

**MEETING MINUTES**

Town of Heath  
SELECT BOARD  
18 Jacob Road

February 15, 2023, 11:30 a.m.

**Called to Order at 11:30 a.m.** With Robyn Provost Carlson, Susan Lively, Brian De Vriese, and Hilma Sumner, Town Coordinator, in attendance.

**Others in Attendance:** Jeff Johnston, Kyle Jarvis, Jason Lively, Mike Shattuck, Highway Department. Will Emmet, Finance Committee.

The purpose of the meeting was to notify the entire Highway Department formerly of the changes that recently transpired of adding the foreman duties. The job description changes to the Mechanic/Skilled Operator were first approved by the Board. Then, with the Superintendent's support, Kyle was asked to accept the additional responsibilities. Kyle accepted these additional duties.

There are currently three separate levels of positions in the department: Superintendent, Mechanic-Foreman, and two Skilled Laborers.

It was stated that both the Select Board and the Finance Committee are extremely happy with their work and are receiving positive comments from other residents.

There is a need for the town to look to the Highway Department for other purposes than road work. Even if it is not solely written in their job descriptions, it is expected that if they are not working on a specific project, the crew is available to help other departments. Requests for help will come through the Select Board office to the Superintendent.

The highway department asked if the crew could gut the inside of the former Emergency Operations Center to eventually rebuild that space into an office and break room. Hilma will email the Fire Chief to ask what other equipment needs to be removed from that space. Robyn will contact the Building Inspector to ask about the process of demolition and rebuilding.

If a new cab and chassis is purchased the plan is to replace Jason's truck with a smaller vehicle because he plows dirt roads. His present truck is too large to plow some of the dirt roads on his route. This capital request will be discussed at the Highway Department budget hearing on February 21<sup>st</sup>.

Will suggested that the department also consider used equipment and that there needs to be an article on town meeting warrant to allow the purchase of either a new or used piece of equipment.

There was also a brief discussion about the possibility of doing collaborative work with neighboring towns for the purpose of working more efficiently and less expensively.

***12:21 p.m. On a motion by Susan Lively and a second by Brian De Vriese, the Select Board unanimously voted to adjourn the meeting.***

Respectfully submitted,

Hilma A. Sumner  
Town Coordinator