

**MEETING MINUTES**

Town of Heath  
SELECT BOARD  
Via Conference Call  
July 7, 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 30, 2020 as amended.*

**STM Protocol:** The Board reviewed the protocol that will be in place for Saturday's STM. Chairs will be placed six feet apart with Select Board, Town Clerk and the Moderator behind tables at the one end. Papers will be placed on chairs. Check in tables will have spray shields separating voters checking in from the workers. Someone will disinfect the public microphone after each person.

**FY 2021 Budget Review:** The Finance Committee joined the meeting to discuss the proposed budget. The suggested amount of \$1,000 for membership in the Pioneer Valley Mosquito Control District was questioned as to whether the town could afford that and, if so, would it not be better to put it in the Board of Health expense account. Betsy Kovacs, Board of Health chairman, stated that the town can give any amount this year. In the discussion of internet services Ned Wolf said that the amounts would be different because the service would change partway through the year.

Robyn stated that one of the highway employees will be out for an extended period for medical reasons. The employee has accumulated paid time off. However, the medical leave may extend into the winter season and the town may need to hire an extra worker as needed to help with snow removal during storms.

ATM articles: Robyn raised the point of having an audit completed due to the fact that there have been personnel changes and it has been many years since an audit was last done. There is \$12,500 in the Audit Stabilization account that can be transferred that will pay for most of the expense and the balance come from FY2020 Free Cash.

**Chapter 44 Transfers:** The two transfers concerning money in the accountant funds need more information before they are ready to act on. The Board decided to hold those transfers and the transfer to cover a FY 2019 invoice. This one from the previous fiscal year will need to be a transfer article at the ATM. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the list of FY2020 chapter 44 transfers except for the three items that were removed.* Hilma will convey the list to the accountant and request the transfers be made.

**Public Comment:**

Pam Porter reported that the Hill-town Theatre staff will be arriving at 18 Jacobs Road on Saturday when the STM is ending. She said they will go directly to the back end of the property away from the tent. Betsy Kovacs remarked that she did not think it was in the prerogative of the Select Board to prohibit non-voters from attending a town meeting.

**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.*

**9:00 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.*

**Dropline and Subscription Costs for town accounts:** Robyn stated that the Municipal Light Board will recommend to the Select Board that the dropline construction costs should be as a warrant article and the annual subscription cost for each building would be added to the Maintenance & Utilities accounts. The Select Board decided that the MLPB would hold a separate meeting to discuss recommendations to be made to the Board regarding ATM articles and accounts, and to set a date to hold an executive session. The Board decided to hold this meeting on Monday, July 13<sup>th</sup> at 4:00 p.m.

**Reopening Former School Building:** There will be a waiver form holding the Town harmless if any injury or infection would occur. For Hill-town Theatre, Jonathan Diamond would sign the waiver for himself and then he would need to have his own waiver forms for participants in the program. If anyone would like to use the building on a regular basis, they will initially contact Hilma to make arrangements. She will then be in touch with the School Building Use Committee.

**FY 2021 Appointments:**

Page 1: *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to appoint Robyn as the Select Board chairperson.*

It was noted that all non-residents holding positions would continue in those positions until after the ATM due to the citizens' petition article restricting appointments to fulltime residents. However, until the outcome of the article is known, nonresidents will not receive new appointments.

*On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to reappoint the named individuals listed to the positions listed on page 1 as amended and with exceptions, including appointment of Gloria as the Select Board secretary.*

*On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to reappoint the named individuals listed to the positions listed on page 2 as amended and with exceptions with Brian as the Heath Herald correspondent.*

*On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to reappoint the named individuals listed to the positions listed on page 3 as amended and with exceptions.* Due to the numerous proposed candidates for Cultural Council members, Gloria will speak to Suzanne Hannay about whether they should all be appointed this year.

*On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to reappoint the named individuals listed to the positions listed on page 4 as amended and with exceptions.*

**STM Information Sheet:** After review of the proposed explanations for the STM warrant articles, Gloria requested that the first sentence in the explanation of Article 14 be deleted because it no longer applied but that the second sentence stating what the remaining balance in the General Stabilization account would be if the article passes. *On a motion by Gloria Cronin Fisher and a second by Robyn Provost Carlson, the Select Board unanimously voted to approve the explanatory notes on the two STM warrants with one amendment.*

### **Town Coordinator's Report:**

- Transfer Station: Spoke with Ken who is available to work Monday. Prepared signs for him to post and were posted at Sawyer Hall.
- FY20 End of year (Ch 44) transfers: Prepared list of transfers that are needed and sources from which to obtain funds. This took about 4 hours of time. According to the accountant, transfers do not have to enumerate every individual amount.
- STM Preparations: Spoke with Hilltown Tents who are willing to rent a 40' X 100' tent from July 11 to August 1 for a one-and-one-half rental price: \$2,520. According to the FCCIP, the \$55.25 building permit fee will be waived. Reserved portable ADA compliant toilet (\$200) and portable hand-washing station (\$110) for each town meeting. Wrote procedural plan for the meeting. Risers 4 ft. deep. Do we want banquet tables? Attendance policy for non-voters? **\*\* On a motion by Gloria Cronin Fisher and seconded by Robyn Provost Carlson, the Board voted unanimously to have the Select Board, Moderator and Town Clerk tables at floor level.**
- ATM: Spoke with Moderator Eric Sumner who would like to find methods to expedite the meeting. He wondered if there was a shorter method of doing Art. 3 than having to read each account line.
- Town Common: Tim installed the new building sign post cap. Tim & Hilma restrung the flag pole with new snap hooks and raised the two new flags on Thursday. Thank-you letter, written to the Burringtons.
- Landfill Gate: Emailed Berkshire Fence a second time to inquire about setting a date to begin replacement of the landfill gate. They hope to do it in August.

### **Mail:**

- D. Mason re: Zoom info
- M. Reich re: ATM matters about MLP Manager & Board
- S. Litchfield re: MLPAC drop expenses
- C. Rabbitt re: June Town Nurse report
- HAS re: email sent on 7/2 to non-resident appointments
- BDV re: statements about appointments & SB authority
- MIA, M. Garrold re: COVID liability
- FCSWMD re: Hauling agreement— **On a motion by Gloria Cronin Fisher and seconded by Robyn Provost Carlson, the Board voted unanimously to approve the FCSWMD hauling agreement for FY2021.**
- Hilltown Tents re: tent rental
- N. Wolf re: Historical Society request to use town common— **On a motion by Gloria Cronin Fisher and seconded by Robyn Provost Carlson, the Board voted unanimously to the Heath Historical Society to use an area on the town common for their annual meeting on August 8.**
- P. Porter re: Release of Claims form revision
- P. Porter re: Theatre property use
- B. Kovacs re: reopen basketball courts— **On a motion by Gloria Cronin Fisher and seconded by Robyn Provost Carlson, the Board voted unanimously to reopen the town basketball courts with recommended guidelines.**
- S. Litchfield re: Verizon reimbursement report
- B. Kovacs re: EEE update

**Documents to Sign:** Letter, FCSWMD agreement.

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 9:40 p.m.*

Respectfully submitted,

Hilma A. Sumner  
Town Coordinator