

MEETING MINUTES
Town of Heath
BOARD OF SELECTMEN
Sawyer Hall
April 24, 2018

Call to Order at 7:02 p.m. by Sheila Litchfield, Chair with Brian DeVriese, Robyn Provost-Carlson and Kara Leistyna present. Also present: Tim Lively and Alice Wozniak. See sign in sheet for other attendees.

Reviewed Agenda: No changes.

WiredWest Alternate Delegate: *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to appoint Bob Bourke to serve as WiredWest Alternate Delegate.*

Tim Lively, Heath School Maintenance: Discussed recently discovered roof leak(s). Tim took photos. Some tiles are missing, one area typically leaks during winter season where ice builds up. The 'valley' area needs immediate attention – it's in an area with less of a pitch and ice accumulates causing problems. The leaks have been an on-going problem for years.

The insulation installed by the District was completed according to budget. The west side was done but other areas did not receive insulation. Need to finish area over offices and library. Tim will contact a contractor for price to complete job (labor and materials). Tim will also work with Kara on getting letters out requesting bids for the roof repairs.

Discussed ceiling tiles and need to replace some. Kara will let NE Fire & Security know that the alarm is dry and replacement can be done anytime. The system is soon due for testing/cleaning.

Discussed high electricity bills and kWh usage. The school building will not be included in the ASHRAE Level II Energy Baseline study but a general assessment will be completed.

Fuel oil will be topped off for the season. Kara will call Roberts Energy.

Thank you, Tim.

Review Minutes: *On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve the minutes of 4/3/18 as amended, 4/10/18 as amended, and 4/17/2018 as presented.*

Highway Reorganization: Reviewed revised job descriptions. Decided to eliminate the proposed administrative assistant job description due to FY19 budget constraints. Robyn reported that both Mike and Jeff Johnston are okay with that elimination. They agreed to keep notes and assess matter in one year. Will propose salary for both foremen at base rate within grade 15. Discussed job title and decided to use 'supervisor' in place of 'foreman.' The crew felt for more clarity to the title for townspeople the titles Shop Supervisor and Road Supervisor will be adopted.

On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve job descriptions as revised with revised titles.

Mail/ Email:

- Phoebe Walker re: Shared ACO meeting (Kara will attend)
- Robert Bourke re: Broadband Update
- Kris Nartowicz re: Truck Borrowing and Heath Debt (list)
- Survey re: Heath Town Offices from Alice Wozniak and Tom Carlson
- Robert Bourke re: Veteran's Memorial Upgrade
- Tracey Baronas re: Vets Benefits (updated amount of Art. 3)
- Robyn re: Salary Calculations

- Ned Wolf re: Electric Assessment and Follow Up
- EOHED re: Opportunity Zones
- Robert Kragen to Planning Board re: Bylaws

Other Separate Documents for review and/or signatures:

- Draft ATM Warrant
- Draft FY19 Budget Spreadsheet
- Treasury and Payroll warrants
- 4/3, 4/10, 4/17 minutes for review
- Vacation request
- DEP Recycling Grant Document
- Cash Reconciliation March, 2018

Finance Committee: Board updated Finance Committee on proposed highway salaries, titles, etc. Discussed COLA for FY19. Jeff Simmons, Kathy Inman, and Gloria Fisher asserted they are against any COLA for the upcoming FY. Discussed the impact on the pay scale when compared with other towns that are proposing a COLA. Heath may fall behind other towns – it is important to the Board that our salaries remain competitive. They could be adjusted based on merit. The Finance Committee members against COLA suggested they be revisited later in the FY after Free Cash is certified. Discussed proposed stipends. Robyn adjusted the proposed amount for Board of Assessors’ Chair and members to \$1,500 and \$500 each respectively.

Reviewed the ATM warrant. Discussed the proposed new truck. Robyn reported that after discussion with highway superintendent, we have invested \$35,000 for a new body and \$4,000 this year in repairs. Overall, \$80,000 has been spent since 2011. For needed repairs, roughly \$15,000-\$20,000 will be needed in FY19. \$52,000 remains in stabilization.

Transfer Station: Jeff Simmons suggested a revolving fund for transfer station revenue and expenses. Kara will research if this is allowable. A report on revenue and expenses for transfer station will be compiled for ATM.

Reviewed Article 3 operating budget. This will be finalized at next scheduled meeting and posted with ATM Warrant.

On a motion by Brian DeVriese, and seconded by Robyn Provost-Carlson, the Board voted unanimously to approve the 5/12/18 Annual Town Meeting warrant as revised.

9:55 p.m. Finance Committee left meeting.

Other Business:

- Merit Increases: Board will need to include more detailed guidance in personnel policy on merit increases.
- 5 Ledges Road: need to begin preparation for clearing site once asbestos testing is complete.
- SBTT: Group will meet tomorrow evening. As part of their work, they will provide a report to the Board of Selectmen and Annual Town Meeting. Kara will invite Hilma Sumner, Chair, and other members to attend meeting with Select Board on May 8 in an effort to plan for Annual Town Meeting.
- Shared Animal Control Meeting: Kara will attend.
- Broadband: Need to determine areas in town to plan for future growth as part of broadband design. Sheila will communicate with Bob Bourke and he will work with Assessors on which areas are conservation land, etc.
- Meeting with Tax Collector and Assistant Assessor: Board of Selectmen will meet Betty Nichols and Alice Wozniak to review interdepartmental communication and software status update either 5/4 or an alternate date if that is not suitable.
- Article 3: Kara will prepare comparisons for Board and Finance Committee to review including 1% COLA and proposed stipends; level funded from FY18 with adjustment to highway salaries; or 1% COLA, proposed stipends with new stipends at 50% for FY19.

Signed documents.

Next meeting scheduled May 1, 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 10:30 p.m.*

Respectfully presented,

Kara M. Leistyna
Town Coordinator