a final contract will be available for approval in January.
- Email from Lorena Loubsky regarding Community Partnership Planning to discuss options for work with Ted Watt. They received a \$5,000 Cultural Council Star grant for programming. Meeting Dec. 11 8:30 am-10am
- Emails forwarded by Betty regarding Kathy Monroe, 3 Shawnee Drive and Deed complications. Alice feels it is not the Assessors' issue to resolve. Betty feels it will be resolved but the Town may be charged for attorney's time for research and remedy. This is an ongoing issue and there may be similar situations out there. A property up for auction had a similar problem but was fixed by Atty. Bloom. Both Alice and Kris feel this resulted from the combination of lots by the Assessors and it will require time and money to fix the problem. I asked Alice if she had anyone to recommend. She said she would do it for extra pay. Discussed the need for an outside opinion on matters. Kara will inquire with Dale Kowacki and ask if he would be willing to offer his time as a consultant in determining the needs of the Town and making a recommendation.
- Post Office bid from Tom Lively. ***On a motion by Brian DeVriese and seconded by Bill Lattrell, the Board voted unanimously to accept Tom Lively's bid for the construction of a post office countertop in the amount of \$1,910.***
- MMA announcement of Annual Business Meeting during the MMA conference. In order to vote, the Chairman of Select Board must attend or another person appointed in writing.
- Email from Liz Canali regarding Annual Town Report; and email from Eileen Tougas on same. Liz will do layout of report and Kara will handle the collection of information and printing.
- DRAFT letter for outstanding transfer station permits. Kara will send this out to all those who have not purchased yet for 2013-14. Discussed other options for permit renewal or PAYT.
- Announcement of CPHS meeting 12/11 from 5-6:30
- Email from Ken Elstein regarding conference call Wed. morning regarding Municipal Electricity Aggregation. Kara will participate in the call.

Other Separate Documents:

- Town Coordinator report: Board gave permission for Kara to use the Big Y account to purchase baking ingredients for Holiday Open House and a tea kettle from Avery's.

SIGNED:

1. Warrants
2. MassDOT Chap. 90 Reimbursement form (2nd copy)

On a motion by Brian DeVriese and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 9:45 p.m.

Next meeting scheduled for December 17, 2013 at 7:00 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator