

**MEETING MINUTES**  
Town of Heath  
**SELECT BOARD**  
Jacobs Road Municipal Center  
Tuesday, April 30, 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: Campaigning on Town property.

**Public Comment:** None.

**Review Minutes:** *On a motion by Susan Lively and seconded by Elissa Viarengo, the Select Board unanimously voted to approve the minutes of April 23, 2024, as amended.*

*On a motion by Susan Lively and seconded by Elissa Viarengo, the Select Board unanimously voted to approve the minutes of April 24, 2024, as amended.*

**Warrant and Article 3 Overview:** The Board did a final review of both the ATM Warrant and Article 3 amounts. Hilma will prepare notes of explanation for the various articles and account lines where the amounts requested have increased. Elissa will prepare a handout explaining the Board's position of not recommending the articles that deal with the MTRSD district agreement changes. To do a final review, Finance Committee will be invited to attend next week's meeting.

**Community Hall Windows Fundraising:** Elissa showed the posters that have been created to advertise the benefit concert to be held on July 26. The current total of donations is: \$15,302.34.

**Community Hall:** Robyn reported that she had spoken with the crew supervisor at Franklin County House of Corrections. It is anticipated that the building will get painted later in the year, probably during the fall.

**Annual Town Meeting (ATM) Planning:** Moderator Eric Sumner and Town Clerk Mary Sumner joined the meeting to discuss logistics for the ATM. Eric explained that, if there is a representative present from MTRSD, he will ask for a motion to move all related articles forward in the meeting. It will be open to discussion on the meeting floor. Set-up in the gym will be the same as in previous years with the food sale set up in the cafeteria.

The Board explained that they would like to bring future articles about funding for a salt shed to a special town meeting. Eric noted that Article 20 required two-thirds vote to transfer money out of a stabilization account. When the meeting is ready to discuss Article 3, Eric will allow both the Select Board and the Finance Committee to make general statements.

**Annual Town Meeting (ATM) Warrant:** *On a motion by Susan Lively and seconded by Elissa Viarengo, the Select Board unanimously voted to accept and sign the warrant for the Article 20.*

**Tractor Purchase:** Through extraordinary effort on the part of several Town employees, the Town was able to purchase through an auction site a second-hand tractor and roadside mower. Research was done by Finance Committee member Will Emmet. Further research and purchase details were done by Jeff Johnston and Kyle Jarvis. Will and Tim Lively (on a vacation day) inspected the equipment which was about five hours away in New York state.

The auction closed Friday with Heath having the highest bid. This equipment will cost less than \$15,000 paid with ARPA funds. The Highway Superintendent reported that the mower will work well on paved roads. It will be advantageous to obtain another style mower that would be more adept for dirt roadways. The Board commended everyone who had worked collaboratively in the research and purchase of this equipment.

**Accountant Position:** The Board reviewed two resumes from interested persons, both with experience and advanced degrees in the field. One would work as a town employee while the other would be a Hill-Town Accounting employee and assume the responsibilities that the outgoing accountant now does. Given that the Town will be purchasing new software, the Board asked to meet with the latter applicant who has experience with the software.

**Accountant Software Purchase:** The Board reviewed the March 4, 2024, proposal for software and support from VADAR Systems. The first year cost for purchase of the software and support is \$26,292.20 which would be purchased with ARPA funds. *On a motion by Susan Lively and seconded by Elissa Viarengo, the Select Board unanimously voted to purchase software from VADAR Systems and enter a three-year agreement for support service.*

**Salt Shed:** Dimensions decided on for the new salt shed will be 52 feet by 72 feet and will use the same location as the present site. The current building size is 40 feet by 60 feet. Both the Highway Superintendent and Robyn are evaluating the two styles of building: a hoop building and a model that looks more like a conventional structure.

**Personnel Policy Updates:** Updates were reviewed. Sections 5.3 and 5.9 need more modification. *On a motion by Susan Lively and seconded by Elissa Viarengo, the Select Board unanimously voted to approve the changes to the Personnel Policy as presented.*

**HYPAs Lease:** After review of the lease, there are sections that need updates since this is a renewal of the lease. Sections will be updated for further review.

**Campaigning on Town Property:** Elissa received an email from a resident who attempted to hand out political flyers at the transfer station. The Highway Superintendent turned the individual away saying that it was not allowed. The Board discussed that the town practice has always been that political campaigning, including posting of signs had not been allowed. At a location like the transfer station, it is also a safety concern with moving traffic. The Board will look at developing a clear written policy in the future.

**Cemetery Funds:** There are several cemetery accounts and the Board asked that more information be obtained about the purpose of the various accounts.

**Mail:**

- Garland, C. re: resume for accountant position
- Gelb, B. re: letter & resume for accountant position
- VADAR Systems quote for software
- Viarengo, R. re: introduction to Viarengo Family Fund & distribution

**Next Meetings:**

Tuesday, May 7, 6:00 p.m.

**9:40 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