

David Hall, Chair person
Wendy M. Mead, Vice Chair
Jesse Limanek, Clerk
Jonathan Anderson
Jeffrey Bannon



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James A. Smith, Town Manager

Town of Sutton
Select Board

Meeting Minutes

Minutes Accepted and filed with the Town Clerk on 6/16/2020 by a vote of 5-0

5:00 p.m. – June 2, 2020
REMOTE DIAL IN MEETING

Members in Attendance by video chat:

Chairperson David Hall, Vice Chair Wendy Mead, Clerk Jesse Limanek & Select Board Jonathan Anderson & Jeffrey Bannon
Town Manager James Smith & Deb Jacques, secretary
Town Finance Director Timothy Harrison

Chairman Hall calls meeting to order with Good afternoon, This Open Meeting of Sutton Select Board is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Public participation has been offered for this meeting.

Public Forum: N/A

Selectperson Limanek motions to approve as presented minutes from 5/19/2020 meeting, Selectperson Bannon seconds passes 5-0

Approve Town Meeting Warrant: Town Manager Smith says these are articles to essentially keep the town running, the capital plan items are public safety related. Any item that would have drawn a crowd we have put off until we can meet at a later date in a safer environment. Jim reviews the 13 articles. Select person Limanek says the goal is to focus on the needs of keeping the town operational. Vice Chair Mead thanks Jim for reviewing each article individually. Select person Anderson and Bannon say there are no surprises, thank you for reviewing. Hearing no further question Select person Bannon motions to approve and sign the June 22, 2020 Town Meeting Warrant, Select person Limanek seconds passes 5-0 (roll call vote)

Request to increase Capital Stabilization fund by 2.5%: Town Manager Smith says this is a yearly request, this year it would increase the FY2020 override figure of \$638,822 to \$654,793. This fund was established to increase available funds for capital items. The goal when started, was to increase available funds for capital purchases as Shaw Farm debt decreased. This fund continues to grow and allows us to purchase larger purchases without going to the taxpayers for a debt override. This year the Capital Stabilization fund is to be used for a new highway vehicle, a new piece of fire apparatus and paving of Central Tpk. Select person Limanek says this is an excellent tool in our tool box. The foresight to create a mechanism that allows us to use funds to purchase non extravagant items like police cars and fire trucks, we are blessed to have this at our disposal. Vice Chair Mead thanks Kevin Geraghty and Tim Harrison for establishing this fund years ago especially now with the economic issues yet we still use in the most conservative ways. Select person Anderson agrees this is a great tool and it gives us flexibility to deal with capital items as they come up. Select person Bannon fully supports this the Capital Stabilization fund has proven its worth over the years. Chairperson Hall says we do this every year, 2 ½% is a

modest amount. Select person Anderson motions to authorize the Assessor's Office to increase the Capital Stabilization Fund by an additional 2.5% increase to the FY20 override figure of \$638,822. to \$654,793. Vice chair Mead seconds passes 5-0(roll call vote)

Reopening Plan: Town Manager Smith says this is in coordination with the Baker-Polito reopening plan for Massachusetts. Jim goes on to say for the most part the town hall has been working staggered hours since closing in March. Phase 1 started yesterday, Phase 2 will begin June 8th when the town hall will be open by appointment only. Board and committees will continue with ZOOM meetings. This policy gives guidance to the staff as well as the residents. On June 8th appointments can be made with the Dept Head of the office. The dept. Head will arrange thru the Board of Health to have the visitor's temperature taken. Once the meeting is finished the Dept Head will walk the individual out and the area they used will be sanitized. We are pushing an online presence while trying to be flexible. Plexiglass has been ordered for the Assessor's office window and chains have been put at doorways to keep with the social distancing. Select person Limanek asks if there will be a posting at the door with the individual depts. Phone numbers for those wishing to make an appt. Jesse asks if there is any idea when the doors will be open, Jim replies we are taking this 1 step at a time, Jim goes on to say he takes part in a weekly call with Town Managers and Liet. Gov. Polito. Town halls are not required to be open but we are moving forward. Vice Chair Mead agrees with the contact info to be at the front door, Jim states they can call from the steps to make an appt but will not be let in without the appt. Select person Anderson says it is good to see us progressing forward, it is good to see we are allowing access if needed and that employee safety measures are in place. Select person Bannon asks if there is any hesitancy from employees regarding returning to work, Jim replies he included employees in the decision making as well as dept head input. Some employees are working staggered schedules. Chairperson Hall says it is difficult to insure employees feel comfortable to return to work. It is important to take the right precautions to keep all safe. It is positive to hear that business in the town hall has been on going. We do not know what the future looks like but we did a good thing serving the public in an electronic manner.

Town Managers Update

- Finance and Warrant Committee Public Hearing scheduled for June 9th at 5:30 via ZOOM
- Final Budget message included here is the final Budget Message, this will be attached to the budget for the June 22nd town meeting. There are a lot of unknowns such as state aid. We are ok to withstand a temporary downturn with our reserves and new growth. If there are significant cuts to state aid, we may have to vote to amend the budget in the Fall.
- CARES act money for Covid-19 expenses- Sutton was awarded \$842,000., these funds are allocated by population. These funds may be used in FY20 and FY21. The application to use in FY20 is June 5th- We plan on using \$100,000 in FY20 and save the rest for FY21.
- Transfer Station stickers- they are now being sold online.

Select Board round table:

- Select person Limanek reads the needs of the Sutton Food Pantry. Jesse extends a personal thank you from himself as well as the Dudley Gendron to Pam and Christine for the Memorial Day Presentation.
- Vice Chair Mead also thanks Pam and Christine; it was an impressive effort on their part and it did not go un noticed. Wendy also reminds all of the SHS Rolling Rally for the graduating class.
- Select person Anderson thanks Pam and Christine for all of the work they have done incorporating technology to allow the town to continue with board meetings. Jonathan also encourages residents to visit local restaurants, our support is needed.
- Select person Bannon mentions the Rolling Rally, the Srs deserve it, he also shares frustration with the effect the virus had on businesses. We all need to continue with discipline and patience to get thru it. Jeff goes on to say at the Goals meeting last year it was mentioned we needed to improve communication, he feels that request has been met.
- Chairperson Hall says Pam and Christine did great with the Virtual Memorial Day program. Thank you to Jesses for attending and reading the names. Dave informs all that he and Jim will be doing another PSA to talk about the upcoming Town Meeting Warrant articles.

6:26 pm Select person Limanek motions to adjourn the meeting, Vice chair Mead seconds passes 5-0
Meeting Adjourned