

MEETING MINUTES
Town of Heath
SELECT BOARD
Jacobs Road Municipal Center
Thursday, January 11, 2024

Called to Order at 6:00 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: Audit report, January 26th meeting, DLTA.

Review of Minutes: *On a motion by Susan Lively and seconded by Elissa Viarengo, the Select Board unanimously voted to approve the minutes of January 5, 2024, as amended.*

Public Comment: None.

Office Assistant Position: The position description was reviewed. Hilma described that most of the work that is currently done is filing. The assistant also, from time to time, will work on research within the files when background information is needed. Time was spent discussing the possibility of combining this position with the duties of the Boards' Clerk and clerical work of some other departments. This analysis will be continued at a future date.

Boards' Clerk Position: The Board reviewed the changes to the position recommended by the former clerk. The Board of Health need for a clerk to be present at meetings to report and to take the minutes is a vital service. The Board agreed to appoint a temporary clerk for the Board of Health so they would have someone to perform these duties. Hilma will contact Cindie Garland, who had expressed interest, to determine her interest level. If Cindie remains interested in the work, Hilma will ask her to begin temporary work.

Sawyer Hall Room Rental: The Board reviewed a letter from the Heath Historical Society offering the opinion that a commercial realtor might be able to give a potential rental price on the room. It was questioned whether this would fulfill the requirements of MGL which states that "appraisal practices accepted in the appraisal industry" are to be used in the determination. More investigation into the possible accepted practices will be done.

Parks & Recreation: Upon review of the Request for Quotes and sample contract for a land access outreach coordinator in development of the Highlands Through Trail, one correction was noted in the RFQ. *On a motion by Susan Lively and seconded by Elissa Viarengo, the Select Board unanimously voted to approve the prepared Request for Quotes and sample contract provided by FRCOG for a land access outreach coordinator, with one amendment.*

Community Hall Window Fundraising: The committee will review and vote on the two changes the Select Board approved to the mailing that is to be included with the street list mailing.

Community Hall and Sawyer Hall Buildings: There is no update on when the company will begin the mold remediation work.

Highway Update: Sue spoke with the Highway Superintendent earlier today. Winter equipment he described as being in various stages of repair. Thus far, snow plowing during the storms has worked with modified routes. During the first storm, Jason Clark and Nathan Clark plowed the dirt roads and did intersection clean-up. When the last storm arrived, the decision was made to plow the dirt roads later during the storm since the precipitation was going to change to rain. The Superintendent was concerned that plowing early in the storm would result in the rain freezing and turning to ice. The Police Chief had received the list of properties with vehicles that might be obstructing snow removal and is in the process of contacting those individuals.

Salt Shed: Robyn reported that she had met with Tom Danek who is now working on cost estimates for excavation work at either location. She also has a cost estimate for a smaller shed that she needs to review. The existing shed size is 40 feet by 60 feet. The size asked about would be 60 feet by 80 feet.

Audit Report: The Board has decided that the recommendations given in the auditor's final report to the Town needs to be reviewed. If there are modifications or changes to be budgeted for, these costs would be included in the FY2025 budget planning.

District Local Technical Assistance Project (DLTA): Hilma has disbursed the survey forms to the various boards and committees in town. Each Select Board member will review the survey. Requests from all the submitted forms will be compiled for a final analysis by the Board at the next meeting.

Next Meetings: Tuesday, January 23rd, regular business meeting.

Friday, January 26th, 2:00 p.m., meet with Jonathan Diamond of Hilltown Youth Performing Arts to discuss the 2024 lease of space.

Mail:

- Heath Historical Society re: room rental
- W. Emmet re: thank you to highway department
- MMA re: alert notice of state FY24 budget cuts

8:06 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