

**MEETING MINUTES**  
Town of Heath  
**BOARD OF SELECTMEN**  
SAWYER HALL  
December 19, 2011

Called to order at 7:05 p.m. by Tom Lively with Sheila Litchfield present. Also present, Town Coordinator, Kara Leistyna

**Agenda was reviewed** – Added to Other Business: All Boards/Committee Meeting

Sheila moved to appoint Doug Mason to serve on both the Energy Committee and Recycling Committee. Tom seconded. Vote was unanimous and motion carried.

**Reviewed Minutes:** Sheila moved to accept minutes of 12/5/11 Select Board meeting as amended. Tom seconded. Vote was unanimous and motion carried.

Prepared briefly for joint meeting with Finance Committee. Sheila will distribute some information from DOR – Sound Financial Management Practices.

**7:19 p.m. Calvin Carr, Planning Board Chair, entered meeting.**

**Reviewed Minutes:** Sheila moved to accept minutes of 12/9/11 Select Board meeting as submitted. Tom seconded. Vote was unanimous and motion carried.

Sheila moved to accept minutes of 12/15/11 Select Board meeting as submitted. Tom seconded. Vote was unanimous and motion carried.

**7:23 p.m. Doug Mason, Planning Board and Steve Ryack, resident, entered meeting.**

**7:30 p.m. Rol Hesselbart, resident, entered meeting.**

**Planning Board:** Calvin Carr opened discussion with an update on status of commercial wind by-laws. The Planning Board (PB) has been working with Peggy Sloan from the FRCOG. They would like to establish a moratorium on commercial wind projects until by-laws are established. Cal has been in touch with Atty. General regarding process. Because it is a complicated issue, the PB would like to be educated so that they can properly inform residents and thoughtfully create By-laws that serve the Town. The PB would like to establish a temporary advisory committee to study issues. The Select Board will not appoint the members rather the Planning Board will invite individuals to join and report to them and then information will be shared with Board of Selectmen. Discussed possible projects in Heath and in neighboring towns. PB will offer periodic updates to the Select Board. The PB was thanked for their efforts.

**8:09 p.m. Cal Carr, Doug Mason, Steve Ryack, and Rol Hesselbart left meeting.**

**Finance Committee (Don Freeman, Jan Carr, Ned Wolf, Dave Gott and Jeff Simmons) entered meeting.**

**Budget Planning:** Don Freeman offered update for budget process. He prepared Budget Request Worksheets tailored for each department. Budget Request forms and distribution process was discussed. Sheila and Don will draft memo and make final changes. Discussed how to get tax rate set earlier for next year. Briefly touched on DOR figures in setting tax rate, vehicle maintenance schedule for highway dept. and salary administration/COLA. Also discussed possible STM to handle low reserve fund and procedure to use reserve fund. Select Board requests to be informed of all department budget overruns and any

requests for reserve fund use. Fin Com agreed to provide BOS with copies of all such requests. Select Board will follow up with accountant.

**9:45 p.m. Finance Committee left meeting.**

**Mail/ Email:**

1. Tax Rate Set at \$19.84
2. Letter from DEP regarding water supply at Heath Town Hall and Senior Center. They would like to be notified if facility changes use or well is replaced. FYI
3. Grant available through FRCOG (EPA Brownfield's Program in Franklin County). Betty has a property in mind for assessment and has drafted a letter. Requests must be submitted to the FRCOG through a single submission from BOS. Select Board has some questions and would like to meet with BOH to discuss further.
4. Jerry Ferguson has completed work on Comm. Center. Invoice in the amount of \$1,000.00 approved for payment by Select Board (voted previously).
5. Peter's Store – need to file with Alcoholic Beverage Control Commission by end of month. Need population figure. Sheila made the motion to accept the estimated residential population as of July 10, 2012 at 1,600. Tom seconded. Vote was unanimous and motion carried.
6. FY 2011 Avg. Single Family Tax Bill. On Flash Drive. Town Coordinator will prepare salary comparison of towns with similar Avg. Single Family Tax bill.
7. FRCOG reviewing current rep to Regional Planning Board. They have Don Freeman listed but he did not accept position. BOS needs to choose someone for this post.
8. Bay State Elevator new contract. They did not remove indemnification clause therefore the BOS accepted the bid from Thyssen-Krup for elevator service/ maintenance contract. Town Counsel will review contract when it arrives.
9. K&P memo (on flash drive)
10. FYI, \$22,586.00 Dec. 2008 Ice Storm Final State share paid to Heath
11. Potential Hazard Mitigation Grant available. Briefing and Overview scheduled for Jan. 10, 2012, 9:30 am – 11:30 am at UMASS Amherst. Town Coordinator will email Tim and Mike regarding attendance at briefing.
12. Firefighters would like an article on ATM warrant regarding provisions of Section 85H ½ of Chapter 32 of M.G.L. Will get an insurance quote and discuss further. Need to set up time prior to Warrant deadline of March 27, 2012.
13. Resignation letter from Seajay Spencer. Sheila motioned to accept Seajay Spencer's resignation from Conservation Commission with regret. Tom seconded. Vote was unanimous and motion carried.
14. Copy of School District Superintendent Evaluation Form (in folder)

**Other Business:**

Discussed Select Board meeting dates going forward. Board will meet every Tuesday starting January 3, 2012 at 7 p.m. until 5/8/2012. Next meeting after ATM scheduled for 5/21/12. Will set date for All Board's Meeting sometime in March or April.

**Reimbursement Policy:** Board of Selectmen reviewed Tracey's second draft of reimbursement policy. Tom will contact Accountant to discuss.

Warrants signed. Also signed by Tom Lively, MEMA De-Obligation Report

Sheila moved to adjourn at 10:25 p.m. Tom seconded. Vote was unanimous.

Next meeting is scheduled for January 3, 2012 at 7 p.m.

Respectfully Submitted,  
Kara Leistyna, Town Coordinator