

MEETING MINUTES
Town of Heath
SELECT BOARD
Jacobs Road Municipal Center
Tuesday, June 4, 2024

Called to Order at 6:00 p.m. With Robyn Provost-Carlson, Elissa Viarengo, Will Emmet, and Hilma Sumner, Town Coordinator.

Others in Attendance: See attendance sheet.

The meeting was recorded.

Review Agenda: Added: Community Hall work, MassWorks Grant application.

Review Minutes: *On a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously voted to approve the minutes of May 7, 2024, as amended.*

On a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously voted to approve the minutes of May 11, 2024, as presented.

On a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously voted to approve the minutes of May 21, 2024, as presented.

Public Comment: Chris and Sabrina Bradway of 7 Cheyenne Drive stated that they need to get hooked up with internet services but were told that it would cost them \$1,100 for installation. They have had difficulty in attempting to contact the broadband office.

Charlie Busch, 96 West Branch Road, came to explain the situation he has been engaged in with the person who recently purchased property that abuts his. The new owner has been excavating a driveway and infringing on Charlie's property. He thanked Hilma for the assistance she had given him with providing information with which to proceed. The Planning Board chairman had done a site visit that morning; the Building Inspector was going to view the work the next day. Charlie also had contacted his attorney for legal backing.

Parks and Recreation Committee: Chairman Mike Cucchiara presented the document for the transfer of permanent easement for a 1,200-foot trail across the southern edge of the property owned by Adam Williams and Erin McClatchen. Transfer papers were signed by the Select Board and the property owners for the property located at 47 Vincent Road. The Board presented the owners with a check of \$12,000 as was voted at the Annual Town Meeting.

Mike also presented a donation check from several people who wanted to pay for a chain-link fence that is to be installed on the back side of the basketball/pickleball court in the town center. *On a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously voted to accept a gift in the amount of \$1,940.00 for the purpose of the purchase and installation of a chain-link fence.*

Building Use Committee: Members Pam Porter and Alice Thompson presented the proposed changes to the rental fee schedule. *On a motion by Elissa Viarengo and seconded by Will*

Emmet, the Select Board unanimously voted to approve the revised rental fee schedule for public use of the Community Hall and Jacobs Road Municipal Center.

There were also updates proposed to the committee's charge and overview to make it more relevant to the work the committee does currently. After discussion and some modifications, ***on a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously voted to approve the amended Building Use Committee's updated charge and overview.***

Questions were raised regarding the upkeep responsibility for the playground area at Jacobs Road. The Building Maintenance Coordinator will be asked to examine the equipment for safety and bring any concerns to the Board.

Select Board Appointments: The Board reviewed their in-house appointments for the Board positions and representation on county boards for Fiscal Year 2025. ***On a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously voted to appoint Robyn Provost-Carlson as Select Board chairman.***

On a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously voted to appoint Elissa Viarengo as Select Board secretary.

On a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously voted to appoint the following:

After reviewing the complete list of positions, including boards and committees, the Board decided to rearrange the committee list to group those that exist by statutory or town bylaw, and to group all informal, ad-hoc committees together. Hilma will send out emails to current members to see if individuals are willing to be reappointed. There was discussion about whether the Building Facilities Committee should continue with an updated charge. It was decided that the Building Facility Report will be sent to the Building Maintenance Coordinator for his review and updates and once completed, the Select Board will request a meeting with him for further discussion.

Annual Town Meeting (ATM) Continuation: The meeting will reconvene on Monday, June 17, 2024, at 7:00 p.m. in the Jacobs Road Municipal Center gymnasium. A courtesy reminder will be sent to School Committee Representative Budge Litchfield. He will also be asked if he plans to make a statement regarding his position on the proposed school district agreement changes. Robyn read the entirety of Budge's letter explaining why he could no longer support the changes. The Select Board will still read their statement but will add another point to state that Budge has withdrawn his support at this time.

Use of Town Email: Hilma has sent an email out to her town administrators' group asking what other towns did when public announcement emails were sent out. Of those who responded, none used a special email although several towns include a disclaimer on the email. The Board agreed that a disclaimer would be added to public announcements and that private Heath social media avenues such as Heath Connects and All Around Heath Facebook page could be utilized for community and local announcements.

Boards' Clerk Job Description: The Select Board discussed possible updates to the job description. Robyn offered to reorganize the list of duties to present a clearer document. The Board will continue to review the revision at a future meeting.

Community Hall Windows Fundraising: Total amount of documented funds is \$18,152.34. The Board discussed options for the length of time to continue the committee since the matching amount had been raised. No definite decision was reached although it was noted that it would be important to have the committee retained until there was a definite bid price for the work. If for some reason more funds were needed, the committee would be able to resume fund-raising.

Community Hall Update: The plumber will be in town tomorrow to reinstall the bathroom fixtures and the kitchen stove. The Building Maintenance Coordinator will then determine what, if anything, remains to be done before opening the building.

MassWorks One Stop Grant Application: Hilma and the Highway Superintendent have been collaborating on writing a grant application, the money for which would be used to upgrade and repave Number Nine Road. The application is due tomorrow.

Mail:

- Perpetual Public Trail Easement transfer
- Center Court fence contract
- P. Porter re: BUC proposed fee changes & overview changes
- Building Use Committee overview as approved
- Email Address Survey
- K. McNay re: resignation from Conservation Commission— *On a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously accepted with regrets Kerrie McNay's resignation.*
- J. Day re: resignation from Parks & Recreation Committee— *On a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously accepted with regrets Jenna Day's resignation.*
- B. Litchfield re: New position on MTRSD agreement changes
- A. Schwenger re: signing of 10-year contract with WiredWest
- S. Litchfield re: CAFII fund disbursement
- N. Anzuoni re: February Fire Dept. report
- C. Rabbitt re: May Town Nurse report
- HAS re: Certificate of completion for "Reasonable Suspicion"
- S. Litchfield re: complaint on information meeting
- J. Gran re: complaint on information meeting
- G. Fisher re: complaint on information meeting
- J. Gran re: response to HAS email
- S. Litchfield re: response to HAS email
- K. Rocke & W. Lataille re: exchange about comparing numbers

Next Meeting:

Tuesday, June 18, 6:00 p.m.

9:15 p.m. *On a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously voted to adjourn the meeting.*

Respectfully submitted,

Hilma A. Sumner
Town Coordinator