

MEETING MINUTES

Town of Heath
SELECT BOARD
Via Conference Call
June 30, 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 23, 2020 as amended.*

Hilltown Recovery Theatre: Jonathan Diamond met with the Board to present his plans for holding his summer theatre workshop. School Building Use Committee (SBUC) members Pam Porter, Mary Sumner, Pat McGahan and Lyra Johnson-Fuller were also present to hear the presentation. The workshop will be held July 13 through August 5 with a maximum of 20 youth participating. The focus will be on skill-building and will mostly be held outside. Every hour the equipment, bathrooms and hands will get sanitized. If there is inclement weather on any of the days, some of the workshops will be cancelled. Ten youth will be allowed to attend indoor workshops for one-half a day. The ages of youth will be between 9-19 years and there will be two adults per group or one adult and one adult who circulates. The theatre group will bring their own cleaning/disinfecting supplies. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve rental use of the former school building by the Hilltown Recovery Theatre from July 13 to August 5 contingent on approval of the School Building Use Committee and upon review of the Board of Health.* The Board recommended that the Police Department and the Fire Department be made aware of the use. The SBUC who were also in a duly called for meeting, voted in favor of the rental as well.

Pam Porter had written a proposed fee schedule totaling \$2,430 based on the same schedule as what was used during the fall and winter months for the theatre. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the proposed fee schedule.*

FY 2021 Budget Review: Since the Finance Committee did not have a quorum, there was not any deliberation. Members Ned Wolf and Jan Carr attended. Brian recapped that certain items were reduced: Preschool Support, \$12,000; Landfill Expense, \$500; and Animal Control Officer Expense \$200; Copier, \$1,705; TS Irene, \$34,000, TS Irene Interest, \$2,550 and Community Hall Maint. & Utilities, \$3,000. The School Maint. & Utilities account is set at \$15,000. Ned stated that the Finance Committee, at a previous meeting, had stated that they favored not funding School Maint. & Utilities, not funding a cost of living adjustment (COLA), and recommended cutting committee member stipends in half. Gloria stated that the COLAs and stipends amounted to a very little amount and shows appreciation for employees and volunteers work. Brian agreed that even a small amount would show acknowledgement to employees and also aids in keeping up with inflation.

Robyn asked that both the Board and the Finance Committee discuss the aspect of having an audit completed. The town has an audit stabilization account that has funds to pay for most or all of the

expense. The Select Board asked to meet again with the Finance Committee next week and hope to finalize the budget at that time.

Annual Town Meeting: The Board agreed that the ATM could be set for August 1st. Hilma has confirmed that town counsel is available that day. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to call the Annual Town Meeting for Saturday, August 1, 2020, at 9:00 a.m. at the former elementary school property, 18 Jacobs Road.*

Public Comment:

Will Emmet asked who sits on Finance Committee from this point on. It was confirmed that it will be him as soon as he is sworn in.

Jenny Hamilton expressed appreciation for the letter of support from Fire Chief Nick Anzuoni about the essential nature of Papoose Lake for fire fighting and training purpose. Jenny stated that the Mohawk Estates Property Owners Association plan to apply for grant funding to pay for repairing the dam.

COVID-19 Municipal Protocol, Concerns, Updates:

Select Board meetings: Robyn said that Greenfield is not meeting in person while Gloria provided information that neither Shelburne or Buckland were holding in-person meetings either. The three Board members all acknowledged that remotely held meetings are difficult and that the Board needed to check in periodically until all three members were comfortable resuming in-person meetings.

Reopening Buildings: *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted not to reopen town buildings at this time.* It was agreed that the former school building would be opened on a limited basis since that building is used by appointment only. For use, both the Select Board and the School Building Use Committee need to review the plan for use, safety and disinfection protocol. The question of liability was raised and Hilma will check with MIIA for clarification.

Pam mentioned that there had been a request to use the internet Wi-Fi from inside the building for one hour tomorrow. The person needs to complete a master class in instrumental music and cannot have noise in the background. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to allow use of one room in the building for one hour on July 1, 2020.*

In preparation for building use, Pam will assist Hilma in preparing and hanging necessary signs.

July 11th Special Town Meeting Procedure: A tent will be rented from Hilltown Tents in Ashfield. Hilma will research options for a public address system if the town does not own enough equipment. The warrants for both STMs will be posted on the website. A notice will go out on the CodeRED messaging system as well as notifications to both the Greenfield Recorder and the Heath Town Talk.

Sawyer Hall Doors/Community Hall Doors & Steps: Robyn will report next week on estimates for getting the work done.

Council on Aging Grant: Gloria reported that she had been granted a change in use for the money due to the fact that senior meals could not be held. Almost all the grant funds had been spent. Any money left would be carried over to be used in the next fiscal year.

FY2020 Ch. 44 Transfers: Due to the fact that the accountant recommended waiting, the Board decided to postpone transfers until the following meeting. There will be more accurate information forthcoming from the accountant.

ATM Warrant: Hilma will consult with town counsel about the article for the Municipal Light Plant Manager and also for the placement of that position's salary and the Municipal Light Board (MLB) members stipends. There was discussion as to whether the MLB had to be elected or could be appointed. The concern is that there is, and will be, a large financial obligation on the town for many years and the

managing board needs to be accountable to the town whereas an elected board would be more autonomous and not have the same level of accountability. ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to have the Municipal Light Board remain as an appointed entity.*** Brian will speak with Art Schwenger to obtain information about how often that Board will need to meet for the purpose of establishing the stipend amount.

STM & ATM Information Handouts: Hilma will prepare information handouts that give additional explanation and background relevant to the different articles or account lines. The Board would like to either meet with the MLPAC next Tuesday or ask them to send their recommendation about the STM article asking to transfer money from Stabilization to establish a Dropline account.

FY 2021 Salaries: Based on analysis and wage adjustments made to the town's salary grade range, the Board discussed increases in wage for three employees: Town Coordinator, Highway Superintendent and Building Maintenance Coordinator. It was also noted that the current Highway Superintendent, Jeff Johnston, had completed training and licensing for his 4G hoisting license, a specialty license for operating a side mower. ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to set the FY 2021 hourly wages as follows: Town Coordinator, \$29.00; Highway Superintendent, \$26.94; and Building Maintenance Coordinator, \$21.00.*** Gloria will recalculate the total amount needed for each annual salary.

FY 2021 Appointments: Brian requested that appointments be delayed until the following meeting and that all current appointees remain in their respective seats until new appointments are made. ***On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to authorize all current appointments to continue until FY 2021 appointments are decided.***

July 7 Agenda Items:

- FY 2021 Budget with Finance Committee
- FY 2021 Appointments
- ATM Warrant—Finalize
- Ch. 44 Transfers
- STM Information paper

Town Coordinator's Report:

- FY21 One-twelfth budget: Approval received for July. Sent final budget to town departments and Finance Committee.
- FY20 End of year (Ch 44) transfers: In conversation with the accountant he advised to wait until after this warrant. He would then advise as to what accounts were overspent and where money could be transferred from.
- STM Preparations: On Friday met with Brian at the school grounds to do measurements and initial set-up. Called Hilltown Tents: 40x100 ft. tent will seat 60-80 people and costs \$1,600. Hilma has a second call in to ask if it would be possible to leave tent through August 1 for less than double cost and a call in to Bostley Sanitation to ask for pricing for one handicapped accessible portable toilet and a portable sink. Town owns most, if not all of the P.A. equipment that will be needed.
- TS Irene Funds: Kris Nartowicz paid the balance due on the loan. There is approximately \$100,000 that will go into the general fund and roll over into FY21 Free Cash.
- Town Common: Purchased new building sign post cap which Tim will install. Purchased new American flag, flag pole rope and hooks. A new POW-MIA flag has been donated by Fred & Victoria Burrington. The plan is to get these in place this week. Hilma will prepare a letter thanking the Burringtons for their contribution.

- Reopening Town Buildings: Researched guidelines for reopening buildings. Protocol will be somewhat different for Sawyer Hall and town offices than what will be needed for Community Hall and the school building.
- Landfill Gate: Emailed Berkshire Fence to inquire about setting a date to begin replacement of the landfill gate.
- Cook State Forest: Confirmed with Forester Nick Anzuoni that logging is being done in the forest. It is year two of a three-year project. Nick said usually the state pays at the completion of the project so most likely Heath will see some revenue next year.

Mail:

- P. Porter re: Recovery Theatre
- J. Diamond re: Recovery Theatre plan
- B. Kovacs re: Recovery Theatre & FRCOG Health
- M. Cucchiara re: ATM article for land purchase
- M. Andre re: STM articles & Free Cash
- M. Andre re: no deadline for ATM
- B. Kovacs re: MDPH advisory
- MVP Grant Application confirmation of receipt
- J. Johnston re: need for new mower part
- DLS re: July 2020 budget approval
- DLS re: FY20 Free Cash Available for appropriation
- GCF & J. Johnston re: Transfer Station & July 4-- *On a motion by Gloria Cronin Fisher and seconded by Robyn Provost Carlson, the Board voted unanimously to close the Transfer Station on July 4 and open it on Monday, July 6, if possible.* Hilma will convey this information to Jeff and/or Ken.
- Heath Herald re: reminder of article
- GCF & HAS re: Transfer Station & July 4
- S. Ryack re: solar energy
- S. Litchfield re: BoH member appt.
- D. Cavalier re: complaint of illegal ME activity
- B. Kovacs re: Heath EEE rating at Low Risk
- P. Porter re: Suggested Rental Fee for Recovery Theatre
- GCF re: FY21 budget cuts
- S. Litchfield re: appointment of B. Kovacs to BoH

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 9:16 p.m.*

Respectfully submitted,

Hilma A. Sumner
Town Coordinator