Town of Colrain

Select Board Meeting

Remote Conference Call-in

2:00 P.M.

# MINUTES OF APRIL 6, 2020

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

**Others Present** Betsy Shuipis, Administrative Asst., Paula Harrison, Collector/Treasurer

The meeting, held remotely through conference call-in, was called to order by Eileen Sauvageau, Chair, at 2 p.m.

**New Business** **Code Red Announcement - Eileen Sauvageau**

The following is the COVID19 announcement for distribution over “Code Red.”

4/06/20 COVID19 Colrain

The Select Board in Colrain wants you to know that our Board of Health, EMD, Fire Department, Ambulance, Library and Town Office are working with and through the federal, state and regional governmental agencies to protect and support our community during the COVID19 pandemic.  The Town of Colrain has not yet had any confirmed cases of the COVID19 virus, although there have been confirmed cases in the surrounding towns.

The Colrain Board of Health makes the following recommendations:

* + - Assume everyone is contagious.
    - Follow the CDC guidelines: six feet social distancing, wash hands frequently, do not touch your face, stay home, and wear a face mask in public settings.
    - Details regarding COVID19 can be found at [cdc.gov](https://www.cdc.gov), [mass.gov](https://www.mass.gov) and [colrain-ma.gov](https://colrain-ma.gov).

These conditions will most probably continue for at least another month.  So stay safe and continue to work together to insure the safety of all of us in Colrain.

**MOVED:** Mark Thibodeau moved to publish Eileen Sauvageau’s Code Red message announcement. Joe Kurland seconded**. Approved unanimously.**

**Chapter 53 of the Acts of 2020 - Paula Harrison, Treasurer/Collector**

On April 3, 2020, Governor Charlie Baker signed into law Chapter 53 of the Acts of 2020, “An Act to Address Challenges Faced by Municipalities and State Authorities Resulting from COVID-19.” Paula explained what this law means for the Town of Colrain and the two items before the Select Board.

1. The law allows municipalities to extend tax deadlines and waive penalties and interest for late payment of taxes and similar charges. These changes need Select Board approval. The real estate personal property tax due date of May 1, 2020 is extended to a date no later than June 1, 2020. Paula recommends waiting until the next Board meeting (4/13/20) to consider extending the deadline so that resident payments can come in as they normally do, which would enable the treasurer to make the town’s payments.

2. The law also states that the Select Board “may waive the payment of interest and other penalty in the event of late payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charge added to a tax for any payments with a due date on or before or after March 10, 2020 and made after its respective due date but before June 30, 2020.” Colrain’s due date is after March 10, 2020.

**MOVED:** Joe Kurland moved that the Town waive interest and late fees for all excise tax bills due after March 10, 2020 provided payment was made or by June 30, 2020. Mark Thibodeau seconded. **Approved unanimously.**

**Old Business Town Coordinator Contract**

A discussion regarding the Town Coordinator’s contract and salary proposal considered how the job of administrator in the Town of Colrain is unique from other area towns in that the position has responsibilities that other town administrators do not have. Additionally, many towns have administrative assistants who take on more of the town administrator’s workload than our assistant does.

Kevin Fox’s ability to bring much needed money into the town was highly commended, along with getting projects done such as the Highway Garage build and bringing the Broadband project to near completion.

**MOVED:** Eileen Sauvageau moved to accept Kevin Fox’s contract as Town Administrator written and presented to the Select Board for FY 2021-22-23 three-year contract.  **No one seconded. Approved unanimously.**

**Contingent Terms of Town Coordinator’s Three-Year Contract - Eileen Sauvageau**

The following terms shall only be accepted if the Town Administrator’s new 3-year contract is not accepted by the Town Administrator.

**MOVED:** Eileen Sauvageau moved to accept the prior employment agreement between the Town of Colrain and the Town Coordinator with these amendments: Amendment 1 - To change the title Town Coordinator to Town Administrator, and Amendment 2 - To change the FY21 salary to $85,000. Mark Thibodeau seconded. **Voted unanimously**

**MOVED: Eileen moved to close the meeting at 2:33 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