

**Devens Enterprise Commission
DEC Public Hearing & Meeting
Minutes June 30, 2020**

Members: Duncan Chapman, Dix Davis, Jim DeZutter, Robert Gardner, Christopher Lilly, Robert Markley, William Marshall, M. Poutry, Paul Routhier

Staff: Neil Angus, Kate Clisham

Absent: William Castro, Melissa Fetterhoff, Jim Pinard, Debra Rivera

This meeting was held virtual via Zoom Meeting in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A. s.20. W. Marshall called the meeting to order at 6:48 PM and read the agenda. W. Marshall took roll call and went over the virtual meeting procedures. The following individuals were also in attendance: Emily Roux (Town of Shirley)

6:51 PM **New Business:**

Ratify DEC Assistant Treasurer Appointment – Emily Roux

W. Marshall welcomed E. Roux and asked her to introduce herself. E. Roux noted she has been the Assistant Treasurer/Collector for the Town of Shirley since June 2019. She reported she has prior A/R and A/P experience with her previous employer. She noted she is willing to learn and has welcomed the additional work that has been added to her duties recently and she looks forward to working with the Commission.

M/S/V R. Gardner, D. Davis to ratify the Directors Assistant Treasurer appointment of Emily Roux; approved unanimously by roll call vote.

6:54 PM **DEC Meeting Schedule July – December 2020**

W. Marshall noted this has been circulated to all. Please make note of the July and December altered schedule. If you have any conflicts please contact Kate.

6:56 PM R. Markley joined the meeting.

6:57 PM **Old Business:**

FY2020 Budget – Encumbrances

W. Marshall noted Peter sent out a memo regarding the encumbrances (see below). C. Lilly asked if we have done encumbrances in the past. K. Clisham indicated no, not in the last 10 years. N. Angus noted this is an exceptional year with COVID19 and the remote work. J. DeZutter noted this money has been budgeted for the current fiscal year but will be expended in the next fiscal year. K. Clisham reported a number of projects will not be complete by the end of the fiscal year which is today. P. Lowitt's memo requests to encumber funds from the approved FY20 (July 1, 2019-June, 30 2020) budget for the following line items:

6940	Eye-tracking III	\$ 7,500	Tufts has formally requested the extension until late September
6020	Building Inspector	\$ 8,000	June invoice expected, estimate it to be on par with May
6225	Insurance	\$ 5,351.61	Due to the rolling nature of the insurance billings
6940	Climate Action Grant	\$48,848.24	

The DEC received a \$123,915 grant from the State's MVP program and they have extended the time for us to complete our grant until the end of August. We need to encumber the received funds to complete the project.

6990 COVID -19 Grants \$20,000 We have yet to get responses from Clear Path for Veterans MA, Seven Hills Foundation, Guild of St Agnes, and Veterans Inc.

P. Lowitt recommends that we encumber these funds as these entities will eventually get to their mail and respond to the Commission's generosity. Total to be encumbered **\$89,699.85** R. Gardner noted he'd like to thank N. Angus for taking the time to explain this today over the phone. W. Marshall noted some of these expenses are off-set by revenue. C. Lilly noted these are all brought on by the crisis, doesn't the insurance happen each year? K. Clisham you are correct but we have not yet received the invoice. N. Angus noted we are in an excellent financial position. **M/S/V** J. DeZutter, M. Poutry to encumber \$89,969.61 from FY2020 to be expended in FY2021; approved by unanimously by roll call vote.

7:08 PM **Public Comment:** None

W. Marshall noted the next meeting is scheduled for July 16, 2020 at 7:30 AM. Notice will be sent out. We are not sure if we will still be meeting remotely or in person. After discussion he took a poll to determine everyone's preference if we are allowed to meet in person next month. C. Lilly and R. Markley chose meeting in person so long as we take all precautions; D. Chapman, D. Davis, J. DeZutter, M. Poutry, P. Routhier, W. Marshall, N. Angus and K. Clisham all chose to continue meeting virtually at this time. N. Angus noted things are good here because we've been diligent here and noted our offices will remain closed through August. We are still conducting all our business and someone is in the office each day. W. Marshall noted we should comply with MassDevelopment's building closure through August and we can revisit it at a later date.

W. Marshall took this time to wish everyone a safe and healthy Fourth of July.

7:11 PM **M/S/V** R. Gardner, J. DeZutter to adjourn, approved unanimously.

List of Exhibits –

- Agenda
- Virtual Hearing Procedures
- Letter to Shirley Town Administrator 6/17/20 RE: Assistant Treasurer Appointment
- DEC Meeting Schedule July – December 2020
- FY2020 Budget Encumbrance Memo