

## MEETING MINUTES

Town of Heath  
SELECT BOARD  
Via Conference Call  
June 16, 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 Agenda:** FY 2021 July One-Twelfth budget added.

**Statement of Appreciation:** Brian read a statement of appreciation for being reelected in the recent town election. See attached document for full text.

**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 June 9, 2020 as amended.*

### **Public Comment:**

Susan Gruen asked if the Board would read the Board of Health letter regarding the town nurse's work. Pam Porter stated that she wanted it on record that she was not the daughter of a nineteenth century theologian but rather a twentieth century theologian.

Betsy Kovacs commented that she was unable to find the meeting agenda on the website.

Margaret Freeman offered a 'thank you' to Jack Gougeon and Lisa Maynard for cleaning up the flower gardens at the former school property.

**FY 2021 July One-Twelfth budget:** Hilma presented the proposed budget that she and the accountant had drafted. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the proposed one-twelfth budget for July 2021 in the amount of \$205,185 and to request approval from the Department of Revenue, Division of Local Services for the same.*

**Town Facilities Task Force:** Members Dena Briggs, Susan Lively, Jim Cerone, and Will Emmet met with the Board for the formal presentation of their final report of town building cost and usage analysis. They explained that, although their goal was to present information as accurately as possible, they were aware that the report may unintentionally include inaccuracies. The task force stated that they tried to take into consideration the future needs of the town in their recommendations. One recommendation is to appoint a permanent committee to oversee building repairs and improvements.

The report will be posted on the town website by Hilma so that it is accessible to anyone who would like to read it. The Board stressed that, if anyone has questions or comments, those remarks are to be directed to the Board and not the task force. There will be a time for public interaction held in the future and the task force members stated that they want to be involved in that meeting. The Board issued their deep appreciation and thanks for the work of the committee.

**COVID-19:** The last weekly meeting of the Emergency Management Team will be held tomorrow at 4:00 p.m. If there is information to share after that, it will be done through email.

**Annual Town Election Results:** Hilma reported that the election day had run smoothly with everyone being respectful and cooperative. In total there were 321 ballots cast out of 537 registered voters. One

hundred ninety ballots were mail-in. Hilma noted that processing those ballots is much more labor intensive and she is concerned about what the work load for the state primary and the presidential election in the fall.

Newly elected officials are: Select Board member, Brian De Vriese; Moderator, Eric Sumner; Assessor 3-year term, Heather Hathwell; Assessor 2-year term, Heidi Griswold; Finance Committee, William Emmet; Planning Board, Robert Viarengo; Library Trustee, Emily Cross; and Constable, William Emmet.

**Municipal Light Plant (MLP) Manager:** The Board did a final review of the job description for this proposed new position. It was agreed that the position would be at a job classification level of grade 11 with an hourly wage of \$19 per hour. Two changes that will be made to the job description will be to change the hours to “Estimated average of 10 hours per week,” and that the manager will meet with the MLPAC and/or MLPB. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost-Carlson, the Select Board unanimously voted to approve the MLP Manager job description with amendments.*

**Town Coordinator Salary:** This will be reviewed with the other salary and stipend reviews.

**FY2021 Budget:** The Board decided that they will invite the Finance Committee to the June 30<sup>th</sup> meeting to hear any final recommendations from them.

**FY 2021 Appointments:** The Board decided to review appointments at the June 23<sup>rd</sup> meeting.

**Municipal Vulnerability Preparedness Grant Application:** Hilma reported that she will review the application one more time and send it to Megan Rhodes at FRCOG for her review. If acceptable to Megan, the application packet will be ready to submit.

**Town Coordinator’s Report:**

- MVP Grant: Worked on application information.
- CARES Act: Gathered and prepared expense details for reimbursement application. Submitted application on Friday morning.
- COVID-19: Prepared and read the R911 message. Attended EMT meeting and prepared minutes.
- MT Woodlands Partnership Grant: Mike Cucchiara has prepared an application for a second grant. The goal is to provide funding to purchase an 11.2-acre parcel of land that abuts both the Shapiro Land and Catamount and would allow for the hiking trail to continue all the way to the Catamount trails. This land purchase would require approval of ATM. The Board expressed its gratitude to Mike and the other committee members for the dedicated work.
- FY21 One-twelfth budget: Worked with the accountant and treasurer to prepare the July 1/12 budget for submission to DLS for approval.
- COA Grant: Held conversations with Eileen Lively and Pam Porter about the need to spend the rest of the COA Formula Grant before July 1. Will be researching to determine the balance left and how it can be spent.
- Copier: Spoke with Bill Baker who emailed final invoice for this year: \$116.78. His proposal for next year, based on total FY20 copies is \$600 for the year. It will be billed quarterly with adjustments made if copy total is over what is anticipated. Hilma suggests putting \$1,000 in FY21 account line to have some buffer.

- Broadband Invoices: Searched for additional invoices needed by the MLPAC for the True-Up report.

**Mail:**

- BoH re: Town Nurse hours—read by Brian. The Board affirmed that they did not have any intention of cutting the hours for this position even though the nurse had offered to work less.
- MIIA credit balance-- *On a motion by Gloria Cronin Fisher and seconded by Robyn Provost Carlson, the Board voted unanimously to allow the MIIA credit balance to be used to reduce the FY 2021 premium amount.*
- MIIA re: COVID 19 relief
- MTRSD re: refund
- FCSWMD re: prevailing wage appeal
- N. Wolf re: TS Irene refund
- C. Lento re: TS Irene refund
- E. Nichols re: Assessor work
- FRCOG re: Regional Pollinator Plan
- BoH re: Code Violation Order to Vacate, 3 Ledge Rd
- K. Dragon re: Dogs 3 Ledges Rd.
- K. Dragon & L. Marcotte re: Dogs 162 Sumner Stetson Rd.
- R. Bourke re: Response to Don Freeman concern of unsigned letter
- R. Bourke re: Assumption of duty by newly elected officials.
- D. Newell re: VEAC FY21 budgets
- Hawlemont 6<sup>th</sup> grade graduation
- 2020 Census re: meeting place—The Board agreed that Hilma should offer rooms in the school building to both of these Census officials.
- BDV responses to letters from HHS & Grans—Hilma will prepare the response to the Grans on letterhead for the Board to sign. No comment was made regarding the response to the Heath Historical Society since only Brian had received the letter; Robyn and Gloria had not read it.
- D. Fierro re: end of year invoices
- S. Litchfield re: withdrawal of citizens' petition—Hilma will acknowledge receipt of the request.
- M. Cucchiara re: MTWP Grant #2—The Board would like a letter of thanks sent.

**Documents to Sign:** Payroll and Vendor Warrants, Requests for leave.

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 8:03 p.m.*

Respectfully submitted,

Hilma A. Sumner  
Town Coordinator