

TOWN OF HEATH

MASSACHUSETTS



SELECT BOARD

MEETING MINUTES - TOWN OF HEATH SELECT BOARD

This meeting was held on Tuesday, March 17, 2026, at 5:00PM.
JACOBS ROAD MUNICIPAL CENTER – CAFETERIA - 18 JACOBS ROAD HEATH, MA 01346

Called to order at 5:04PM with Robyn Provost (Chair), Elissa Viarengo (Member), William Emmet (Member), and Mia Francesconi (Town Coordinator) present.

Others present included Bill Fontes, Barbara Gordon, Ned Wolf (Finance Committee), Robert McGahan (Finance Committee), and Pat McGahan.

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

Meeting Minutes: 03/10/2026

A motion was made by W. Emmet and seconded by E. Viarengo to approve the meeting minutes from March 10, 2026, as amended.

Vote: Unanimous

Motion Carries: 3-0

Annual Town Meeting Warrant – Review/Discuss 1st Draft

Members reviewed the first draft of the Annual Town Meeting warrant. R. Provost noted that the Planning Board's amendments to the Protective Zoning Bylaws had been tabled until a Special Town Meeting in the Fall. R. Provost explained that she had been in communication with the Town Accountant about the Community Hall Use Revolving Fund and the Jacobs Road Municipal Center Use Revolving Fund and best practices surrounding rental revenue. The Town Accountant had suggested that revenue from lease agreements and block/short-term rentals go into their own general fund accounts to offset building-specific expenses. This would mean that both revolving funds would be closed out. M. Francesconi will follow up with the Town Accountant for additional information.

FY '27 Budget – General Discussion

Members reviewed the most recent budget draft and proposed edits to M. Francesconi. M. Francesconi will make the changes and present a new draft at the next meeting.

Lease Agreement Next Steps

Members reviewed the draft lease agreement for Valerie Isaacs' rental of the large upstairs room in Sawyer Hall. M. Francesconi will remove the mark-ups on the draft lease agreement for Hilltown Youth Performing Arts and send both draft lease agreements to the prospective lessees for review.

Highway Department – Discuss Paving Options

R. Provost explained that she had been discussing the New Work Chip Seal paving method with the representative of All States Construction. She will be doing additional research on the method.

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Board's Clerk Resignation – Discussion & Acceptance – Vote Anticipated

E. Viarengo explained that she had spoken with Cindie Garland, the Board's Clerk, who had offered to continue working until July 1st as a clerk to only the Board of Health. M. Francesconi will inform the Zoning Board of Appeals, Planning Board, and Conservation Commission that they will not have a Boards' Clerk until the position is posted and filled.

A motion was made by E. Viarengo and seconded by W. Emmet to accept, with regrets, the resignation of Cindie Garland from the position of Boards' Clerk effective March 4, 2026.

Vote: Unanimous

Motion Carries: 3-0

A motion was made by E. Viarengo and seconded by W. Emmet to appoint Cindie Garland to the temporary position of Board of Health Clerk, effective immediately, with the position terminating on July 1, 2026, or upon the hiring of a Boards' Clerk, whichever is sooner, at a rate of \$19.70 per hour, for five (5) hours per week.

Vote: Unanimous

Motion Carries: 3-0

A motion was made by E. Viarengo and seconded by W. Emmet to post the position of Boards' Clerk at a rate of \$19.70 per hour for eight (8) hours per week.

Vote: Unanimous

Motion Carries: 3-0

Office Assistant Position – Discuss Position/Tasks

M. Francesconi explained that she was beginning to get behind on several office tasks that she believed could be handled by an Office Assistant.

A motion was made by E. Viarengo and seconded by W. Emmet to post the position of Office Assistant at a rate of \$19.70 per hour for ten (10) hours per week.

Vote: Unanimous

Motion Carries: 3-0

MIIA Rewards – Discussion re. Training & Compliance

M. Francesconi and E. Viarengo had recently met with Debra Williams, a Senior Risk Management Advisor at MIIA. She had informed them of numerous training and rewards opportunities that would benefit the Town. M. Francesconi will present these opportunities to the appropriate department heads.

Heath Community Resource Fair – Select Board & Town Coordinator Participation

Members reviewed an email about the Select Board and Town Coordinator's participation in the Heath Community Resource Fair. Members confirmed their availability and all intend to be present to answer questions. The Town Coordinator will be signing residents up for CodeRED.

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CodeRED Alerts Not Delivering – Update from Support Team

M. Francesconi explained that she had opened a case with the CodeRED support team about the alerts that had been coming back undelivered. The support team found that these alerts were not being delivered due to several different things, but mainly due to phone lines being busy and incorrect answering machine settings.

Town of Colrain Surplus Police Cruiser

No updates.

Public Comment

P. McGahan stated that the audio recordings of the meetings had been much clearer with the new Select Board seating arrangement.

Mail

- D. Wilkins re. Treacherous Road Conditions in North Heath
- G. Ponce re. Colrain Ambulance Contract, Rate, and Renewal
- N. Wolf re. Broadband Note/Loan
- WR Baker Corp. re. New Printer/Copier Quotes
- K. Stosz re. Heath Community Resource Fair
- R. Sampson re. Short-Term Rental Advertisement
- J. Atwood (FRCOG) re. DLTA Resources
- E. Nichols (Tax Collector) re. Senate Proposal #2874
- M. Cahill (MDAR) re. Nomination of Inspector of Animals
- CodeRED re. Undeliverable Messages/Alerts
- P. Walker (FRCOG) re. Regional Opioid Settlement Matching Grant
- J. Ameen (FCSWMD) re. Local Repair/Fix-It Events
- L. Scarbrough (FRCOG) re. Traffic Counting Program Requests
- J. Eberwein re. 2D8T February Update
- FCSWMD re. January 2026 Executive Director's Report
- FCSWMD re. 2026 Program Director's Annual Report
- FCSWMD re. February 2026 Recycling Processing Fees
- J. Ameen (FCSWMD) re. Recycling Dividend Program Spending

Next Meeting: Tuesday, March 24, 2026, at 4:30PM

Meeting Adjournment

A motion was made by E. Viarengo and seconded by W. Emmet to adjourn the meeting of the Select Board at 9:05PM.

Vote: Unanimous

Motion Carries: 3-0

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Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Mia Francesconi", is written over the printed name.

Mia Francesconi, Town Coordinator
Town of Heath