

**MEETING MINUTES**  
Town of Heath  
**SELECT BOARD**  
Jacobs Road Municipal Center  
March 19, 2024

**Called to Order at 6: 03 P. M. with Susan Lively, Elissa Viarengo, and Hilma Sumner, Town Coordinator, in attendance.**

**Other Attendees:** See attendance sheet.

The meeting was recorded.

**Review of Minutes:** *On a motion by Elissa Viarengo and a second by Susan Lively, the Select Board unanimously voted to approve the minutes of March 12, 2024, as presented.*

**6:10 p.m.** Robyn Provost-Carlson joined the meeting.

**Public Comment:** None.

**Community Hall and Sawyer Hall:** The Building Maintenance Coordinator has been doing the post-construction cleaning in both buildings. He will purchase the paint and complete the finish work. Since the remediation work included removal of the ceiling tiles above the Community Hall stage area, a local contractor will be contacted to replace the ceiling.

**Personnel Policy:** The Board reviewed Section 5 of the policy which addresses employment aspects such as the drug testing policy, tardiness, and reporting of licenses. Hilma will contact other town administrators for their policies for the purpose of comparison and to review other policies such as sexual harassment. The entire policy will be updated for the change from “Board of Selectmen” to “Select Board.”

**Town Nurse Job Description:** The Board reviewed the latest draft of the job description and made some minor revisions. The newly revised copy will be sent to the two Council on Aging members who are nurses and the CPHS nurse for review and comment. Elissa will update the Board of Health at tomorrow’s meeting. Sue will consult with the Town Nurse, Claire Rabbitt, so that she may evaluate the document as it now is written.

**Offices Clerks:** After a general discussion, the Board agreed that they would like to keep two separate clerk positions for the coming year. The Boards Clerk position will be reduced to an average of eight hours per week. The Office Assistant position will be proposed to increase to 10 hours per week. Both job descriptions will be reviewed for potential changes.

**FY 2025 Budget Planning:** Employee salaries were briefly reviewed. The Board noted that there were some employees whose hourly wage was not at the middle level of the respective job grade according to the Town’s classification grid. Because most town employees have been with the town long-term and

demonstrate that they are knowledgeable of their respective positions, the Board would like these attributes reflected in their wages. In particular, the highway department employees' wages were evaluated and considered to be significantly lower than wages in other towns in the county. Robyn recused herself from the meeting while the other two members discussed the wages of the highway department personnel and possible increases in wages. It was agreed that further analysis would be done before any final decision about wage adjustments was made.

**MTRSD Agreement Articles:** In discussing a possible upcoming meeting with MTRSD officials, the Board noted that the purpose was to compare two sets of numbers and obtain an understanding of at what points the numbers differed in regard to potential future assessments. Hilma will reach out to Budge with the questions that the Board would like discussed and answered. There are also questions for Budge, himself, asking for his rationale behind his vote at the School Committee meeting and what his recommendation will be at the ATM. The Board concurred that a meeting date would not be finalized until the information they have requested from MTRSD has been provided.

**Rural Aid Letter:** The Board reviewed a letter addressed to Rep. Aaron Michlewitz, Chair of the House Ways & Means Committee, encouraging an increase and support for the bill to provide additional funding for education in rural areas of the state. *On a motion by Susan Lively and seconded by Elissa Viarengo, the Select Board unanimously voted to sign and send the letter of support.*

**Municipal Aggregation for Electric Supply:** The current contract for electric supply will end later this year. Colonial Power had provided quotes from four suppliers which the Board reviewed. *On a motion by Susan Lively and seconded by Elissa Viarengo, the Select Board unanimously voted to accept the 24-month agreement from Supplier #3.*

**Hilltown Youth Performing Arts:** No update.

**Community Hall Windows Fundraising:** Elissa reported that the committee had mailed out over 700 letters to Heath property owners soliciting funds. An article about the project was published during the last week in the Greenfield Recorder. The current total amount raised is \$7,817.34.

**Animal Inspector:** *On a motion by Susan Lively and seconded by Elissa Viarengo, the Select Board unanimously voted to appoint Aimee Jarvis as the Town's Animal Inspector.*

**2023 Town Report:** After a brief review, *on a motion by Susan Lively and seconded by Elissa Viarengo, the Select Board unanimously voted to approve the Select Board annual report as amended.*

**Town Report Dedication:** Ideas will be sent to Hilma who will compile a list of suggestions and send them to the Board members for consideration.

**List of Unfinished Business:** Elissa explained that, in reviewing the 2023 meeting minutes, she had noticed that there were some matters that had been raised for discussion, but work had not been completed. She is in the process of compiling a list. One of the items was to formulate ideas for boosting attendance at the Annual Town Meeting. A couple of the ideas were to strive to shorten the meeting and to provide childcare.

**Mail:**

- K. Rocke, M. Thurber re: proposed MTRSD District Agreement Changes
- Colonial Power re: electric supply bids
- R. Ide re: notes of meeting with NGrid Community & Customer Manager
- FCSWMD re: March recycling processing fee

**10:15 p.m. Adjournment:** *On a motion by Susan Lively and seconded by Elissa Viarengo, the Board voted unanimously to adjourn at 10:15 p.m.*

Respectfully submitted,

Hilma A. Sumner  
Town Coordinator