

MEETING MINUTES

Town of Heath
SELECT BOARD
Via Conference Call
April 28, 2020

Called to Order at 6:00 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 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 15, 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 April 21, 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 22, 2020 as amended.

Tax Collector Appointment: Betty Nichols, along with members of the Finance Committee, joined the meeting to discuss various aspects of the tax collector work. She stated that, in regards to her FY21 budget, it is possible that expenses for the CAMA program will go down but she does not know. Betty explained that she has to retire from all her positions in order to begin receiving her retirement income but wants to continue in the tax collector position. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to appoint Elizabeth Nichols to a post-retirement position of tax collector starting May 2, 2020 until June 30, 2021.* Both the Board and Betty agreed that the current job description remains accurate to the duties of the position.

The new software that Betty is using takes a great deal of time to process tax bills. She is running both programs because of challenges with the new software. When the company updates one aspect, it will often break other parts of the program. Thus far the town has not paid anything for the new program. There is \$10,467 in the Tax Collector Software Stabilization Account in case payment needs to be made. In response to questions about payment of real estate tax payments, Betty said she did not know what percentage of the bills had been paid. About \$100,000 of tax payments are paid through mortgage escrow funds.

Northeast IT: The Board and Finance Committee discussed the spread sheet provided by Joel Mollison who was unable to join the meeting. The three tiers of proposed services were reviewed. Questions were compiled that Hilma will email to Joel to request more information. These include asking for more details about the different long-term projects that he had listed, differentiating between consumer grade and business class equipment, and the argument for switching to Office 365.

COVID-19 Municipal Items:

The Board discussed needing to add a few more employees to the list of essential employees who were authorized to work in town buildings. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to include the Librarian, Assistant Librarian, and Town Accountant assistants to the list of Essential Employees.*

Town Coordinator's Report:

COVID-19: Prepared and read the R911 message. Prepared EMT meeting minutes. Responded to multiple phone calls and emails about various aspects of town status and functioning. Processed invoices for BOH expenses. Emailed with Phoebe Walker concerning submission of requests for reimbursement.

CodeRED: Arranged for upgrade in service plan. The company is preparing the new agreement. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to authorize the Town Coordinator to sign the agreement when it is received.* The new plan is to be fully unlimited for the remainder of the contract year.

IT Services: Provided more information to third company, WCA. Waiting for response.

MIIA: Email with Susan Nadile re: tax-taking properties, 18 Jacobs Road content value. Town does not provide insurance coverage on hut until it takes ownership of entire BB physical structures (hut, cable, drop lines, etc.) per Ned Wolf & Jim Drawe.

FY 2021 Budget: Conversation with Ned Wolf regarding BB/insurance, highway dept. uniforms account and other items.

Town Report: Continue to request & collect reports. Provided additional information to second printing company.

Mail:

T. Lively email: School building fuel tanks size information with inquiry as to whether to have tanks filled while prices are low. The Board agreed that Tim should order more oil and propane.

D. Fierro email: He has been in contact with Verizon regarding the tax added to a couple of bills. Verizon will remove and issue credit to the town.

J. Johnson email: Jeff explained that uniform garments are rented and cleaned, not purchased.

C. Tallen email: Following Cathy's inquiry about receiving a transfer permit and/or bag stickers by mail Hilma had spoken with the post office manager. The two had worked out a maximum number of stickers that could be purchased at one time through the mail in an envelope with letter postage.

S. Gruen email: Hilma had sent the complaint about neighboring dogs on to the ACO with a note that the animals were not licensed.

WiFi Hotspot: There were a series of emails between Brian and Rich Carnall, WGE, regarding location of the state provided WiFi Hotspot. This service will be at no cost to the town. It appears that it can be installed at either Town Hall or the Former School Building as there is an MBI installed T1 line that goes to both buildings as is needed to run the WiFi equipment. Brian stated that he would like to obtain a little more information and would like the Board to make a decision next week on the location.

MTRSD Superintendent update: Barbara Rode, who was in attendance, reported that schools were distributing packets of learning materials to children without internet service. DESE had reversed its position of only reinforcing previous learning to requiring new learning. The official end of the school year is June 17th.

K. Leistyna email: Brian will draft a response to Kara's questions about Green Communities' future projects and town-funded Special Projects.

MIIA notice of cancellation and refund: There are different amounts listed on the email and the policy cancellation notice for the refund. Hilma will seek clarification.

M. Newton email: The Board received a letter of resignation from Margo Newton. This resignation includes her positions on the Council on Aging, the Community Hall Committee and as an Election Poll Worker. ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to accept Margo Newton's resignations with deep regrets.***

E. Lively email: Referring to a resignation submitted earlier from Eileen Lively, ***on a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to accept Eileen McVay Lively's resignation from the Council on Aging with regrets.***

The Board decided that Gloria will get more information from the Executive Office of Elder Affairs on the responsibilities and duties of the local Council on Aging before appointing new members.

E. Holan email: The Fire Department computer has crashed in that the software is no good. Erich estimated that it will take about 5 hours to recover data and wanted to know if he should move forward with that. The Board recommended that the Fire Chief, Emergency Management Director and Erich work together to come up with a solution.

MVP Grant: An email was received from Kimberly N. MacPhee, FRCOG, and an announcement from the Executive Office of Energy and Environmental Affairs stating that the next round of funding for the Municipal Vulnerability Preparedness (MVP) Program was available and applications would be received. Hilma will research the application requirements and contact Ms. MacPhee.

Documents to Sign: There are no documents to sign this week.

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 8:00 p.m.***

Respectfully submitted,

Hilma A. Sumner
Town Coordinator