

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
August 29, 2011

Called to order at 7:11 p.m. by Tom Lively with Brian DeVriese and Sheila Litchfield present. Also present Town Coordinator Kara Leistyna.

Reviewed Agenda: 8/24, 4/19 and 4/12 meeting minutes are available for review.

Select Board reviewed Sheila's drafted response to Finance Committee's Budget Memorandum (8/8/11). The Board agreed with response to Finance Committee.

Reviewed Minutes:

On a motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to approve Select Board Meeting Minutes of August 24, 2011 as amended.

7:20 p.m. Becky Allen and Ann Pacino entered meeting.

On a motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to approve Select Board Meeting Minutes of April 19, 2011 as amended.

School Committee: Ann Pacino presented details of Mohawk Trail Regional High School Roof Repair Project. There is concern that funding will not be approved in light of recent storm damages sustained by towns. First payment of Heath's share (\$263,481) of cost will be due in FY2013. Ann presented architectural plans. Discussed costs including contingency costs to cover unforeseen costs. All Towns according to Ann were on board and understood need for repairs. The District will be reimbursed 63.25% in the form of a check sent by MSBA once project is done. The actual costs for Heath will be roughly \$132,742.00. Interest may run lower than 4-4.5% and a refinance may be an option once the project is complete. Discussed whether debt exclusion is needed. The Board agreed debt exclusion is not necessary. Ann reported that the Project Manager would be available to come to Town floor to answer questions.

7:40 p.m. Hilma Sumner entered meeting. Sheila invited Finance Committee to join and they (Don Freeman, Jan Carr, Ned Wolf and Jeff Simmons) entered at 7:42 p.m.

Discussion of roof repair continued. Ann Pacino reiterated project costs to Finance Committee. Discussed reasons for repair, affordability and deadlines for voting on debt exclusion. Board of Selectmen expressed support for the project stating that construction costs are low at this time, there is a 63.25% reimbursement, a leaky roof is cheaper to repair than a damaged building, and cost savings can be anticipated because the energy consumption will be less once improvements are completed. Finance Committee will run numbers and discuss levy limit with Board of Assessors. Don Freeman believes the cost can be kept under the levy limit. Discussed first payment and a member of Finance Committee asked if the refund will come in before the first payment which is half way through FY13 – this will impact estimated payments on loan. Ann will confirm and report back at next scheduled Select Board meeting on 9/12/11. Select Board thanked the School Committee.

8:44 p.m. Ann Pacino left meeting.

Update on CodeREd Agreement: Becky Allen reported that the agreement is being reviewed by attorneys for Emergency Communications Network, Inc. Emergency Communications Network, Inc. agreed to change issue regarding automatic renewal. Issue regarding who will sign the contract is still being reviewed. If it is the Board of Health, the town will save \$1,000.00. Sheila reiterated initial meeting when proposal was presented. Select Board agreed that a space can be added for Board of Health signature and a Select Board signature will be included at the end of the contract. The Licensee will be the Board of Health. The Board of Selectmen will authorize contracts. Becky will handle changes and bring to Town Coordinator for Select

Board signatures. Discussed process for implementation which will take approximately 5-10 days, according to Becky, after contract is signed. Board of Health, Fire Chief, Board of Selectmen, Town Coordinator and Police Chief will be authorized users of Reverse 911 system in accordance with SOP previously adopted.

8:55 p.m. Becky Allen left meeting.

Michael Smith not present as scheduled due to road repair duties as a result of Hurricane Irene.

Finance Committee: Discussed with Select Board opinion on additional funds for truck purchase. Select Board would like to use Chapter 90 money to fund the shortfall. Mike Smith is comfortable using Chapter 90 funds. Jeff Simmons offered to look into on-line bidding. The Select Board stressed the importance of the need to have the truck as soon as possible. Discussed damages to roads as a result of storm. Select Board reiterated that those costs will be reimbursed by MEMA/ FEMA. Finance Committee left meeting briefly to take a vote on using Chap. 90 funds for truck purchase.

Select Board set date for Special Town Meeting on October 3, 2011 at 7 p.m. at the Heath Elementary School. Kara will get article clarification from accountant and draft warrant. Will finalize warrant at 9/12/11 Select Board meeting.

Mail/Email: Kara shared the following correspondence:

1. K&P letter regarding McCloud property
2. Jerry Ferguson's final bill for Highway Garage bathroom
3. Quarterly Meeting notice for FC Selectmen's Association
4. Comm. Of MA Exec. Office of Public Safety and Security – info. on MEMA grants
5. Response from K&P regarding term for accountant – 3 years
6. Retired State, County and Municipal Employee Newsletter
7. Assoc. of Town Finance Comm. 2011 Annual Meeting notice (gave to Finance Committee)
8. Margo's request if we require a permit for door-to-door sales (ask Hilma)
9. Invite to Ben Downing Breakfast in Pittsfield Sept. 22
10. Bob Bourke's Resignation letter from Board of Health

On a motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to appoint Jon Diamond to be the town's representative to the Nilman Scholarship Fund.

Board read Town Coordinator Report.

9:38 p.m. Finance Committee re-entered meeting. They voted 4-0 not to approve Chap. 90 money for truck purchase. The Select Board supports the use of Chap. 90 funds to fill the shortfall on purchase price for truck. Finance Committee remained in disagreement.

9:54 p.m. Finance Committee members left meeting.

Reviewed Old Business:

Generator/ Sawyer Hall: Need to identify outlets that generator supplies in event of power outage. Need to check with Dick Sumner to see what is powered and label.

Speed Limit Changes: Process to change speed limits requires and engineer study and very costly. Ask Margo's opinion on matter.

Files Reorganization: Kara working little by little to get files in order. May remove from list.

Personnel Policy: Kara will take one section at a time and rework and bring to Board for review.

Carpenter Award plaque: Kara will get prices for suitable plaque.

Policy on Communicating serious incidents: Kara will draft a policy after asking STAM list serve to offer examples of other town policies.

Comp Time: Kara will research State Law and report to Board.
Removed Highway Bathroom from Old Business because it is complete.

On a motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to use \$43,954.00 of Chapter 90 funds to fund the balance of the truck purchase – total cost \$153,954.00.

On a motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously accept with regret Bob Bourke's letter of resignation from the Board of Health.

FRCOG Update: Tom presented brief update from FRCOG Quarterly meeting. FRCOG is renovating their office space and developing a process and schedule for offering used furniture to member towns. Also reported that the new law was rescinded that gave Board of Health oversight of transfer stations.

Next meeting is scheduled for September 12, 2011, at 7 p.m.

On a motion by Brian DeVriese, and seconded by Sheila Litchfield, the Board voted unanimously to adjourn at 10:40 p.m.

Respectfully Submitted,
Kara Leistyna
Town Coordinator