

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Community Hall
December 11, 2012

Called to order at 7:00 p.m. by Sheila Litchfield, with Tom Lively present. Also present: Kara Leistyna, Town Coordinator and Margo Newton, Police Chief.

Reviewed Agenda: Add to Other Business - Citizen Concern; Brian Drummey 7 p.m. Tracey Baronas 7:30; Assessor emails; and capital improvements

7:00 p.m. Performance Review: Brian Drummey: Discussed need for Building Maintenance and possible change in job description which would require a Town vote because it would impact budget, FY14.

Brian left 7:22 p.m. and Tracey Baronas, Accountant arrived at 7:30 p.m.

7:30 p.m. Performance Review: Tracey Baronas, Accountant: Tracey would like to work on creating a Fraud policy that protects people who see something going on and want to report it. Tracey distributed a memo regarding some questions on personnel policy and need for clarification. Kara will inquire with Town Counsel.

Finance Committee entered at 8 p.m. - Ned Wolf, Gloria Fisher, Jeff Simmons, and Kathy Inman

Tracey left 8:02 p.m.

Finance Committee: Tax classification hearing is scheduled for 12/18. Discussed and clarified budget calendar for FY14. Reviewed email correspondence between Assessor, Alice Wozniak and Select Board Chair, Sheila Litchfield.

Discussed setting tax rate and whether it can happen at same time as classification hearing. Proposed scheduling a joint meeting on Monday 12/17/12. Jeff also offered to attend regularly scheduled meeting with Assessors Monday, 12/17 at 3 p.m. Primary concerns are timeframe and whether rate can be set in November and what needs to happen so it can be set earlier? If the DOR is taking longer to respond, perhaps information can be sent sooner. Goal is to discuss matters in December. Kara will try to schedule a meeting for Monday, 12/17 and confirm with both Board of Selectmen and Finance Committee.

Discussed Capital Improvement needs including painting town buildings, floor in Sawyer Hall, furnace replacements for efficiency and savings. Discussed different options for covering costs of maintenance. Painting needs to be on a schedule every five to ten years and is a big expense. There were philosophical differences but everyone in agreement on the need for maintenance. A possibility is earmarking stabilization fund for maintenance needs which is possible due to recent legislation. Setting aside money each year for capital improvements can create a more steady tax rate rather than create spikes due to urgent issues that need to be addressed. Insulation needs were mentioned. All agreed that it is important to have this conversation to prepare how it can be presented to voters. Discussed possible energy audit. Sieman's did a basic audit in the past. Perhaps a revival of an Energy Committee could help address audit needs, cost savings, available funding. Pondered need for generator at the Heath School. It was felt that the Shelter worked well at Comm. Hall, and whether there is a need for change. Also discussed

possibility of re-evaluating custodian position to be more of a building manager. Next joint meeting scheduled is 12/18/12.

Finance Committee left at 8:49 p.m.

Mail/Email:

1. Copy of letter to Hilma regarding STM Warrant Article #1 Zoning Bylaw. Kara will be sure Planning Board has a copy.
2. Letter submitted by Betty Nichols regarding support for grant application for Community Software Consortium with sample support letter. Board voted unanimously to authorize Kara to send a letter of support on behalf of Board and cc Assessors
3. Update email from Bill Hoyerman regarding sampling. Tom recapped visit to landfill. Previous samplers left supplies in or aside wells. Some wells have been damaged by mowing. Bill is bringing reports back to Dan and getting his recommendation for next steps.
4. Article from Hilma regarding holiday paper recycling. Kara will copy to Recycling Committee.
5. Email from Accountant regarding audit. Kara will inquire with Tracey what the extent of work will be required of town employees and which departments should participate in the January conference call.
6. Email from Mike Smith regarding Recycling Roll-off replacement fee. Board voted unanimously to pay the lump sum of \$779 from FCSWMD escrow fund.
7. Emails regarding dog matter.
8. Email from Jan Ameen, FCSWMD, answering question regarding fee increases.
9. Letter from FCCIP regarding Donna Tanner. No action.
10. MA DOT Confirmation of voucher submittal for CH. 90 money.
11. Email from Leslee Colucci responding to request for a catch pole. The Board suggests Heath purchase one with a set of gloves and perhaps a gate for transport. The Police Subaru is an option for transport of dogs to Regional facility in Turners Falls.
12. Emails from Alice regarding Assessors role in budget.
13. Emails regarding request for certificate of insurance for landfill sampling. Kara will ask for explanation from Bill Hoyerman.

Other Business:

- Discussed Tracey's questions regarding overtime. Kara will ask Town Counsel for opinion/clarification on computation of overtime as well as what positions are eligible.
- A citizen concern was voiced regarding winter roadway conditions. A request was made for guard rails along Colrain Stage Rd. Mike has been notified. He will assess and compute cost to include in budget for FY14. Tom will call resident back with follow up.
- Tom will give key to landfill to Kara. Also, discussed locks for wells.

On a motion by Brian DeVriese and seconded by Tom Lively, the Board voted unanimously to adjourn at 10:27 p.m.

Respectfully submitted,

Kara Leistyna, Town Coordinator