

MEETING MINUTES
Town of Heath
SELECT BOARD
Jacobs Road Municipal Center
Tuesday, February 11, 2025

Called to Order at 6:02 p.m. With Robyn Provost-Carlson, Elissa Viarengo, Will Emmet and Hilma Sumner, Town Coordinator.

This meeting was recorded.

Others in Attendance: See attendance list.

Review of Minutes: *On a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously voted to approve the minutes of February 4, 2025, as presented.*

Public Comment: None.

Salt Shed Project: Supply and construction bids were opened on Monday with Tyson Howard, Will Emmet, and Hilma present for the opening. There were two bids received. Eagle Associates submitted a bid for \$175,750 and Iron Horse Construction submitted a bid for \$147,000. References will be checked before next Tuesday's meeting. The Board plans to award the project to one of the companies at that time.

Community Hall Windows Project: The Building Maintenance Coordinator is getting a quote for the storm windows so that the cost of the entire project will be known. It is thought that there have been sufficient funds raised to pay for the entire project. The Board acknowledged that the fundraising committee has fulfilled their charge and have done a wonderful job in raising the matching funds to the grant.

Rental Space RFP/Appraisal Update: Robyn reported that she had consulted with town counsel who confirmed that, with an RFP, the Board is able to rent space under a lease that may be longer than one year. Hilma has begun drafting the RFP that the Board will review before issuing.

Employee Performance Reviews: The Board agreed that performance reviews were overdue for all employees and should be done before April 1st. Each Board member chose some employees with whom to complete the reviews. Each supervisor completes the review of the employee(s) that they supervise. Hilma will send out memos and copies of the review form.

Select Board Annual Report: It was agreed that Robyn and Elissa will compile the information the Board did during the previous year for the Annual Town Report.

Annual Town Report Dedication: Each Board member will send their suggestions to Hilma of individuals or groups to which the town report could be dedicated. Hilma will compile the list for the Board to reflect on before a decision is made.

Preliminary Discussion of Transition Options in Town Coordinator Office: The Board had a very preliminary discussion about transition options when the Town Coordinator retires. Hilma said her retirement will likely occur during the next fiscal year. Because of that, consideration needs to be given to the budgeted amount for that salary account. There would need to be time and money allotted for training and an overlap of time worked by both the outgoing and new employees.

Hilltown Youth Performing Arts (HYPA): Jonathan Diamond, Laura Iveson, and Judith Roberts joined the meeting to discuss the rental license for 2025. It was explained that the Board is actively working on the RFP which will allow the Town to enter into multiple-year lease agreements with tenants. Jonathan stated that they were ready to sign the present license agreement and will also continue to pay \$2,000 per month for the three rooms and shared use of the common spaces. He also explained that HYPA is presently rethinking the direction for their program. They are currently renting space in Northampton as well as Heath and have talked with officials at GCC about use of that campus.

Robyn mentioned that, in restricting the use of the wooden spools inside the building, it was part of a broader message being sent to all users that town buildings must be used with care. Attention is to be given by all users of town property to exercise thoughtfulness and consideration to maintain the property in the best condition possible.

Mail:

- J. Diamond & RPC re: upcoming license discussion
- K. Jarvis re: letter of resignation. *On a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously voted with deep regrets to accept Kyle Jarvis' resignation from the Highway Department.*
- N. Anzuoni re: January fire department report
- MTRSD re: assessment calculation error
- MTRSD/2D8T re: invitation for feedback
- FCSWMD re: January recycling expense
- Franklin Land Trust re: notification of bike ride on 8/23/25

Next Meetings: February 18—budget hearings with Finance Committee
February 25—two nuisance dog hearings

7:53 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