

**MEETING MINUTES**

Town of Heath  
SELECT BOARD  
Via Conference Call  
March 31, 2020

**Called to Order at 6:05 p.m.** with Brian DeVriese, Robyn Provost Carlson, Gloria Cronin Fisher and Hilma Sumner, Town Coordinator, in attendance.

**Other Attendees:** See attendance sheet.

**Teleconferencing Protocol:** Gloria read the policy items she had written which included points such as: comments need to be sent by email, announce yourself and if you are recording the meeting, join meeting on time, put phones on mute, and, if a person is disruptive, they will be asked to leave the meeting.

**Review of Minutes:** *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the minutes of March 16, 2020 as read.*

*On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the minutes of March 24, 2020 as amended.*

**COVID-19 Municipal Items:**

**Town Playgrounds and Basketball Courts:** The Board received two letters from residents asking that the basketball court in town center remain open so that a family would be able to continue to use it. In response, the Board referred the matter back to the Board of Health for further analysis. The playgrounds were considered a high-risk area because of the smooth and flat surfaces where virus molecules could remain for several days and there was no consistent method by which these surfaces could be disinfected. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to restrict access to all playgrounds until May 4, 2020.*

**Incident Command Chart:** After review of the chart, the Board agreed that the organization of positions during this emergency situation looked logical. The chart will be reviewed at the Emergency Management Team (EMT) meeting tomorrow.

**Daily Check-In:** Brian reported that the daily check-ins continue. They are brief and cover any new and immediate concerns.

**Essential Employee List:** The Board of Health Clerk was omitted from the list that was presented last week and will be added.

**Extension of Town Building Closure:** The Board noted that the original building closure was to end on April 7<sup>th</sup> and needed to be extended. Since there was a posted meeting tomorrow during the EMT meeting, they would make a decision to extend the closure at that meeting based on information introduced then.

**Landfill Contract for Monitoring:** The Board reviewed the proposed three-year contract to monitor the test wells in the landfill that was presented by CEC, Inc. *On a motion by Gloria Cronin Fisher and*

*a second by Robyn Provost Carlson, the Select Board unanimously voted to approve and sign the three-year contract with CEC, Inc., for the landfill well monitoring.*

**Town Coordinator's Report:**

COVID-19: Reverse 911 call, website notices, posted building and safety signs posted, communications through EMT meeting, phone, email, and in-person. There were problems with the phone call. The Board stated that they thought it was too long and future messages needed to be shorter. Reverse 911 messages are reviewed by the EMT. It was agreed that Gloria would do the final script review for the Select Board.

FY2021 Article 3: Updated the FY20 expense column, sought and updated more proposed amounts for line items. Had extensive conversation with Ned Wolf about certain accounts and prepared the summary sheet of Northeast IT proposals.

Annual Town Election, Annual Town Meeting & Special Town Meeting Regulations: Researched emergency regulations regarding postponement of ATE & ATM. Got clarification from town counsel regarding the rescheduling of STM past the 30-day limit.

Town Report: Worked on town report documents to send for formatting. Franklin County jail printing services are not operating so initial contact was made with two other printers for quotes to do the work.

**April 7<sup>th</sup> Agenda:** Items for the agenda will include COVID-19 updates, check-in with Jeff Johnston, Highway Superintendent, rescheduling the annual town election, conversation with Moderator Eric Sumner about rescheduling the special town meeting and annual town meeting, further IT services discussion and discussion about employee COLA increase for FY 2021.

**Finance Committee:** The Board was joined by members Ned Wolf, Janis Carr and Ken Gilbert. Emergency Overspending: The Finance Committee suggested that, if it was necessary to do emergency overspending, there would be about \$20,000 that could be transferred from Free Cash after the amounts were deducted for the proposed STM transfers. It was also noted that the Board will be able to make interdepartmental transfers beginning in May.

FY2021 Article 3: Finance Committee and the Select Board discussed several of the accounts that did not have resolved budget amounts yet. These accounts include Pre-school Support, Insurance, Copier, ACO Expense, Heath School Maint. & Utilities, Special Projects, Dump Tipping, and Technology Support. The question was raised about whether the insurance quote will include the broadband hut. Account lines for Wired West membership and representative expense will be needed next year. The FinCom proposed that there be a stipend account for the MLP Manager added. The MLPAC are still finding out information about the position: duties, estimated hours and range of stipend amount. If money is built into Special Projects, the Board wants to look at recommendations from the Town Facilities Task Force report. Other FY 2021 finance concerns include appropriating for membership in the mosquito district.

**Mail:**

**Citizens' petition:** A citizens' petition was presented to the Town Coordinator on Friday for an article to be placed on the ATM warrant.

**Mohawk Estates Board of Directors' letter:** A copy of the Mohawk Estates Board of Directors' letter to the property owners was reviewed. The Directors announced that the common areas would not open until further notice and that, if someone was coming to their property, they were to remain on their own

property and practice social distancing at all times. A complaint was received from a resident which will be referred to President Jenny Hamilton for her response directly to the person.

**Franklin County Regional Dog Shelter:** The shelter will be closed until further notice. The Animal Control Officer is available by phone when needed.

**Documents to Sign:** The CEC, Inc. landfill monitoring contract is at the town office and need to be signed. There is also an employee request for personal time.

There being no further business to come before the Board: *On a motion by Gloria Cronin Fisher and seconded by Brian DeVriese, the Board voted unanimously to adjourn at 7:43 p.m.*

Respectfully submitted,

Hilma A. Sumner  
Town Coordinator