

MEETING MINUTES

Town of Heath
SELECT BOARD
Virtual Meeting
August 23, 2021

Called to Order at 5:00 p.m. with Robyn Provost-Carlson, Susan Lively, Brian De Vriese and Hilma Sumner, Town Coordinator, in attendance.

Other Attendees: See attendance sheet.

Review Agenda: No changes.

Review Minutes: *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve the minutes of August 10, 2021, as amended.*

Public Comment: None.

Board of Health Resignation: After reviewing a letter of resignation from Betsy Kovacs, *on a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to accept with deep regrets the resignation of Betsy Kovacs from the Board of Health, effective immediately.*

Council on Aging (COA) Update: Chairman Victoria Burrington joined the meeting to present an update of the Council's work to date and to discuss proposed changes in the Senior Center Coordinator job description. The Council is proposing that the position title be modified and part of the duties be rewritten to reflect the position as being more activity-related rather than location-oriented. It was suggested that the position come under the COA rather than the Select Board. That will be researched on the state website to ascertain authority. The minimum qualifications for the person need to be evaluated as well as it appears the person would have a great deal of contact with others and their needs as well as assessing in what ways this position should transition to a paid employee. Once the job description is finalized, the Board will evaluate it according to the job grade classification system.

Victoria informed the Board that the COA had held two meetings thus far and have discussed how they would like to move forward in surveying senior citizens as to what their needs and wants are. A LifePath staff member will be attending a future meeting to make a presentation about Age-Friendly Communities and what the COA and Select Board are required to do for an application. According to Victoria the COA is in a phase of planning and organizing so that, when it is safe to once again gather, there will be organized activities. The COA members are excited to be making plans and are anticipating means by which they can get senior activities going again. The Select Board expressed its desire that everyone will be working in the same direction and, if there are any differences, they will get worked out at the meeting.

Board of Health (BoH) Member Appointments: The Board reviewed an email from the BoH proposing names of two individuals that they would like to see appointed to fill the two vacancies. Approximately one year ago a person had expressed interest as well. Hilma reported that the person had reiterated their interest and said they will be sending a resume.

This discussion led to the question of whether the Select Board had a policy for making appointments which they do not. Hilma will ask other towns to determine what they do and whether they have a written procedure about soliciting volunteers to serve on boards and committees. The Board may make a written policy to be followed.

Treasurer Interview #3: The Board interviewed Kristi Nartowicz as a candidate for the position as Treasurer.

Discussion for Treasurer Hire: After review of the two final applicants (Tracey Baronas had withdrawn her application), and noting that Ms. Green did not have any experience with property tax takings, the Board concluded that Kris had qualifications more closely matching what was needed at this time. *On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to approve and offer the position of Treasurer to Kristi Nartowicz to begin September 1, 2021.* Because of budget constraints for this fiscal year, Kris will be compensated at the rate set for FY2022. The monthly stipend will be \$954 for September and \$1,026 per month for the remainder of the fiscal year.

COVID-19 Protocol:

Office reopening/relocation: Brian, Tim and Hilma will continue discussing the space needs for each town office. Hilma will place calls to both Verizon and Crocker to gain details about moving phone lines. Updated information will be assessed at the next meeting. Hilma will speak with Charlene to ask if she has any concerns or has had any difficulties since there has been an uptick in COVID-19 cases and a heightened need to adhere to safety protocol.

Hilltown Theatre Lease Request: Robyn, Hilma and Jonathan Diamond will hold a discussion to firm up details about Jonathan's request to utilize certain spaces at the 18 Jacobs Road building and enter into a long-term lease with the Town.

Green Communities Update: Preliminary work of taking measurements of the lower level of Community Hall have been done by Brian and sent to Roger Harris for his proposal work. Brian will also be contacting The Solar Store to request the final report of the solar feasibility study. Once that is received, the final invoice can be paid and then reimbursement funding from the grant can be requested from the Dept. of Energy Resources.

Town Coordinator's Report:

- **Treasurer Compensation:** Researched what was budgeted for monthly salary for the Treasurer position. For the month of September, the amount is \$954. Beginning in October the salary is to increase to \$1,026 per month.
- **Town Offices:** Progress has been made in planning what will be involved in moving the offices. Brian is working on diagrams with furniture placement for the smaller offices. The Police Chief is researching what will be needed to move the CJIS equipment while the Town Clerk has put in an initial request about having the state line moved. She is waiting to hear back from the state office with details.
- **Idling Vehicle Regulation:** Emailed Attorney Mark Reich about the BoH passage of a regulation and the desire to post signage in the Center. His response is in the mail but basically indicates that this authority rests with the Select Board.

- Northeast IT & Internet Hut: Technician Shawn Weaver came last week to continue installing the equipment that was needed in the hut for the Town muni-network. He will be returning in the near future when he has received the correct component to finish the work at the hut and in each of the 4 buildings.
- Paper Shredding Event: Emailed Jan Ameen to ask for more details about this event. She responded that she had not had the time to do more research into what would be needed but would be providing more information in the near future.
- HRST Parent Member: I called and left a message at the home of one parent and have not heard back. I will try calling again.

New Mail:

- COA re: draft Sr. Center Coor. job description
- K. Nartowicz re: application for position of Treasurer
- B. Kovacs re: resignation from BoH
- G. Garland re: BoH recommendations for new appointments & credentials
- RPC & G. Garland re: BoH new members
- M. Reich (KP Law) re: process for sale or lease of land—Hilma will request the assessed value of 5 Ledge Road from the Assistant Assessor.
- B. Sweeney re: ARPA funds allotment—to be added to a future agenda.
- M. Cucchiara re: award of MTWP Grant—Hilma will send a ‘thank you’ to the entire Parks and Recreation Committee.
- FCSWMD re: recycling report for July
- Last page of the MTWP Grant
- FCSWMD re: recyclables payment for August
- S. Stanton (MTSS) re: proposed Opening Plan
- Rural School Redesign re: availability for planning/consultation

Next Meeting:

September 7th: HRST appointment
 BoH appts.
 Office Relocation
 Idling Vehicles
 Sr. Center Coor. job description
 Salt Shed
 September 21st ARPA

On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to adjourn the meeting at 6:40 p.m.

Respectfully submitted,

Hilma A. Sumner
 Town Coordinator