Town of Colrain

Select Board Meeting

55 Main Road/Town Office Building

6:00 P.M.

MINUTES OF MARCH 16, 2020

**Present** Eileen Sauvageau, Mark Thibodeau, Joe Kurland

**Others Present** Betsy Shuipis, Administrative Asst., Kevin Fox, Town Coordinator

 The meeting, held remotely through conference call-in, was called to order by Eileen Sauvageau, Chair, at 6:03 p.m.

**Appointments: Lynn DiTullio – Waste Water Study Committee Update**

Lynn could not make the meeting, but did send Kevin a memo, included in the meeting’s packet, with updates from the committee.

**Mike Freidlander, Chair, Board of Health - Pioneer Valley Mosquito Control District**

Mike Freidlander was unable to attend the meeting. This item is tabled until Mike can come before the Select Board to discuss costs and other details of the agreement.

**New Business Declaration of Surplus Property – Library Items**

Items included: antique display case, 22 Windsor chairs, oak shelving unit, metal cart with tray, antique card catalog.

 **MOVED:** Mark Thibodeau moved to declare one antique display case, 22 Windsor chairs, one oak shelving unit 2-sided, 1 metal cart with tray, and one antique card catalog surplus. Joe Kurland seconded. **Approved unanimously.**

 **Appoint Michele Hillman to the Council on Aging**

 **MOVED:** Eileen Sauvageau moved to appoint Michele Hillman to the Council on Aging. Joe Kurland seconded. **Approved unanimously**.

 **FY21 Budget Discussion**

All the departments have submitted their budget to the Finance Committee, except for the Transfer Station. The library has requested an additional 2 hours for both the director and the assistant director, and the Trustees have recommended a 5% increase in salary for both positions. New this year for the town is paying the interest on the Broadband note due in November ($42,000). COLA’s have only been given to employees; not extended to stipend or elected officials. The Board recommends 2% across the board for every position.

 **ATM Warrant Articles for Consideration – Mohawk Trail Woodland Partnership, Short-term Rental Local Option Excise Tax**

The town can join the partnership via the Select Board vote or not join at all. Bill Dornbush can come again to talk with the board about how the Mohawk Trail Woodland Partnership could benefit the town.

 The Select Board wants the short-term rental local option excise tax on the warrant.

 **Select Board Meeting Minutes of 2/24/20**

 **MOVED:** Joe Kurland moved to accept the minutes of 2/24/20.Mark seconded. **Voted unanimously.**

**Adoption of Remote Participation at meetings of public bodies in accordance with CMR 29.10(2**

**MOVED:** Mark moved to authorize the adoption of remote participation at meetings of public bodies in accordance with Code of Massachusetts Regulation (CMR) 29.10 (2) which allows remote participation for all public bodies in town under the rules. Eileen seconded. **Voted unanimously.**

**Chris Lannon, Police Chief, Emergency Procedures and Protocols – Covid 19**

Police Chief Lannon presented the emergency procedures and protocols in the following areas: External Response Measures – Limit response to residences with phone calls, depending on the severity. Command and Control – work with the EMDs, Select Board, fire and ambulance. Internal – training, personal protective needs ordered. Prisoners will be brought to Greenfield (priority #1), Deerfield, Athol or Sunderland Police Departments. Board of Health quarantine orders can be enforced by the police. The public is not allowed in the Police Department offices. Cruisers are cleaned with disinfectant after each shift.

**MOVED**: Mark moved to accept the protocol for General Order of Emergency Procedures WHO Declaration and Pandemic Public Emergency Protocol. Joe seconded. **Voted unanimously**.

**Old Business Set FY21 ATM Warrant Closing Date**

Scheduled to sign the warrant on April 14 to be posted on April 15, so April 6 gives Kevin a week to input any petition articles submitted to the town.

 **MOVED:** Joe Kurland moved to set the FY21 ATM Warrant closing date as April 6, 2020. Eileen Sauvageau seconded. **Approved unanimously.**

 **Unregistered Vehicle(s) Concerns**

Instead of sending a letter to all residents about the Town’s by-laws regarding unregistered vehicles, the Board discussed targeting properties with unregistered vehicles that can be seen from the road with the threat of a fine. The by-law does not include vehicles that are not seen from the road, so re-writing the by-law is possible. The Board asked Kevin to draft a generic letter to be sent out as needed.

 **Draft of Town Policy for Disposal of Surplus/waste Materials Resulting from Public Works Projects**

Discussion postponed until the next meeting.

 **Town Coordinator Contract**

There was a short discussion about the town coordinator’s salary proposal in the contract, along with the work accomplished for the town throughout his tenure. Discussion will continue at the next meeting.

**Unanticipated Paula Harrison, Treasurer/Collector, request to close Town Offices to the public**

Eileen Sauvageau read Paula’s letter addressed to the Board, dated 3/16/20, requesting that the Town offices be closed to the public due to Covid-19. The town employees will continue to work in a controlled, safe environment.

 **MOVED**: Joe Kurland moved that we close the Town Office to the public until further notice in view of safety precautions surrounding the Covid-19 pandemic. Mark seconded. **Voted unanimously.**

**MOVED: Eileen moved to close the meeting at 6:58 p.m. Mark seconded. Voted unanimously.**

 Respectfully submitted, Accepted by the Select Board,

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 Betsy Shuipis Eileen Sauvageau - Chairman

Administrative Assistant

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 Mark Thibodeau

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Joe Kurland

Documents

Selectmen Meeting Notes

Colrain Center – Proposed Wastewater Treatment Project – March 2020

Griswold Memorial Library furniture to deaccession

Michelle Hillman email to the Town Coordinator expressing a desire to be elected to the Council on Aging dated February 19, 2020.

FRCOG letter to the Select Board of May 31, 2020 re: Mohawk Trail Woodlands Partnership and email from Peggy Sloan, Director of Planning at FRCOG asking if the Select Board plans to include a warrant article opting into the MTWP for Annual Town Meeting.

Article #. To see if the Town will vote to accept the provisions of M.G.L. c. 64G, section 3A, and impose a local excise tax upon the transfer of occupancy of any room or rooms in a bed and breakfast, hotel, lodging house, short term rental, or motel located within the Town at a rate of 6%.

Employment Agreement Between Town of Colrain and Town Administrator

FRCOG County Municipal Wage and Salary Survey FY2020

KP Law Update: FAQS for Municipal Employers on the Novel Coronavirus Covid-19, March 15, 2020.