

MEETING MINUTES
Town of Heath
SELECT BOARD
Jacobs Road Municipal Center
Tuesday, July 22, 2025

Called to Order at 5:00 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 Agenda: Added: Quote to install exit signs.

Review Minutes: *On a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously voted to approve the minutes of July 8, 2025, as amended.*

Public Comment: Pat McGahan was not aware that the old mats and pins had been removed from the ground under the swings and was concerned about safety. She was assured that the work was done and new wood chips laid in place.

Transfer Station Attendant: *On a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously voted to appoint Dan Richter as the Transfer Station Attendant starting July 30th. Dan will work the existing 16 hours at \$19.11.*

Salt Shed Update: The base grading is near completion. Robyn, Elissa, Hilma, Tyson, Dick Hillman, and Alex Burke (Iron Horse) met at the site on July 17th to discuss progress on the site preparation. Alex recommended that a few of the close trees on the backside of the lot be cut down as they are leaning toward the construction site. The Highway Department will take care of cutting down the trees. Iron Horse Structures has set August 11th as the date to begin construction. Materials will be delivered during the prior week and will be scheduled with Tyson. The retaining wall will be built after construction of the salt shed.

Generator(s): The Board determined that there was money in relevant accounts to cover the cost of a new generator for Sawyer Hall. This cost would include the base fee for the purchase and installation of the generator, an extended warranty, and remote internet connection. *On a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously voted to approve the generator quote with additional services from Palmeri Electric in the amount of \$16,845.00.*

Fire House Doors: The Board reviewed a quote for replacing both the fire house doors and highway garage doors from Devine Overhead Doors in the amount of approximately \$30,000. It will need to be determined if there are enough funds available this year to cover any or all of the doors.

JRMC Exit Signs: *On a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously voted to approve a quote of \$6,960.00 from Palmeri Electric to install lighted exit signs*

over the second-egress doorways at Jacobs Road Municipal Center. This installation is necessary to comply with occupancy code.

Parks and Recreation Committee: Committee members Mike Cucchiara, Bob Dane, Shahid Jalil, Don LaBreux, and Pat McGahan joined the meeting. The charge and overview were reviewed, and a few updates need to be made to the document. Mike reported that the application for this year's Woodlands Partnership grant would be used to purchase a UTV that could be used for emergency transport on hiking trails. The amount of the grant, if received, would cover the purchase price of the vehicle. The extra expenses of medical equipment outfitting would be donated by the Fire Fighters Association.

The committee has been holding meetings on a quarterly basis. They have applied for a PARC grant to resurface the center court. The grant would be for \$20,000 and then there would be a \$6,000 matching portion that the town would need to provide. Mike commented that there is brush growing behind the court that ought to be removed. The jungle gym that is at the lower edge of the park needs to be taken down as well.

The backstop frame at JRMC needs to be repaired in one place. Tim will be asked to see that that is done before September so that the committee can plan some softball games in September. The committee will also continue to work on the thru-trail and determine a final route from the Shapiro Land across town to Rowe. It is thought that the immediate route from the Shapiro Land would be to walk down Flagg Hill Road and Taylor Brook Road to the center of town. There may be a means of reaching an agreement with some property owners on Avery Brook Road; that remains to be determined.

Pat reported that there will be a pickleball clinic on August 23 and 24 for those players wanting to improve their skills. Someone has donated a free ping pong table, and a free-standing badminton set that can be used both indoors and outside. Informational signs need to be installed on the kiosks. There was a brief discussion about conservation concerns in the Shapiro Land trails as well as ATV use that has caused damage to the trails.

Surplus Space Rental Proposals: The Board decided to re-issue an RFP for the available spaces in Sawyer Hall. It will contain less detail, and it is hoped that the brevity may attract additional interest in prospective tenants.

Hilma will finalize an invoice for the June block rental costs for HYPA for their use of the common spaces. When it is complete, it will be sent to Robyn who will email the invoice with an email of other information to HYPA. In the future the cafeteria and gym may be scheduled and paid for whereas the atrium will not be attached to any lease agreement and will not be allowed to use exclusively, except for dress rehearsals and show performances. In discussing the HYPA rent proposal, the Board agreed to a rental amount of \$500 per room per month for Rooms 122 and 126. They also want to receive \$50 per month for use of equipment closet and \$100 per month for use and storage of the outside including location of their storage container. Robyn will draft an email explaining the discussion and terms.

Carin Freeman requested special use of Room 124 for the next two weeks leading up to the theatrical performance in order to make costumes. She stated that campers would not be allowed into the room. Her proposal was to rent part of the room for \$25 per week. ***On a motion by Elissa Viarengo and seconded by Will Emmet, the Select Board unanimously voted to approve Carin Freeman's proposal to rent Room 126 for \$25 per week for the next two weeks.***

Review and Evaluation of Highway Foreman/Mechanic Job Description: The Board briefly discussed the proposal to develop a new job description for Jason Lively that would reflect the level of responsibility that he was doing. Will is to hold a conversation with Jason to determine if he is indeed interested in formally taking on the position of foreman and assuming those duties.

Town Coordinator Transition Plan: In preparing for the transition, the Board asked Hilma to review the job description and to develop a new advertisement. Hilma reported that she has been keeping a diary of tasks and when she has been working on each task.

Mail:

- RPC re: email exchange with Mike C. about ConCom concerns
- FCSWMD re: Executive Director's report
- FCSWMD re: MRF recycling fees
- FCSWMD re: Program Director's report
- FCSWMD re: July MRF recycling processing fee
- C. Freeman re: Proposal to rent JRMC Room 124
- BSC Group re: Notification to Abutters
- FCSWMD re: revenue from scrap metal sold

Next Meetings: July 30th, 3:00 p.m. Executive Session remote
August 5th

8:37 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 Sumner
Town Coordinator