

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
January 23, 2018

Call to Order at 7:02 p.m. by Sheila Litchfield, Chair with Brian DeVriese, Robyn Provost-Carlson, and Kara Leistyna, Town Coordinator present. Also present: Deb Porter and Emily Cross. See sign in sheet for other attendees.

Reviewed Agenda: No changes.

Library Trustees: Emily Cross and Deb Porter attended tonight to discuss the library collection at the Heath School and Heath Library. Deb explained that they are in discussion on how to proceed with the collection and what is needed for the transition e.g. rotating books through Heath Public Library and/or bar coding process for consistency. The cost to bar code is roughly \$650/year according to Deb. Bar-coding can be considered a transition task and therefore could be paid for with MTRSD funds. The Trustees feel the best books should be chosen and then rest donated. Deb shared that all district school libraries are well stocked and that there are other places that could really use the books that are donated. Some trustees, according to Deb, want to retain the collection. Lyra Johnson Fuller, Library Assistant, is willing to volunteer to assist in making books available (on loan) at the school for the public with a simple, informal sign out system. This will require a small budget which could be funded by an account raised by PTP and held by Mary Lyon Foundation. Discussed what hours would be ideal at the Heath School. Will coordinate with Tim Lively's schedule – perhaps ½ day on Wednesday. All of these tasks will take some time and we also need to allow the School Building Transition Team to take time to finalize their recommendations for the building. Trustees meet tomorrow. Board feels it's appropriate that Lyra is paid same rate for her time at the Heath School Library. Deb will contact Mary Lyon Foundation and she'll talk with Tim.

7:24 p.m. Deb and Emily left meeting and Finance Committee entered.

Finance Committee Joint Meeting: Reviewed FY19 Budget Spreadsheet (Draft). Went over each budget account and determined that the following will need a budget hearing:

- Accountant (to discuss recommendations and software request)
- Board of Health (a representative to come and talk about potential challenges created by resignation of Health Agent)
- Tax Collector (to discuss software transition)
- Highway Dept.
- Treasurer (status of loans)
- Fire Dept.
- Police Dept.

Will track Heath School expenses but not on FY19 Budget spreadsheet. Kara will ask Town Clerk to estimate needs to cover early voting.

Special Town Meeting: Will schedule March 27, 7 p.m. at Community Hall. Items to address:

Assessors – need to transfer funds from stabilization to cover mapping invoice

Two prior year invoices (personal reimbursements)

Replenish FinCom Reserve Fund

Veterans Benefit

Fire Dept. cost of compressor (roughly \$7,000)

Insurance shortfall due to additional employee

Discussed Police Dept. budget shortfalls. Expenses to cover until end of FY are cost for training, ink, postage, dues. Need more information on training requirements and how cost may be shared with other towns. Training qualifies officers and if necessary, and qualifies officers working in other towns, a shared formula is critical part of shared services planning. Discussions taking place in on-going meetings including the formulation of an agreement that includes some potentially shared benefits. State Troopers have not been part of these conversations. All participating towns will operate as one under same umbrella.

8:27 p.m. Finance Committee left meeting.

MLP Board and Advisors: Discussed draft of job description for broadband construction liaison. Compensation can be paid from MBI grant up to \$41,000 according to Sheila. Westfield, Gas & Electric Co. will serve as construction manager but Heath needs a liaison to carry out routine responsibilities necessary for completion of job. Currently these tasks are being completed by Sheila Litchfield and Kara Leistyna. Made a few revisions to job description and discussed compensation. ***On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve job description for Broadband Construction Liaison, to be compensated by MBI grant funds, and to be paid commensurate with experience.*** Kara will advertise once notice is complete.

Reviewed Minutes: ***On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve the minutes of 1/9/18 as amended.***

Mail/ Email:

- Betsy Kovacs re: marijuana
- Sheila Litchfield re: health insurance line
- Town Clerk re: FCT and offer to present budget
- Community Café Flyer
- Dale Kowacki re: COLA
- Warrant Article from MTRD
- Hilma Sumner re: examples of what other towns do for appointees who do not get sworn in timely (Heath already has a letter that goes to appointee with 30 day deadline).
- FRCOG re: DLTA (full packet in hard copy)
- Tracy Rogers re: DLTA priority
- Thank you from Dave Howland
- Kara Leistyna re: salary comparison
- Veterans Services re: two options adopted in Greenfield to support Vets
- Kris Nartowicz re: need for STM
- Jan Ameen re: FY19 Budget alert – Household Hazardous Waste and hauling and disposal costs
- Chart with FY19 insurance rates (Health)
- Nick Anzuoni re: Champion Door invoice
- DLS/Sean Cronin re: Assessor Disqualification – Griswold
- FRCOG re: job posting for health agent
- Budget related: Accountant capital expenditure request form; FD compressor
- Sheila Litchfield re: Regional and Efficiency Grant

Other Separate Documents for review and/or signatures:

- FRCOG Salary Survey/ Comparison
- DLTA Worksheet
- Court documents Zoning Enforcement Non-compliance case

- Town Coordinator Report
- MDAR nomination for ACO and Inspector of Animals 2018-19
- Letter to Margaret Freeman
- HCOG Energy rates and contract renewal. *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to sign renewal for 12 months, fixed supply rate for town buildings at 0.11/kWh.*
- Bill Schedule for MBI grant expenses
- Letter to MA Department of Energy Resources
- Municipal Financial Data pamphlet (1)
- Discussion items for meeting re: library

Other Business:

- **Winter Hired Help:** Kara will draft an advertisement for on call drivers.
- **5500 Ram:** Discussed further the use of the wing plow and max. load. Mike will provide an opinion in writing from the manufacturer on maximum allowable weight for this vehicle. Until this verification is received, the BOS prefer to have the wing plow removed. Robyn will discuss with Mike.
- **School Building Transition Team:** Brian reported that certain members of group have been assigned various tasks. They will investigate certain options for school re-use including but not limited to solar, art, education, municipal use, housing. The group will invite local experts to weigh in on prospects. Met with Ken Rocke who works for Dept. of Education as a resource on population projections to find out if demographics are changing. This is important when considering options in case the school needs to be re-opened in the future. Discussed energy use at the school. Need audit for all equipment/appliances/compressors in order to see what is using the most energy or if all are efficient. Doug Mason and Sean Neil sent a proposal to Select Board for solar array at the school. BOS would like them to meet with the School Building Transition team first. Kara will notify.
- **DLTA:** Reviewed list sent by FRCOG. These funds are provided to FRCOG for support on completing various planning, regional, and/or community compact best practices. BOS would like to finish what has begun such as shared services and green communities. Also, they would like to include assistance with school regionalization.

Signed documents.

Next meeting scheduled January 30, 2018 at 7 p.m. at Sawyer Hall.

There being no further business to come before the Board: *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to adjourn at 10:10 p.m.*

Respectfully presented,

Kara M. Leistyna
Town Coordinator