

MEETING MINUTES

Town of Heath
SELECT BOARD
Virtual Meeting Only
Tuesday, January 13, 2026

Called to order at 5:00PM with Robyn Provost (Chair), Elissa Viarengo (Member), and Mia Francesconi (Town Coordinator) present.

Others present included Barbara Gordon, Michael Cucchiara (Parks & Recreation Committee), Patricia McGahan, Ned Wolf (Finance Committee), Robert McGahan, Brian DeVriese (Energy Advisory Committee), and Bob Dane (Parks & Recreation Committee).

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

Review Agenda Added: Office Assistant Proposal; Hilma A. Sumner Resignation Letter

5:00 p.m. Appointment: Parks & Recreation, Mike Cucchiara – Update on Activities

M. Cucchiara asked the Select Board to sign contract paperwork for a grant that the Parks & Recreation Committee was awarded to resurface the basketball/pickleball court in the center of Town. The Select Board reviewed the documents and noted some issues. These issues included the designation of the area on which the basketball/pickleball court was situated as a public park, the source of the matching funds, and the timeline for the project. The Select Board decided that they did not have enough information to sign the documents and tabled the signing of said documents to their next meeting.

M. Cucchiara then asked the Select Board to order that the Conservation Commission issue notices of non-compliance ahead of issuing enforcement orders. The Board noted that they did not have the authority to order that the Conservation Commission do that, though they could make it a suggestion. The specifics of the Enforcement Order that was issued to the Town of Heath regarding the Burnt Hill-Catamount Trail culvert replacement were then discussed. The Select Board directed M. Francesconi to obtain quotes from local wetlands consultants to aid the Town in the remediation process.

M. Cucchiara stated that he had installed the signs on the way-finding kiosks. These kiosks were funded through a Woodlands Partnership grant in fiscal year 2025. He will be emailing M. Francesconi photographs of the newly installed signage so that she can close out the grant with the State. M. Francesconi then referenced a complaint that she had received from a resident in the center of Town stating that at least one of the kiosks was in violation of the *Protective Zoning Bylaws of the Town of Heath, Massachusetts*. Members discussed this with B. Dane and M. Cucchiara, ultimately instructing B. Dane to look for a new location for the kiosk in the center of Town and asking the Parks & recreation Committee to apply for a Special Permit from the Planning Board for the same kiosk. R. Provost requested that M. Cucchiara provide the Select Board with a list of grants received by the Parks & recreation Committee along with the status of each grant. She then instructed M. Francesconi to consult the Town's legal counsel for their interpretation of the alleged kiosk zoning violation and how the zoning bylaws apply to signage owned by the Town that is located on Town right-of-way.

P. McGahan informed the Select Board that she would be organizing for ping pong to be played in the Cafeteria on Monday nights. She was not sure how many people would be playing.

Review Minutes: 12/09/2025

Tabled.

Review Minutes: 12/16/2025

A motion was made by E. Viarengo and seconded by R. Provost to accept the meeting minutes from December 16, 2025, without revisions.

Vote: Unanimous

Motion Carries: 2-0

Public Comment

P. McGahan asked if draft minutes could be posted to the website before minutes were approved. The Select Board explained that they wouldn't post draft minutes to the website as they could contain incorrect information. However, draft minutes could still be obtained through a Public Records Request.

B. Gordon stated that those who are seated further away from her laptop during Select Board meetings are difficult to hear on the audio recordings. M. Francesconi will investigate other avenues for recording meetings. B. Gordon also expressed her thanks to the Highway Department for their work in plowing the roads.

Green Communities Grant Project – Heat Pump/Mini Splits for JRMC Front Offices

Tabled.

Sawyer Hall Rental Proposal – Vote Anticipated

Tabled.

CEC Change Order

Tabled.

Mileage Reimbursement Rate for 2026 – Vote Anticipated

M. Francesconi explained that the IRS had increased their standard mileage rate by 2.5 cents for 2026, bringing the rate up to 72.5 cents per mile.

A motion was made by E. Viarengo and seconded by R. Provost to set the mileage reimbursement rate for business use of personal vehicles in the Town of Heath at 72.5 cents per mile.

Vote: Unanimous

Motion Carries: 2-0

DLTA Request Form

Tabled.

Community Hall Storm Windows – Replacement

Tabled.

JRMC Security Camera System

Tabled.

NEIT Annual Contract

Tabled.

Office Assistant Proposal

M. Francesconi proposed to the Select Board that Hilma Sumner, Town Coordinator, be appointed as the interim Office Assistant until July 1, 2026, upon her official retirement. She explained that this would allow H. Sumner to assist her in tasks that required historical data/knowledge while also functioning as the interim Office Assistant until filling the position was revisited. The Select Board requested additional information and tabled the proposal for their next meeting.

Hilma A. Sumner Resignation Letter

A motion was made by E. Viarengo and seconded by R. Provost to regretfully accept the resignation of Hilma A. Sumner, Town Coordinator, effective February 1, 2026.

Vote: Unanimous

Motion Carries: 2-0

Mail

- E. Viarengo re. Sawyer Hall Rental Proposal from V. Isaacs
- IRS re. 2026 Standard Mileage Reimbursement Rate
- CEC Inc. re. Tri-Town Landfill Post-Closure Change Order
- Jamrog HVAC re. Heat Pump System Install Quote
- FRCOG re. MOU for ADA Self Evaluation and Transition Plan
- J. McDonough re. JRMC Doors
- P. McGahan re. Parks & Recreation Committee Grant Policy Suggestions
- E. Viarengo re. CodeRed & Board of Health
- C. Rabbitt re. Town Nurse Position
- DOER re. Clean Energy Siting & Permitting Updates
- FRRS re. Request for Consideration
- HCGIT Memo. re. FY27 Next Steps & Messaging
- FCSWMD re. Program Director's Report
- FCSWMD re. Executive Director's November/December 2025 Report
- M. Cucchiara re. Responses to PARC Grant Questions from R. Provost
- M. Cucchiara re. FY '27 Parks & Recreation Committee Budget Planning
- S. Litchfield re. File Sharing Services
- H. Sumner re. Thoughts on Parks & Recreation Committee Proposal
- Parks & Recreation Committee Proposal Supporting Documents from M. Cucchiara
- H. Sumner re. Resignation from Town Coordinator Position
- S. Litchfield re. Public Health Emergency Response Framework
- N. Anzuoni re. December 2025 Monthly Report
- R. Ide re. NG Heath to Charlemont (1019W1) Improvement Project Schedule
- R. Ide re. NG Electric Meter Replacement Program
- Recycling AMV & Revenue
- Northeast Security Solutions re. Interior Security Camera Proposal
- J. Lively re. Parks & Recreation Committee Kiosk
- M. Sumner re. Natalie Blais Resignation

Next Meeting: Tuesday, January 27, 2026, at 5:00PM

Meeting Adjournment

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

Vote: Unanimous

Motion Carries: 2-0

Respectfully submitted,

Mia Francesconi
Town Coordinator