

MEETING MINUTES

Town of Heath
SELECT BOARD
Via Conference Call
May 26, 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 May 14, 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 May 19, 2020 as submitted.

Annual Town Meeting/ Special Town Meeting: The Board concluded that conditions could not be provided by which any and all voters' personal safety would be insured. Because of this they decided that the town meetings would not be held on June 13th. The vote to postpone the meetings, new date(s) and a vote to apply for FY2021 1/12 deficit budget spending would be done at the next meeting.

FY 2021 Budget discussion:

Preschool Support: Balance in account is \$12,387 which can be carried forward so that no new amount will be needed for next year.

School Building Maint. & Utilities: Gloria stated that she thought the amount should be at the \$56,000-\$50,000 amount so that the remainder of the MTRSD fund could be reserved for possible future building repairs. Robyn said the rationale of the Finance Committee was unclear; as their recommendation had changed from the \$56,000 to a zero-dollar amount. The Board agreed to insert \$15,000 in the account at this time.

Building and Liability Insurance: \$57,000.

COLA: Finance Committee recommended to not propose any amount. The Board decided to wait until other accounts and expenses were more firmly established to reach a final determination. It was noted that, if salaries did not have a cost of living amount added, then compensation for employees amounts to a pay cut and the wages fall behind the regional average.

Stipends: A determination of stipends will also be decided later. There is a concern that cutting stipends in half would not send a good message to those volunteers who receive them.

Planning Board Expense: Hilma will check to see if it can be decreased.

Technical Support: Although a final decision has not been made, if the proposal from Northeast IT is accepted, services will be contracted for the second level.

MLP Manager: The Board raised questions such as: can the town afford to have this position in September and will this eliminate the broadband liaison position? A written job description is needed before there is justification for funding the proposed salary.

Copier: At this time the account will remain level-funded while Hilma determines the status of the contract and service agreement.

Community Hall Maint. & Utilities: This account is overspent this year because of the hazardous material mitigation expense. The amount of \$12,300 was put into the account for next year which is a \$3,000 reduction.

Sawyer Hall Maint. & Utilities: Kept at the same level.

Police Dept.: If any of the accounts are going to be reduced, conversation needs to be held with the Police Chief.

Fire Department Maint. & Utilities: Robyn will talk with the Fire Chief to discuss what amount may be needed.

Dump Tipping: Since towns are now having to pay to dispose of recycling, it may be more advantageous for residents to put metal cans into the metals bin.

Highway Health & Safety Compliance: Robyn will get details from the Highway Superintendent about what this account covers.

Board of Health Expense: This account is used for advertising if there needs to be hearings held.

Landfill Expenses: Account has a \$3,474 balance which will carry forward and, thus, \$1,500 can be cut from next year's amount.

Article 3 Total: \$1,280,763.68 which is a 5.64% increase

FY 2021 Budget Total: \$2,442,638.01 which is a 6.99% increase.

Finance Committee will be invited to join the Select Board meeting on June 9th.

Ch. 44 Transfers: This year's expense accounts need to be scrutinized for overages that can be covered by Ch. 44 transfers.

Mohawk Estates Letter: Jenny Hamilton, president of Mohawk Estates Property Owners Association, asked if the town would be willing to write a letter stating that the Heath Fire Department uses the lake as a water supply. Jenny stated that such a letter was needed to enable them to apply for grant funding to repair the dam. Hilma will get more details from Jenny later.

Town Coordinator's Report:

- COVID-19: Prepared and read the R911 message. Attended EMT meeting and prepared minutes. Responded to multiple phone calls and emails about various aspects of town status and functioning.
- Sawyer Hall Reopening: Sent email with relevant documents to employees who work in Town Hall (minus post office and library) asking them to read the information and develop a reopening plan, list of challenges/obstacles and disinfecting protocol. Hilma also asked if there were supplies they would need and what conditions would need to be in place to feel safe returning to work and being open.
- CARES Act: Prepared memo of explanation about requesting funding and sent out to EMT members and a few others who may incur expenses asking for detailed estimates by June 1 so that an application may be made.
- Transfer Station Stickers: The town will need another order of the bag stickers soon. The cost will be approximately \$750-\$800. The Board stated that the account that this expense is paid from is usually the recycling revenue account.
- Annual Town Meeting: Emailed Town Counsel with questions from the Moderator and the Board in regards to rescheduling of ATM. Researched process of 1/12 budgeting process if the ATM is not held by June 30.
- Broadband: Following a request for additional copies, gathered financial records and got to MLPAC for preparation of this fiscal year's true-up report. Some were from FY 2019 and one from FY 2018. MLPAC asked for joint meetings on June 9 & 23 to which the Board agreed.
- Copier: Information obtained is that the town bought the copier last year for \$1 at the end of the 3-yr. lease agreement. There is supposed to be monthly fee for the service contract of \$212 but was only invoiced and paid in June & July 2019. Bill Baker is looking into it. Service contract covers parts, labor and toner. Price based on one-cent per page rate on average copies made.

- FY 2021 Budget: Conversation with Tracey Baronas and Sale of Lots revenue may only be spent on cemetery improvements/purchases.
- Hawlemont Preschool Tuition Overpayment: Follow-up revealed that Heath had only one preschool child who had the extended day program. The amount of \$446.64 was considered as an overpayment because school closed in March, however, the teacher was still doing remote learning with the students. ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to allow Hawlemont to use this money towards the remainder of the teacher's salary.***

Mail:

- E. Sumner re: postponement of town meetings
- B. Kovacs re: limit on gatherings
- MIIA re: building insurances
- GCF re: MTRSD overpaid documentation
- K. Dragon re: dog violations
- B. Rode re: WiFi Hotspot communication
- H. Row re: municipal use of 18 Jacobs Rd
- W. Ennen re: May BB call
- B. McHugh re: CDBG CARES Act funding
- MJ Adams re: CDBG grant application
- KP Law re: year-end invoices—The Board agreed that they would prefer receiving 2 bills for the month of June in order to more closely track expenses.
- A. Schwenger re: 18 Jacobs Rd hotspot
- FRRS re: employee wages—Hilma will respond that there have been no changes to wages.
- M. Reich re: Town Meeting/election information
- M. Reich re: vote for delay of FY21 budget setting
- M. Reich re: incorrect meeting date
- BDV/B. Kovacs re: BoH jurisdiction in Mohawk Estates
- B. Kovacs re: Mohawk Estates reopening and letters—Hilma will send the consensus of the questions to Town Counsel for response.
- N. Wolf re: MTRSD overpayment
- J. Atwood re: 2020 Census work
- Whalley Computer Assc. Re: IT services proposal

Documents to Sign: None.

There being no further business to come before the Board: ***On a motion by Gloria Cronin Fisher and seconded by Robyn Provost Carlson, the Board voted unanimously to adjourn at 7:55 p.m.***

Respectfully submitted,

Hilma A. Sumner
Town Coordinator