

MEETING MINUTES

Town of Heath
SELECT BOARD
Via Conference Call
April 14, 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.

Review of Agenda: No changes.

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 April 7, 2020 as amended.*

On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the minutes of April 8, 2020 as read.

COVID-19 Municipal Items:

There was no particular information for the Board to discuss but noted that they would be in attendance at tomorrow's Emergency Management Team meeting. Clarification of the procedure for the Reverse 911 messaging would be discussed at that meeting.

Solar Feasibility Study: All Board members had the opportunity to review the bid proposal that had been submitted. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to award the contract for the solar feasibility study to the Solar Store in the amount of \$8,900.00.*

Town Coordinator's Report:

COVID-19: Disbursed information regarding STM, ATM & ATE rescheduling via town-wide email and on website. Responded to multiple phone calls and emails about various aspects of town status and functioning.

Tax Collector & Excise Tax: Betty would like to know if the penalty/interest-free extension also applies to excise tax. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to include excise tax bills due after March 10th in the penalty/interest-free extension until June 30, 2020.* Hilma will see that notices are prepared and distributed to publicize the tax-change information.

Transfer Station Complaint: Received a call today (4/14) from a resident who said that the attendant was harsh on Saturday. The man brought a cardboard box full of paper. He dumped the paper in the container and proceeded to break down that one box. No one else was there at the time. Attendant (Ken) informed him he was not to break down boxes per order of BOH. When resident called BOH he was referred to SB. Hilma suggested that he dump the entire box with paper inside but he said earlier in the year when he did that, he was told that all boxes had to be broken down. Man said he understands the need for smooth traffic flow, etc., but felt he was treated harshly and unjustly given the circumstances. Hilma called Jeff and informed him. He said he will speak to attendant.

Contacts: Emailed and/or called Northeast IT (possible future appt. w/SB); Baker Office Supply (left msg. re: copier service & status of contract); Dave Fierro re: Accountant Expense budget; MIIA, Mick Garrold re: new year amounts, fiber hut, change for 18 Jacobs; Whalley Computer Associates re: IT services; North County IT Consulting re: IT services—sending quotes; Adam Suzor re: Internet Hotspot installation; MTRSD Business Dept re: Preschool Support, this year payments & next yr.

FY 2021 Budget: Finance Committee members Ned Wolf, Jan Carr, Alice Wozniak and Ken Gilbert joined the meeting to discuss account items for next fiscal year. Of particular note were the following items: An account line should be added for the Municipal Light Plant Manager stipend. It was thought that this salary might be around \$7,500.00. It was noted that, when determining what needs to be appropriated for Special Projects, the Town Facilities Task Force report needs to be reviewed. The report gave recommendations of building work to be done and what is the most immediate. In calculating the amount needed for Recycling Fees, this could be subsidized by the recycling grant that comes to the town. Preschool Support amount needs to be determined. The amount used this year also needs to be confirmed. Also, an amount for the School Building Maint. & Utilities account needs to be discussed further.

COLA for FY 2021: The chart of employee wages was reviewed. Gloria explained that the line amounts calculated at both 1.5% and 2% increases included an adjustment for the increase in minimum wage. Finance Committee stated that their recommendation was to use the 1.5% COLA which would be a total of about \$6,000.00 added to the budget. The Board concurred with that opinion.

Internet Technology Services: Two items that would need to be added to Article 3 were the fee amounts for monthly services from the IT services company that the Board would choose and the monthly fee of \$60 to Montague Webworks for website maintenance. The start-up costs for IT services would be a one-time expense that would be listed in a separate warrant article.

Mail:

Power Outage Protocol: Tim Lively had prepared a procedural outline for meeting use during the COVID-19 pandemic in case of a power outage and also in case both power and phone were out. This will get reviewed at tomorrow's meeting.

Shared IT Services: An email from Amanda Doster, Regional Projects Coordinator, FRCOG, provided the information that Novus' study report was not completed. She is hoping to receive a draft from them within one or two weeks.

MIIA: Mick Garrold will be sending a letter with the FY2021 insurance quotes. He stated that the increase would be up about one percent. Cabot Risk Strategies provided papers for the Board to sign cancelling that insurance on 18 Jacobs Road and reinstating the policy with MIIA for an occupied building.

Franklin County Solid Waste Management District: Jan Ameen sent the April report for MRF commodity revenue calculation. The Board would like Jan asked about possibilities for purchasing a used paper compactor to follow up on the \$7,500.00 grant that the town received. The costs for Dump Transportation & Tipping for FY 2021 still need to be determined.

Documents to Sign: Cabot Insurance cancellation of policy

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 7:30 p.m.*

Respectfully submitted,

Hilma A. Sumner
Town Coordinator