

Final Meeting Minutes

BHB Meeting Minutes

Date: January 6, 2026

Board Member Present: Al Murphy (Chair), Korinne Stephens, Phyn Vermin, Brittany Zorn, Joe Ferguson (scribe), Diane Friedman

Board Members Absent: None

Invited Guests: Wendy Trinks (Community Services Coordinator, Ian Gilson (Associate Town Planner), Kristin Hilberg (Select Board)

Call to Order

The meeting was called to order at 7:01 PM.

Attendance

Al Murphy confirmed by roll-call vote that members were present.

Approval of Minutes

- A motion was made, seconded, and approved unanimously by roll-call vote to approve the minutes from the October 28, 2025, meeting.
- A motion was made, seconded, and approved unanimously by roll-call vote to approve the minutes from the December 2, 2025, meeting.

Old Business: 118 Summer Road Property

Al Murphy moved this item to the beginning of the meeting to accommodate attendees present for the discussion.

- **Status Update:** The owner-occupant passed away last year, and the property is now occupied by a non-owner family member. Damage has occurred to the property. The Board of Health (BOH) is involved and has sought a court order for access, which is currently hindered by the lack of a party to serve the order to. A window is broken, rubbish has accumulated, and a BOH order is in place.
- **Property Assessment:** Attendee Kristin Hilberg, with permission from the Realtor (Geoff) and non-owner (Jon), accessed the property. She observed that patchwork repairs are being made, rubbish is being removed, and the smell has abated, with no signs of rodent infestation. The Building Commissioner inspected the water line and is not concerned about its integrity.
- **Legal & Financial:** Town Administration is scheduled for a call with the non-owner's attorney on 1/7/26. Probate is in process and will result in a license to sell, with a will having been found to guide the property transfer. A mortgage company note regarding unpaid mortgage was observed on the door. Kristen Hilberg suggested reserving a budget of **\$20,000** for potential cleaning/repairs and recommended turning the heat back on at BHB expense, noting that the Town does not own the property.

- **Executor of Estate:** The surviving family member is Jon (next of kin). The nursing home that launched probate has an Executor of Estate assigned.
- **Next Steps:** Kristin Hilberg advised that this is the surviving family's responsibility until property disposition is known. The Estate has to accept or deny the BHB's help and funds. A **repair rider** (legal agreement) was suggested to implement with the Estate to preserve the town's affordable unit integrity, outlining responsibilities, costs, and a plan for reimbursement. Town Admin is speaking with the Executor of Estate on 1/7/26.
- **Action:** Ian will communicate to the Board of Health that the BHB is all set and to retain all records related to the property.

Other Business

Item Discussion/Action

BRAP Wendy Trinks reported no updates.

AI proposed sending the draft to David. Korinne Stephens noted that David was to provide EOHLIC contacts. Discussion included sending the letter to Elected Officials and incorporating past local cases.

Action: AI will finalize and send the letter.

BHB Annual Report

Estate Plan Letter (Draft)

A motion was made, seconded, and approved unanimously by roll-call vote for AI Murphy to submit the **2025 BHB Annual Report**.

HOPE Program A new approach was discussed and unanimously adopted: 3 people (Wendy Trinks, AI Murphy, and Phyn Vermin) will review documents remotely via email/Zoom to expedite the process without waiting for BHB meetings. **Action:** Joe Ferguson volunteered to help stand up the program and create a reporting form.

deadline is in June. Summer and Fall tabling are planned for community outreach. Kristin Hilberg discussed the need for zoning changes to address limited growth and the dearth of midrange housing.

HPP (Housing Production Plan)

Varce Application to ZBA (ADU)

Next Meeting
application to MAPC-TAP. The state funding

Special permit for an Accessory Dwelling Unit (ADU) was discussed. The ADU will not be legally affordable but will add housing. **Action:** AI will respond to the Zoning Board of Appeals (ZBA) letter in support of the ADU project.

Ian reported that Planning submitted a funding

The next meeting is scheduled for January 27, 2026.

Adjournment

The meeting was adjourned at 8:42 PM.