

**MEETING MINUTES**

Town of Heath  
**SELECT BOARD**  
Virtual Meeting  
July 21, 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 additions.

**Animal Bylaw Review:** Animal Control Officer Kyle Dragon joined the meeting and gave a general explanation that there needed to be an overhaul of the current bylaws to bring it up to date with the present MGL. Kyle also explained that, since Heath is now part of a regional group, it is helpful to have each town operating under uniform bylaws. The Board accepted the proposed bylaws with two changes:

9.1.3 C: The word “master” is to be replaced with “owner or keeper,” and the number for the kennel purposes will be five dogs and not four.

**ATM Protocol:** Moderator Eric Sumner reviewed the proposed guidelines for conducting the ATM with the Board. It was suggested that it be explained at the beginning of the meeting that people can be heard clearly even with masks in place. If a person needs to speak slowly, that is acceptable. Brian stated that there will be another 30 ft. by 40 ft. tent added to the end of the present tent and because of the length, the tables and chairs will be configured differently. Board of Heath Chairman Betsy Kovacs suggested that there be one microphone designated for people who are not masked. Eric will call in again next Tuesday. Before then, Hilma will email him the final warrant.

**Municipal Light Plant Manager Job Review:** The Board had each reviewed the job description and rescored the duties. The average grade of the individual scores was 410 putting the position in a grade 12. It was agreed that the wage would be proposed at \$25 per hour but will be offered in relation to the qualifications of the candidate. *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to approve the amount of \$13,000 for a maximum annual salary and to rate the position in a job classification grade 12.*

**ATM Warrant Review:** *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to approve the Animal Bylaws as written with two amendments.*

The Finance Committee joined the meeting for a final discussion about Article 3 and the warrant articles for the ATM. Ned Wolf reported that the Committee voted to approve all the account lines except for the following: Stipends for Select Board, Planning Board, Finance Committee, Assessors, Library Trustees, Board of Health, and School Committee were voted (3-2) to be half the proposed amount. This would amount to a savings of \$8,400. The School Building Maintenance and Utilities was voted (5-0) to recommend the amount of zero. It was noted that the remaining balance in the MTRSD account of \$53,362.65. The Committee reversed its earlier position and voted (5-0) to recommend an employee COLA of 1.5 percent. FinCom also voted to not recommend Article 4; the MTRSD operating budget.

Following FinCom’s report, the Board took the following action. *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to approve Article 3 with full amounts for stipends, the MLP Manager Salary at \$13,000 and the School Building Maintenance and Utilities as the proposed amount.*

*On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to recommend all ATM warrant articles except #4, 16, and 22.*

*On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to not recommend Article 4.*

*On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to approve the Annual Town Meeting Warrant for August 1, 2020.*

**Taxpayer Letter:** The Board agreed to review this letter next week. Brian will redraft based on the Finance Committee's final recommendations.

**ATM Warrant Explanation Notes:** Hilma will work on writing explanations for articles and Art. 3 accounts. Robyn said the Assessors will provide an explanation for their article.

**Review of Minutes:** *On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to approve the minutes of July 14, 2020 as amended.*

*On a motion by Gloria Cronin Fisher and a second by Brian De Vriese, the Select Board unanimously voted to approve the minutes of July 15, 2020 as submitted.*

**Town Coordinator's Report:**

- Northeast IT: Emailed Joel Mollison informing him that the Town would like to contract his services at the mid-level pending ATM approval on Aug. 1.
- K-P Law: Emailed and spoke with Attorney Mark Reich regarding personnel issues that have been raised by resident communications. He advised that the matters be reviewed, information gathered, and discussion held in executive session.
- MLPAC Requests: The MLPAC has requested a file containing the entire "Heath Townspeople" email list. The SB needs to make this decision as some folks gave their personal email in confidence. It is suggested that the committee draft an initial email, send it, and it will be sent out. In that email there can be contact information to get on their list to receive further communications. The Board agreed that the initial Broadband email would be sent by Hilma.
- Audit Service: Spoke with Tom Scanlon about obtaining an audit. If the town wants a complete FY20 audit, it occurs after the books are closed and Free Cash is certified. That would be between Labor Day and April 1. This is also "premium" audit season and the cost would be \$16,000 to \$16,500. If the audit can be done either before or after this time frame, the cost would be about \$2,000 less. If the town is just looking for procedural review of one or two departments, that would not be a full audit. The focus would be on certain offices with the goal of developing agreed upon procedures for going forward. This type of audit is to address concerns within a department. Cost is \$4,000-ish.
- Town Accountant: Spoke with the accountant today about concerns regarding submission of bills, payment expectations. He is concerned because some requests for payment are just being emailed to him and there is no paper statement in his box when he goes to process the warrants. He would like a standardized procedure implemented that would work for all departments in bill paying. He also wondered if it would help to make certain that responsibilities for each financial department were clarified and confirmed.
- ATM: Updated warrant, draft #5. Sent to Town Counsel for review. Provided more information regarding Art. 23 on land acquisition.

- Appointment List: Updated to reflect last week's appointments.

**Mail:**

- K. Dragon re: animal bylaws Q & A
- MTRSD re: 1/12 budget
- K. Totman re: appt. w/ Superintendent and attending ATM
- FCSWMD re: purchasing & siting compactor
- FCSWMD re: scrap metal revenue
- B. Rode re: cell service funding
- M. Freeman re: in-person meetings
- M. Dunnet re: MTRSD Capital budget
- K. Dragon re: dogs at 3 Ledges Rd
- D. Wilkins re: Art 14 issue
- HAS re: response to K. Leistyna about ch. 44 transfers
- NGrid re: herbicide treatments for rights-of-way
- MMA re: mosquito control bills
- RPC & M. Reich re: emails & public record—Robyn stated that the Board needs to revise the mail procedure.
- R. Dane re: Complaint to RPC
- D. Fierro re: refund issue
- Correspondence in support of allowing STM Art. 14 to stand

**Executive Sessions:** Robyn reported that the Board needs to hold two separate Executive Session meetings. It was agreed to hold these meetings on Wednesday, July 29, at 6:00 p.m. and 7:00 p.m. at 18 Jacobs Road.

**Future Meetings:**

July 28: Town Facilities Task Force final report review. ATM preparation and warrant review with Moderator, approve 1/12 August budget, review Warrant notes, review tax-payer letter, mail/email policy, and public comment policy.

**Documents to Sign:** ATM Warrants.

There being no further business to come before the Board: *On a motion by Gloria Cronin Fisher and seconded by Brian De Vriese, the Board voted unanimously to adjourn at 8:45 p.m.*

Respectfully submitted,

Hilma A. Sumner  
Town Coordinator