

**MEETING MINUTES**  
Town of Heath  
SELECT BOARD  
Virtual Meeting Only  
Tuesday, December 16, 2025

**Called to order at 5:03PM** with Robyn Provost, Elissa Viarengo, Will Emmet, Hilma Sumner, Town Coordinator, and Mia Francesconi, Incoming Town Coordinator, present.

*For a full list of other attendees, see the attached attendance sheet.*

**R. Provost announced that the meeting was being audio recorded.**

R. Provost extended her thanks to H. Sumner for her years of service in the Town of Heath, noting her extensive knowledge of the Town, its people, and municipal government. She wished H. Sumner the best in her retirement and extended her thanks to Nancy Thane, the Office Assistant, who would be retiring at the end of December. W. Emmet and E. Viarengo also expressed their thanks and well wishes to H. Sumner and N. Thane.

**Review Agenda:** Added: FRCOG Highway Bid Program Agreements; FY26 Municipal ADA Improvement Grant Award.

**5:00PM Appointment: Highway Superintendent – Winter Preparation & Plans**

Jason Clark, a call-in plow driver for the Highway Department, has been coming in for every winter storm event. The new Highway Department employee, Jason Boutwell, was learning quickly and doing very well plowing.

The Highway Department has upwards of one million dollars in Chapter 90 funds that they would like to use for a paving project, though they were open to other suggestions from the Select Board.

One of the remaining steps in completion of the salt shed project is having an electrician run power to the building, install lighting, and permanently wire the pumps on the fuel tanks. T. Howard stated that the work would be completed in the spring as trenches would need to be dug. In conversing about the salt shed, it was suggested that T. Howard investigate the possibility of enclosing a portion of the area on the front face of the shed to better protect both the interior of the shed and the stockpiled materials from the elements. T. Howard will be speaking with the company that installed the shed to get their recommendations.

M. Francesconi shared a message she had received from Greg Rode, thanking and giving a “huge kudos” to the Highway Department for the stellar job they had been doing in making the roads safe for travel after recent storms.

W. Emmet and T. Howard discussed ways for T. Howard to monitor road and weather conditions from his home. W. Emmet will research weather gauges.

The Highway Department is still looking for a call-in plow driver that holds a current Commercial Driver's License (CDL). It has proved to be difficult to find applicants who do not already work during winter storm events. This plow driver would only be needed if one of the regular employees was absent.

The tree trimming on Avery Brook Road left slash and debris in residents' front yards. The tree company had removed a few larger logs but had failed to remove most of the debris. One of the residents was able to contact the tree company who would be returning to remove the remainder of the debris.

**Wood Bank**

Some of the Men's Coffee & Chat Group participants had suggested that Heath start a wood bank. Concerns such as liability, cost, and labor availability were raised. W. Emmet will research other local wood banks and any issues that towns have had.

**Review Minutes: 12/09/2025**

Tabled to the next meeting of the Select Board.

**Public Comment**

Pat McGahan asked that personnel and safety be included on the next Select Board agenda. Members stated that the topic would be discussed once quotes for interior security cameras were obtained.

**Office Assistant Resignation – Vote to Accept**

*A motion was made by E. Viarengo and seconded by W. Emmet to reluctantly accept the Letter of Resignation from Nancy Thane, Office Assistant, dated December 7, 2025, effective December 23, 2025.*

**Vote: Unanimous**

**Motion Carries: 3-0**

Conversations regarding the hiring of a new Office Assistant will begin in January.

**Sawyer Hall Rental Proposal – Vote Anticipated**

A woman had been given a tour of the large upper-story room in Sawyer Hall and had fallen in love with the space. She is a self-supporting artist who recently moved into Town. She is proposing to rent the space beginning on March 1, 2026, for \$300/month in the first year and \$500/month in the following years. She has proposed teaching three different art classes to Heath residents, in the first year, to supplement the lower rent. Members discussed. E. Viarengo will contact the woman, on behalf of the Select Board, with questions.

**Town Nurse Position**

H. Sumner stated that the Town Nurse offers both important and necessary services for residents of Heath. Heath residents must travel twenty-five or more miles to reach the nearest doctor's office. Some residents are also of a low socioeconomic background, so having a Town Nurse makes healthcare more accessible. The Select Board will continue discussions regarding the Town Nurse position with the Board of Health in January.

**Facilities Report**

Members reviewed the facilities reports. Discussions on priority projects and expenditure of special project funds will begin in January.

**FY26 Municipal ADA Improvement Grand Award**

The Town was awarded \$8725 to be utilized for technical assistance with updating the Accessibility Plan.

*A motion was made by E. Viarengo and seconded by W. Emmet to designate R. Provost as the signatory for the FY26 Municipal ADA Improvement Grant.*

**Vote: Unanimous**

**Motion Carries: 3-0**

**Town Coordinator Transition Update**

*A motion was made by W. Emmet and seconded by E. Viarengo to expend \$995 from the Select Board Operating Expenses account for M. Francesconi to register for the Massachusetts Municipal Association's Suffolk Municipal Finance Management Seminar in March.*

**Vote: Unanimous**

**Motion Carries: 3-0**

**7:15PM Appointment: Hilltown Youth Performing Arts – Usage Check-In**

The facilities rental by J. Diamond and L. Iveson of Hilltown Youth Performing Arts was going well. L. Iveson asked that she be kept updated on the discussions about interior security cameras.

**FRCOG Highway Bid Program Agreements**

*A motion was made by W. Emmet and seconded by E. Viarengo to delegate the Incoming Town Coordinator, Mia Francesconi, as the signatory for the FY27 FRCOG Highway Bid Program Agreements.*

**Vote: Unanimous**

**Motion Carries: 3-0**

**Mail**

- V. Isaacs re: proposal to rent second floor room of Sawyer Hall
- N. Thane re: office assistant resignation
- M. Ryan (CPHS) re: comparing nursing services
- J. McDonough re: PD role and future aspects of dept.
- E. George re: approval for FY26 Municipal ADA Improvement Grant
- N. Anzuoni re: September & October FD reports
- FCSWMD re: FY27 estimated hauling costs
- M. Thurber re: MSBA acceptance to enter the Eligibility Period for building
- C. Belfield re: MSBA letter & schedule to Supt. Stanton
- P. McGahan re: badminton area proposal
- N. Anzuoni re: November FD report

**Next Meeting:** Monday, December 29, 2025, at 4:00PM

**Meeting Adjournment**

*A motion was made by R. Provost and seconded by W. Emmet to adjourn the meeting of the Select Board at 8:20PM.*

**Vote: Unanimous**

**Motion Carries: 3-0**

Respectfully submitted,

Mia Francesconi  
Town Coordinator