

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 4/28/2020 by a vote of 5-0

4:00 p.m. – April 7, 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.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will not feature public comment.

Discussion of moving May Town Meeting & Town Election to June: Town Manager Smith briefs the Select Board that as of now the Town Hall will be closed until May 4th. Currently there is a skeleton crew that comes in to process bill, payroll. The Board of Health is in on a regular basis utilizing the office here as well as the nurse's area at the High school. Highway is also on a skeleton crew. Planning Board and Conservation had public hearings scheduled, with the Govs. Legislation these meetings are allowed to delay action until 45 days after the State of Emergency is lifted. Another issue is the Finance Comm. Public hearing as that were scheduled to take place. At this point it is unlikely or not at all that the town meeting will be held on May 11th. Jim would like a discussion on moving the May Town Meeting to June 15th or the 22nd. We will have to see what the climate is at that date and time. Also up for discussion is the Town Election. There are no contested positions but also recommends this be moved to June. Select person Limanek questions the time table and posting of these two events, Town Manager says the Board will vote on warrant, it will have to be posted 7 days prior to actual meeting. Jim and Dave Hall have discussed moving forward with just the essential items to continue operations of town hall: the budget, capital plan and enterprise funds, no contentious articles. We really do not want to draw a large crowd. Select person Limanek agrees with reducing town meeting articles to a more compacted town meeting as Town Manager Smith has mentioned. Vice Chair Mead says it is a well thought out plan, we really have no other options, select person Anderson says it makes sense to reduce to the essentials, reduce the need for a large crowd to gather. It also reduces the complexity of the public hearings that would need to be held prior. Select person Bannon asks if there are any issues with carry over positions if we extend beyond the fiscal year, Town Manager Smith replies if we carry over into the next Fiscal Year without approved budget we would operate on 1/12th of our operating budget. No increases in dept, no payroll increases (operating on 2020 budget). Chairperson Hall says if June is not doable, we will have another vote to carry over the 1/12th budget. The Gov. has allowed us to do that. Chairperson Hall feels the June 22nd date seems doable. Town Manager asks if the June 22nd town meeting happens would you be ok to have the Town Election on June 23rd or the 30th? The Select board has no issues with back to back. Chairperson Hall asks if the Election can be a shortened day. Town Manager Smith says yes we will look into that. These new dates will be on Social Media, website & cable channels. Select person Limanek

motions that the Town of Sutton hold its annual Town Meeting on June 22nd 2020, Select person Anderson seconds. Roll call taken passes 5-0

Select person Limanek motions that we hold the annual municipal Election for the town of Sutton on June 23rd 2020, select person Anderson seconds roll call taken passes 5-0

Town Manager Smith confirms the Town Meeting will be strictly for essential items: budget, capital and enterprise funds.

Budget update- Town Manager Smith says at this time the budget is balanced, we do not anticipate state aid cuts. Jim has been in touch with Ted Friend and Tim Harrison. If the state level funds state aid, we will be fine. If state is cut 3% we should still be able to handle. We are discussing going in to the new fiscal year freezing positions. We are not freezing expenditures at this time, our free cash is very healthy. The Federal govt passed the Care act. We may see some stimulus money. The Revenue Consensus group will be meeting sometime in May, this will give us a clearer understating of where we are. We will see a reduction in local receipts, Meals and Hotel tax could also take a hit. This is why we budget conservatively over the years. Tim Harrison says we usually revote the budget at the October Town Meeting, hopefully we will know what the state budget will look like. We have reserves, a 3% cut will not devastate us we will be able to ride that out. Select person Limanek thanks Jim and Tim. We are maintaining our consistency. We are rolling with punches and can adjust going forward. We are in a good place. Vice Chair Mead appreciates Jim and Tim's years of conservative budgeting; we are in a good spot. Select person Anderson says you can never predict something like this shutting the entire economy down. This is a testimony to managing the budget. Select person Bannon appreciates that the Jim and Tim has run the town very conservatively. Chairperson Hall says if the indicators along the way suggests lower revenues or midyear cuts will you scale back the budget. Town Manager Smith says yes.

Vice Chair Mead exits the meeting at this time.

Town Manager Update:

Board of Health has been doing yeoman's work, Cheryl and Judy are working 7 days a week following up all reported cases and paperwork. Police Fore and EMS are all doing wonderful. ERMS provided training and go bags with PPE. Paul Maynard behind the scenes has been working with FEMA and MEMA. Matt Belsito has received equipment from NGuard. We are not in need of equipment. Ted Friend has been working with Jim throughout this. In times of struggle everyone pitches in and works together. In a recent meeting with Ted, the Business mgr. and Tim, they discussed furloughing the cafeteria and afterschool workers. Rather than layoff it was decided to continue to pay them out of the revolving acct.

The select board all agree to continue to pay the cafeteria and afterschool workers continue to be paid.

BeeHive property is down. Thank you for keeping this on your agenda for a number of years as well as Cheryl and the Atty. General.

Health Care- contract signed with Fallon with a 1% increase in healthcare. There will be deductible changes and Plan design changes.

Select Board round table:

Select person Limanek thanks St Marks for the continued Food Pantry contributions. The Food pantry has baskets outside to continue to collect donations. They are in the Sr. center 8-noon. Jesse also thanks Pam Nichols and Christine Hicks for their support throughout this emergency.

Select person Anderson thanks the community as a whole for the spirit and collaboration going on. How we act as a community has made him happy. Our spirit will help us through it.

Select Person Bannon says it is an unusual time, the Town has pulled together.

Chairman Hall asks about the IMA agreements and Cheryl haing time to handle. Routine work was fine; this is not routine. Later we may have to evaluate

5:18 pm Select person Limanek motions to adjourn the meeting, select person Bannon seconds passes 4-0