

MEETING MINUTES

Town of Heath
SELECT BOARD
Via Conference Call
June 23, 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: 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 June 10, 2020 as submitted.*

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 16, 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 June 17, 2020 as submitted.

COVID-19 Municipal Protocol, Concerns, Updates:

Select Board meetings: It was agreed that Board meetings could resume in person at 18 Jacobs Road with personal distancing. The meetings would continue to be available for anyone wanting to join remotely through Zoom. At this time a reopening plan will need to be established with written protocol about disinfection procedures. This will be prepared for review next week. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted not to reopen town buildings until the checklist was finalized.*

July 11th Special Town Meeting Procedure: It was agreed that the meeting would be held outside. A tent and portable toilet will be rented. Chairs and tables from the school will be used. A public address system will be secured for use. Brian, Tim and Hilma will look at the grounds and establish a plan that will be as efficient as possible.

Annual Town Meeting: The Board tentatively set August 1st as the date and will establish a definite date next week. Hilma will double-check that the ATM does not need to be held before that day.

Public Comment:

Doug Mason asked if meetings can be recorded. Brian replied that he will research this.

Margaret Freeman asked if the ATM will be held indoors or outdoors: most likely outdoors.

Bob Gruen wanted each Select Board member to make a statement that the town offices would not be moved to the school building without a town vote. Brian responded that his position remained the same: that the subject would be discussed in a public forum. He noted that there may need to be different measures taken depending on what was needed because of COVID-19 safety measures that would have to be implemented.

Susan Gruen asked if the minutes of June 2 had been approved.

FY 2021 July One-Twelfth budget: Hilma explained that the Board needed to approve the revised budget because the proposed budget of last week did not include an amount that was at least one-twelfth of the FY20 budget. *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 \$219,305 and to request approval from the Department of Revenue, Division of Local Services for the same.

Council on Aging: Gloria requested that no temporary appointments be made at this time. She was concerned that there would not be enough time to hold a meeting, decide on what to purchase and then make the purchases before July 1st. She said that she and Eileen Lively, Senior Center Coordinator, have been discussing what is most needed for senior activities such a new stove for the senior center and audio books for the library. The COA will continue for the remainder of this fiscal year with Gloria being the only member.

Special Town Meeting #2: The Heath Historical Society has been approved for an \$8,000 grant to repair the town house windows. This is contingent on the town affirming that the intent is to continue preservation of the building for historic purposes. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to recommend to the Town to renew the lease for the Old Town House of Heath, said building being in the care and custody of the Heath Historical Society for a period of 199 years commencing on August 31, 1901, and further, to recommend to the Town that it enter into and record a Permanent Restriction and maintenance agreement as required by the Massachusetts Historic Commission in compliance with stipulations for grant funding to be secured by the Heath Historical Society.* A second STM will need to be called before July 31st to thus vote. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to call a second STM for July 11, 2020 at 8:50 a.m. at 18 Jacobs Road.*

Ch. 44 Transfers: The Board decided to wait on voting any budget transfers until they knew if there is a limit on transfers by a percentage either of an account or the entire budget. They also wanted confirmation as to whether the transfers needed to occur by June 30th or July 15th. Hilma will research this information.

FY2021 Salaries and Stipends: If stipends were cut in half, it would amount to a \$6,500 savings. If no cost of living adjustment was given, the difference would total about \$8,000. Salaries will be reviewed at the next meeting.

FY 2021 Appointments: The Board decided to review appointments at the June 30th meeting as Hilma has not contacted everyone whose terms expire.

Town Coordinator's Report:

- MVP Grant Application: Reviewed by Hilma and Megan Rhodes (FRCOG). Submitted final application for review and determination of award.
- COVID-19: Attended EMT meeting and prepared minutes.
- FY21 One-twelfth budget: Worked with the accountant and treasurer to prepare the revised and final July 1/12 budget for submission to DLS for approval.
- FY20 End of year (Ch 44) transfers: Worked on determining overdrawn accounts, where funds could be transferred from. In the process found some charges posted to incorrect accounts.
- TS Irene Funds: Emailed with Matt Andre, DLS, about how these funds may be expended. He stated that any balance on the loan may be paid in full. Of the funds remaining, they will become part of this year's general fund and then become part of the FY21 certified Free Cash.

- FCSWMD: Responded to Jan Ameen's email inquiring about OSHA requirements and training after consulting with Jeff, Highway Supt.
- Community Hall Doors: Sr. Center door handle mechanism broke. Locksmith was called, came on Thursday and was able to repair door handle with identical piece from old door handle. Upper door: the side with the vertical bar lock would not stay latched. On Thursday, the doors kept coming open; possibly from vibration of vehicles on the road. The doors needed to be re-shut several times. On Friday, Hilma was finally able to slam that door so it would latch and then slam the locking door shut. **Robyn will check on pricing for new Community Hall doors for the upper level and also for new doors and/or locks for Sawyer Hall.
- COA Grant: Held conversations with Gloria Fisher, Eileen Lively and Pam Porter about the need to spend the rest of the COA Formula Grant before July 1. Researched the balance left and how it can be spent.
- Dog Issues: ACO Kyle Dragon is addressing two concerning dog issues in town. The residents at 3 Ledges Road will be given a written grievance because of numerous violations. If the owners do not address the violations, this may result in a Select Board hearing. Another dog owner on Sumner Stetson Road has been issued a warning for loose, unfriendly dogs. Kyle is keeping an eye on that situation. He is aware that dogs dwelling at both of these addresses are not licensed.
- MLP Manager Job Description: Updated job description according to changes voted on 6/9/20.
- Air Conditioner: One of the old air conditioners no longer worked. Tim purchased a new one today and installed.

7:45 p.m.: On a motion by Gloria Cronin Fisher and a second by Robyn Provost-Carlson, the Select Board unanimously voted to adjourn the Select Board meeting and to reconvene after the Municipal Light Plant Board meeting.

8:52 p.m.: On a motion by Gloria Cronin Fisher and a second by Robyn Provost-Carlson, the Select Board unanimously voted to adjourn the Municipal Light Plant Board meeting and reconvene the Select Board meeting.

Mail:

- S&S Kinsman re: appreciation for Highway work
- D. Fierro re: Intergovernmental Expenditures overdrawn accounts
- P. Porter re: COA Grant spending
- HHS re: grant award letter
- B. Rode re: MTRSD FY 21 budget assessments
- FCSWMD re: OSHA requirements for transfer stations
- M. Freeman & P. McGahan re: proposed rearrangement of Art. 3
- W. Ennen re: June Broadband call
- L. Johnson-Fuller re: Hours at school library
- D. Mason re: recording SB meetings. Brian will research.
- K. Nartowicz re: letter of thanks to Colrain/Kevin Fox. Hilma will draft letter.
- T. Narkewicz re: Shelburne ATM
- S. Litchfield re: Rowe ATM
- Recycling change
- N. Anzuoni re: letter for MEPOA
- MMA re: Ch. 90 funding update

- P. Bell re: thank you
- S. Litchfield re: EMT update of Step Two Phase II reopening
- C. Rabbitt re: forms for the SB to complete to apply for MassHealth reimbursement. The Board recommended that Lisa White be contacted to determine if personal information was needed as opposed to the municipal tax-exempt number.

June 30th Meeting: Meet with Finance Committee to discuss FY2021 budget
Reopening town buildings
Meet with Jonathan Diamond re: rental request
FY 21 Appointments
STM Preparation
ATM—set date

Documents to Sign: STM Warrants, Letters, 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 9:07 p.m.*

Respectfully submitted,

Hilma A. Sumner
Town Coordinator