

Town of Heath Board of Health

minutes of a special meeting held remotely on June 9, 2026

9:30 am called to order by SML with members present: Susan Gruen, Jason Erali and Sheila Litchfield.

Sheila moved to recess the meeting at 9:30 am and continue the meeting at 3:00 pm this afternoon for additional BOH members to be present and to enable time to receive a response from another potential town nurse candidate. Motion was seconded by Susan, can vote carried unanimously.

Continuation of meeting:

The BOH meeting continued at 3:01 pm when it was called to order by Sheila Litchfield with Susan Gruen Tucker Jenkins, Jason Erali, and Sheila Litchfield present.

Sheila offered the current objectives are to find and interview at least one candidate for the Town Nurse position, discuss and propose salary recommendations and to meet with the Selectboard with our recommendations for a candidate and salary.

Sheila reported that the status of BOH attempt to fill the nurse's position have been focused on finding a candidate that can be oriented in June 2026 in order to utilize remaining funds in the nurse's FY26 salary budget line for orientation of the new nurse. This resulted in one candidate applying and being interviewed. Before the BOLH could inform the BOS of a recommendation the candidate withdrew her candidacy. Follow up conversation with the candidate resulted in her expressing continued interest in the position with reservations about doing home visits, 45-minute round trip travel from home during the summer months, and salary.

Sheila reported her outreach to a possible second candidate, who expressed some interest and has questions, and offered to meet with the BOH for an interview.

The BOH discussed the options and decided to wait and learn more about the second candidate's interest in the job and to schedule an interview at a time when Gene is available and all BOH members can participate in any decision-making. Due to vacation schedules, it was recognized that it might not be possible to schedule an interview until July. As a result, the BOH decided there was no reason at this time to meet with the BOS on

June 16. However, the BOH believes it would be valuable to conduct the job grade review of the Town Nurse job description prior to conducting another interview.

Several BOH members expressed interest in participating in the job grade review: Susan, Tucker and Sheila. At least one member of the Selectboard will also need to participate in the job grade review team.

Follow-up items identified:

- Inform the first candidate that we are planning to conduct a job grade review for salary range sometime in the next 2 to 3 weeks, and may be interviewing another candidate, and therefore will be delaying any recommendations about the position until possibly sometime in July. (Sheila)
- Inform the Selectboard that a meeting on the 16 with the BOH is not necessary at this time but that we would like at least one member of the Selectboard to participate with the BOH in reviewing the job grade of the position. (Sheila)
- Inform the Selectboard that the BOH prefers to meet with them at a time that all BOH members can attend. (Sheila)
- Confirm when Gene will be available to meet. (Susan)
- Follow up with the second candidate to answer any questions and determine if there is interest in scheduling an interview with the BOH. (Sheila)

Meeting adjourned at 3:27 pm

Respectfully submitted,

A handwritten signature in blue ink that reads "Sheila M. Litchfield". The signature is written in a cursive, flowing style.

Sheila Litchfield, BOH member