

MEETING MINUTES
Town of Heath
SELECT BOARD
Jacobs Road Municipal Center
Friday, January 26, 2024

Called to Order at 2:00 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: Mold; Materials, and Mowing.

Hilltown Youth Performing Arts (HYPA): Laura Iveson, President of the Board of Directors, and Jonathan Diamond, Executive Director, were present to discuss changes to the terms of a 2024 lease. Jonathan summarized that the history of setting the \$30,000 annual rent was based, for him, on the promise of receiving a gift of the same amount from a company hoping to settle in town. This was in the autumn of 2021 when the original terms of the lease were being negotiated. The gift did not materialize and now he was requesting that the annual rent be decreased to \$20,000.

In addition to a rent decrease, HYPA would also like to have a lighting bar with lights clamped to an I-beam in the ceiling of the atrium. They also requested that the Town provide toilet paper and paper towels for the bathroom in their art room. Jonathan also asked if the window in his office room be repaired, which will occur in warmer weather.

Robyn went through the list of talking points that the Board had prepared that included a grace period and interest on late rental payments, reserving space for use, maintenance obligations, providing current insurance, and maintaining respectful communication.

Planned usage of the common spaces includes rehearsals and performances in the next two weeks, a circus sampler, and an aerial workshop. Dates for this year's summer camp are July 8—August 5 with additional use one week afterwards.

HYPA has not used the facilities for any fundraisers. They have received many private and governmental grants to help fund their programs. Laura noted that other organizations do not want to give money to help pay for operating costs, but they will invest in programs, and some will help fund staff salaries. The program now operates on a voluntary tuition basis. Income from tuition used to be approximately \$20,000 but now it is \$8,000-\$10,000.

The Board decided to gather information about rates for commercial rental property and look at the different rental rates for the town itself. Comparisons need to be studied before determining whether to adjust the rent. When asked if HYPA would give up space if the rental rate was reduced, the answer was that they did not want to do that. The meeting concluded with the Board considering the requests that were presented and gathering more information about rental property rates.

Boards' Clerk Position: The Board reviewed salary scenarios for an increased position that would encompass more duties for a clerk employed more hours per week. This would include what is now the Boards' Clerk and the Office Assistant and other responsibilities. This would create an employee who would be in the front office more of the time and would also help with continuity when the Town Coordinator was absent. Another benefit would be that townspeople would have more access to the various boards and committees through this clerk.

Community Hall and Sawyer Hall Buildings: Mold remediation work began yesterday in the Community Hall.

FRCOG Highway Materials Bid: *On a motion by Susan Lively and seconded by Elissa Viarengo, the Select Board unanimously voted to participate in the FRCOG Highway Materials Bid and Procurement for FY 2025.*

Town Common and Cemeteries Mowing: The Highway Superintendent had requested direction from the Board regarding town mowing since the current contract will end on June 30th. After discussion, the Board decided that they would like the service to be advertised for bids to do the work for one year. Besides sending the bid notice to companies in the area, they requested that it be posted on the Town's website.

Next Meeting: Tuesday, February 6th, 6:00 p.m.

5:10 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