

MEETING MINUTES

Town of Heath
SELECT BOARD
18 Jacob Road
April 18, 2023

Called to Order at 6:03 p.m. With Robyn Provost Carlson, Susan Lively, Brian De Vriese, and Hilma Sumner, Town Coordinator.

Others in Attendance: See attendance sheet.

Review of Agenda: Review of the April 11, 2023, minutes was tabled.

Severance Agreement: Hilma explained that she had spoken with Mike Shattuck that morning. He had given a verbal agreement to the severance package that had been offered him. This included wages through June 30, 2023, all earned vacation pay, and health insurance. She asked that the Board give permission for her to contact town counsel and ask them to write an agreement with all the offered terms of Mike's layoff that would be signed by Mike and the Board. *On a motion by Susan Lively and seconded by Brian De Vriese, the Select Board unanimously voted to authorize the Town Coordinator to request that town counsel draft a severance agreement.*

Tax Collector Computer: The Tax Collector has been experiencing some unreliable performance from her computer. The computer is approximately 8-10 years old and will need to be replaced in the next year. There were quotes from Northeast IT for both a refurbished and a new computer. The Tax Collector had also researched comparable computers on Amazon. After review, the Board thought that it would be best to purchase a new computer for reliability. *On a motion by Susan Lively and seconded by Brian De Vriese, the Select Board unanimously voted to approve purchase of a new computer from Northeast IT for the Tax Collector's office.*

MTRSD Articles: There is still no explanation from the District that would outline the financial implications of the proposed changes to the District agreement. The Select Board stated that they would prefer not to include the articles on the Annual Town Meeting warrant due to the lack of time to understand impact of the changes.

Accountant Meeting: Robyn gave a recap of the meeting that she and Hilma held in the afternoon with the Accountant. Errors were discussed and corrections made or planned. The Accountant said that he wants to be more involved in future budget planning.

Annual Town Meeting Warrant: Exact amounts are not yet known for the two articles to pay for the tuition and transportation of the student who went to Smith Vocational School for two months.

Joint Meeting with Finance Committee:

Article 3 changes: Accounts with adjusted amounts were reviewed and reported to the Finance Committee.

Town Nurse Salary: It was reported that no record had been found of an increase to the nurse's number of hours per week since the job description that stated the job was set up for seven hours per week. To reduce the salary to seven hours per week or 364 hours per year, the salary amount would total \$10,233. It was noted that the salary amount should accurately reflect what is in the job description. Hilma will inform the nurse about the salary adjustment.

Notes for Town Meeting Articles: It was decided to prepare notes for new ATM articles and any budget accounts with changes. Each note will be included on the warrant handout immediately following the article to which the note pertains. This will include the Highway Salary account line and the easement for the Route 8A bridge rebuild.

Municipal Light Board: *On a motion by Susan Lively and seconded by Brian De Vriese, the Select Board unanimously voted to accept the offer from the Municipal Light Board to assume the salary of the Municipal Light Plant Manager for FY24.*

Community Hall Floor: Hilma reported that the Building Maintenance Coordinator will be meeting with a flooring professional on Monday morning to get measurements for a replacement quote. It was also mentioned that, instead of replacing the linoleum tile, an alternative material would be epoxy coating.

Mail:

- S. Lively re: recap of BoH meeting
- FCRHRA re: report on CDBG grant of 2020
- A. Wozniak/B. Kovacs re: transfer station, budget
- 4 emails re: highway position elimination

Next Meeting: April 25th—Preparation for Annual Town Meeting: Meet with Moderator and with Finance Committee.

7:32 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