

**MEETING MINUTES**  
Town of Heath  
**SELECT BOARD**  
Jacobs Road Municipal Center  
Friday, January 5, 2024

**Called to Order at 3:00 p.m.** With Robyn Provost-Carlson, Susan Lively, Elissa Viarengo and Hilma Sumner, Town Coordinator.

**Others in Attendance:** See attendance sheet.

The meeting was recorded.

**Review Agenda:** Added: Salt Shed update, Highway update.

**Review of Minutes:** *On a motion by Susan Lively and seconded by Elissa Viarengo, the Select Board unanimously voted to approve the minutes of December 19, 2023, as amended.*

**Public Comment:** None.

**Town Coordinator Position:** To begin evaluating duties of the position and updating the written description, Hilma and the Board went through each item of the duties and responsibilities. A couple of tasks are no longer pertinent and there are new ones that need to be added. Hilma noted that, because of the increasing load of duties and unanticipated events, there was little to no time for updating records or being proactive in regard to policy and written guidelines. The Board also briefly discussed the differences in levels of responsibility between a Town Coordinator and a Town Administrator. Evaluation of the position will continue in the future.

**Office Assistant Position:** It was agreed that the Board would review this position description and evaluate at a future meeting.

**Future Meeting Schedule:** Meetings to be held with the Finance Committee for budget planning purposes were scheduled for February 27 (budget hearings with Police, Fire and Highway Departments), March 12 & 26, and April 9 & 23. Alternate weeks will consist of regular meetings of the Select Board. Hilma will consult with the Accountant regarding the level of involvement he would like to have in the process.

**Community Hall Window Fundraising:** Chairman Bob Gruen spoke about the letter that the committee had drafted. To that draft there have been two amendments made: a deadline for receiving gifts and who to make checks payable to. Bob also said this was an initial communication to be included with the census forms. They intend to write a second letter that would be mailed to a select group of households. *On a motion by Susan Lively and seconded by Elissa Viarengo, the Select Board unanimously voted to approve the letter with the addition of the two amendments.*

The Board also approved and signed a letter of thanks that will be sent to each known donor. *On a motion by Susan Lively and seconded by Elissa Viarengo, the Select Board unanimously*

*voted to approve the letter of thank you that will be used in response to any given donation.*  
Elissa will have copies of the letter to send to the various donors.

**Community Hall and Sawyer Hall Buildings:** Berkshire Signs will be modifying the signs at these two buildings to read the respective name and street address of each building. There has been no word of a specific start date for the mold remediation work to begin.

**Highway Update:** A revision to the offered contract was sent to the Highway Superintendent and Saladino Landscaping, in turn. The Superintendent has an active list of call-in relief drivers. There was concern expressed because of several residences where vehicles have been parked in the town right-of-way or on the roadside and would be a hindrance to snow removal. The Superintendent has provided a list of addresses. The Board will ask the Police Chief if he will visit and speak to the property owners about the need to move the vehicles.

Sue asked the Superintendent to write out and provide her with a timeline summarization of the washout that occurred in the summer at the bridge on Route 8A at the foot of Brunelle Road. She will then contact Heath's state representative and senator to ask for their attention to the necessary repair and rebuilding of the area.

**Salt Shed:** Robyn reported that she is to meet with an excavator at the present site on Saturday. It is Robyn's professional opinion that the construction of the actual building will not differ greatly for each of the two potential sites. The finished size of the structure will determine the cost to a certain degree. An important consideration is to determine where to build a new salt shed and then to ask, if the present location is used, what does that mean in terms of the Bray Road property remaining under town ownership?

**Mail:**

- Fundraising Committee re: notice for street list mailing
- EV re: thank you letter for donations
- HAS re: list of towns and administrative position titles
- HAS re: two certificates of completion for procurement training
- Personnel Policy page on call-back pay
- K. Rocke re: Workshop 1 attendance
- S. Stanton re: consultation with DESE information
- J. Sidon re: concern about partially disassembled mobile home close to road
- DLS Gateway re: excess & deficiency report for FCTS
- FCRHRA re: report of program activities for Oct-Dec quarter

**5:00 p.m. On a motion by Susan Lively and seconded by Elissa Viarengo, the Select Board unanimously voted to adjourn the meeting.**

Respectfully submitted,

Hilma A. Sumner  
Town Coordinator