

MEETING MINUTES

Town of Heath
SELECT BOARD
18 Jacob Road
March 28, 2023

Called to Order at 6:01 p.m. With Robyn Provost Carlson, Susan Lively, Brian De Vriese, and Hilma Sumner, Town Coordinator.

Others in Attendance: See attendance sheet.

Review Agenda: Tabled Review of Minutes. Added Right of Way, and Designation of Special Projects funding for FY 2023.

Route 8A Right of Way: In preparation for rebuilding the bridge on Route 8A over the Branch Brook the Board needs to vote its intention to lay out the right of way, ask for Planning Board opinion, and bring articles to the Annual Town Meeting for voter approval. The Board reviewed the engineer plans of where the right-of-way will be laid out as well as reviewing the ATM articles written by town counsel. *On a motion by Susan Lively and seconded by Brian De Vriese, the Select Board unanimously voted that they intend to layout the right-of-way on both sides of the Branch Brook bridge and to take necessary steps to establish this right-of-way.*

6:05 p.m. Joint Meeting with Finance Committee: Members Tom Lively, Will Emmet, Alice Wozniak and Bob McGahan met with the Select Board to discuss items of the FY2024 budget and review the first draft of the ATM warrant. Accounts in Article 3 that had uncertain amounts were discussed.

- 6. Office Assistant—reduce to 10 hours/week
- 9. Salary Accountant—add half of what was requested, \$5,100, until further information is obtained.
- 33. Salary Building Maintenance Coordinator—keep increased hours
- 39. Insurance—definite amount unknown; not received yet
- 51. Animal Inspector Stipend--\$1,000
- 52. Animal Inspector Expense--\$250
- 58. Vehicle Gas & Oil—level fund at \$40,000
- 73. Board of Health Expense—reduce to \$1,500.

Highway Department Salaries: In their last meeting the Finance Committee discussed the possibility of reducing the department to three employees. They did not take a vote on this. It was decided that they would gather statistics from other towns of comparable size in their analysis. Robyn and Hilma will include information from the Highway Superintendent and Will Emmet in developing an outline of what a three-person department might accomplish. As part of this analysis, temporary help accounts need to be assessed and wages need to be standardized.

Broadband Accounts: Discussion centered on approaching the MLB to discuss the possibility of switching the MLP Manager Salary to be paid directly from the broadband income. It is known that a couple of towns give stipends of \$4,000-\$5,000. Since paying the salary was something on the MLB's list of financial priorities, it was speculated that this item could be moved up on the list.

Salary Town Nurse: Except for Rowe and Erving, no other towns in the immediate area of the state have their own nurse. Other towns in this area rely on the Community Public Health Services to offer some town-based services. Hilma will contact FRCOG to inquire what services are available while

Sue will have a conversation with the Town Nurse to get her thoughts on the possibility of reducing or eliminating the position hours. A comparison also needs to be done of what services the town will have with either FRCOG services or town nurse services.

Combining Account Lines: Hilma and Alice will work on a proposal of combining more account lines in Article 3.

ATM Warrant Review: The first draft of the ATM warrant was reviewed. Robyn will talk to the Highway Superintendent to get firm estimates for purchase of a new truck, find the Ch. 90 funds balance, rethink the Avery Brook Road tree cutting proposal, and the leaf blower proposal.

Salt Shed: There was discussion about doing soil borings and engineering that will follow completion of the site analysis that is presently being worked on. One possibility of funding for construction of the new structure itself is to borrow funds from the USDA.

Assessing Software: Alice explained that she has training with QDS, a municipal software company, to learn about their new assessing software. This is compatible with the tax collector's software and would transfer shared information. If she likes the software, Alice may request an additional \$1,500 for the assessor expense account to purchase the software.

Special Projects Funds: One of heat circulating pumps at the Jacobs Road building has needed replacement for over a year. It needs to be replaced so that the alternating operating schedule between the two boilers can be resumed. *On a motion by Susan Lively and seconded by Brian De Vriese, the Select Board unanimously voted to authorize up to \$10,000 to be spent from the FY23 Special Projects funds to replace the heat circulating pump.*

Highway Foreman/Mechanic Position: Each member of the Select Board regraded the revised position description with the additional foreman duties. In comparing the regrading, each Board member graded the position as a grade 12. *On a motion by Susan Lively and seconded by Brian De Vriese, the Select Board unanimously voted to re-value the position with a FY24 wage of \$28.00 with no additional COLA.*

Spending Authorization of Revolving Funds: The Board discussed whether a group authorized to spend monies in a particular revolving fund, is legally allowed to delegate spending authority to another municipal group. Hilma was directed to consult with town counsel about this possibility.

Animal Inspector: Knowing that the state appointment schedule for animal inspector begins on April 1st of the year, *on a motion by Susan Lively and seconded by Brian De Vriese, the Select Board unanimously voted to appoint Aimee Jarvis as Animal Inspector.*

Mail:

- HAS & D. Fierro re: \$100,000 paid back from MLP.
- KP Law re: FY24 rate increase
- A. Averill re: Farmland of Local Importance

9:50 p.m. *On a motion by Susan Lively and seconded by Brian De Vriese, the Select Board unanimously voted to adjourn the meeting.*

Respectfully submitted,

Hilma A. Sumner
Town Coordinator