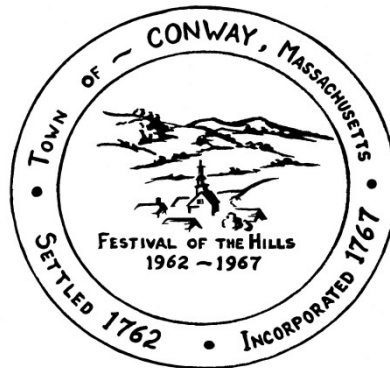


Town of Conway  
Commonwealth of Massachusetts  
2020 Annual Report



Fiscal Year 2020  
July 1, 2019 – June 30, 2020

## In Memory of Helen MacDonald Reed 1916-2020

Helen Reed lived most of her adult life in Conway. She was born July 17, 1916 to Joseph and Ellen Bourbeau MacDonald. She attended the Conway Grammar School through eighth grade. The MacDonald family grew to eight children. Helen left school to help care for her younger siblings and eventually found work to help support her family. She married her favorite dance partner, Cullen Reed, on January 17, 1936. They raised their daughter and two sons on their family farm. Besides being a busy mother, she worked with Cullen doing farm work, baking, gardening and was always available to lend a helping hand to her friends, neighbors, and relatives.

As time went on, the farm was sold. Cullen drove a school bus for many years and Helen drove a station "bus" to outer roads of Conway. For 25 years she was the cook and cafeteria manager at the Conway Grammar School. Upon retirement in the 80's, Cullen and Helen began to travel. Hawaii was the

vacation they enjoyed the most.

Cullen died at age

83 in 1994. Helen lived 26 more years without her devoted husband. She adored her family which had grown to five grandchildren and six great-grandchildren.

Helen loved to sit on her front porch and welcome visitors. She reigned as Conway's eldest resident for several years. On her 100th birthday, many townspeople came to an outdoor porch party at 36 Main Street to celebrate with her and her family. Helen died January 13, 2020 at the age of 103. Our mother, Helen Marie MacDonald Reed, was a legend in her own time in this wonderful little town that loved her.



Helen with her favorite dancing partner



Helen MacDonald Reed on her 100<sup>th</sup> birthday

Nancy Reed Bovio

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# Meeting Schedules

Subject to change; please see postings at Town Office/Town Hall or contact chair to confirm.  
During the COVID-19 Pandemic, meetings are being held remotely, most via Zoom.

BOARD OF ASSESSORS: Alternate Wednesdays, 5 p.m., Town Hall  
Administrative Assessor: Natalie Whitcomb, [assessors@townofconway.com](mailto:assessors@townofconway.com), 369-4235 x5  
Clerk hours: Monday, Tuesday, 9 a.m. – 2 p.m.; Thurs 10 a.m. – 2 p.m.

BOARD OF HEALTH: 2<sup>nd</sup> and 4<sup>th</sup> Mondays, 7 p.m., Town Hall  
Chair: Carl Nelke, [boardofhealth@townofconway.com](mailto:boardofhealth@townofconway.com), 369-4235 x8  
Clerk hours: Thursday 2-4 p.m.; Sat. 9 a.m. – noon

CONSERVATION COMMISSION:  
2<sup>nd</sup> and 4<sup>th</sup> Tuesdays, 7:30 p.m., Town Hall  
Chair: Bruton Strange, [concomm@townofconway.com](mailto:concomm@townofconway.com)

CONWAY GRAMMAR SCHOOL COMMITTEE:  
3<sup>rd</sup> Thursday, 6:00 p.m., CGS Library  
Chair: Elaine Campbell, [elaine.campbell@frsu38.org](mailto:elaine.campbell@frsu38.org), 413-369-8089

COUNCIL ON AGING: 1<sup>st</sup> Wednesdays, 9 a.m., Town Hall  
Chair: Patricia Lynch, [patricialynch@earthlink.net](mailto:patricialynch@earthlink.net), 413-369-4284

FRANKLIN COUNTY TECHNICAL SCHOOL COMMITTEE:  
2<sup>nd</sup> Wednesday, 7 p.m., FCTS

FRONTIER REGIONAL SCHOOL COMMITTEE:  
2<sup>nd</sup> Tuesday, 7 p.m., FRHS Media Center  
Chair: Robert Halla

PLANNING BOARD: 1<sup>st</sup> and 3<sup>rd</sup> Thursdays, 6 p.m., Town Office  
Chair: Beth Girshman, [planningboard@townofconway.com](mailto:planningboard@townofconway.com)

SELECTBOARD: Alternating Mondays, 6:00 p.m., Town Office;  
December-May, every Monday  
Chair: Robert Armstrong, [selectboard@townofconway.com](mailto:selectboard@townofconway.com), 369-4235 x3

WASTEWATER COMMITTEE: As scheduled by Committee  
Chair: Joe Strzegowski, [planningboard@townofconway.com](mailto:planningboard@townofconway.com)

***Annual Town Meeting:*** June 5, 2021, Conway Grammar School Gym  
***Annual Town Election:*** Thursday following Town Meeting, Town Hall

# National, State, and Regional Officials

## UNITED STATES SENATORS

### **Ed Markey (D)**

975 JFK Federal Building, 15 New Sudbury Street, Boston MA 02203, 617-565-8519  
1550 Main Street 4th Floor, Springfield, MA 01103, 413-785-4610  
215 Dirksen Senate Office Building, Washington, DC 20510, 202-224-2742  
[www.markey.senate.gov/contact](http://www.markey.senate.gov/contact)

### **Elizabeth Warren (D)**

2400 JFK Federal Building, 15 New Sudbury Street, Boston, MA 02203, 617-565-3170  
1550 Main Street, Suite 406, Springfield MA 01103, 413-788-2690  
309 Hart Senate Office Building, Washington DC 20510, 202-224-4543  
[www.warren.senate.gov/contact](http://www.warren.senate.gov/contact)

## UNITED STATES REPRESENTATIVE

### **Richard Neal (D)**

78 Center Street, Pittsfield MA 01201, 413-442-0946  
300 State Street, Suite 200, Springfield, MA 01105, 413-785-0325  
372 Cannon House Office Building, Washington, DC 20515, 202-225-5601  
[https://forms.house.gov/neal/webforms/contact\\_Forms.shtml](https://forms.house.gov/neal/webforms/contact_Forms.shtml)

## GOVERNOR

### **Charlie Baker (R)**

State Office Building, 436 Dwight Street, Suite 300, Springfield MA 01103, 413-784-1200  
Massachusetts State House, Office of the Governor, 24 State Street, Room 280  
Boston MA 02133, 617-725-4005; Toll-free in MA 888-870-7770  
<http://www.mass.gov/governor/constituent-services/contact-governor-office>

## REPRESENTATIVES IN THE GENERAL COURT

### **Senator Adam G. Hinds (D)**

Berkshire, Hampshire, Franklin & Hampden District  
100 North St. Suite 4, Pittsfield, MA 01201, 617-722-1625  
24 Beacon St., Room 109-E, Boston, MA, 02133, 413-344-4561  
[adam.hinds@masenate.gov](mailto:adam.hinds@masenate.gov)

### **Representative Natalie Blais (D)**

First Franklin District  
PO BOX 450, Sunderland, MA 01375, 413-362-9453  
24 Beacon St., Room 134, Boston, MA, 02133,  
[natalie.blais@mahouse.gov](mailto:natalie.blais@mahouse.gov)

## FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS

Executive Committee, 12 Olive Street, Suite 2, Greenfield MA 0130  
[www.frcog.org](http://www.frcog.org), 413-774-3167

# Conway Officials – Elected

# Term Expiration

## BOARD OF ASSESSORS

Malcolm Corse . . . . .	2020
Russell French. . . . .	2021
Natalie Whitcomb, Chair . . . . .	2022

## BOARD OF HEALTH

Veronique Blanchard . . . . .	2021
Jacqueline Choate . . . . .	2024
Mathilde Hunting. . . . .	2023
Carl Nelke, Chair. . . . .	2022
Devon Whitney-Deal . . . . .	2023

## CONSTABLES

Brian Blakeslee. . . . .	2022
Ronald Hawkes. . . . .	2022
Jimmy Recore. . . . .	2022

## CONWAY GRAMMAR SCHOOL COMMITTEE

Elaine Campbell, Chair . . . . .	2022
Ashley Dion. . . . .	2021
Philip Kantor. . . . .	2023
Michael Merritt, Vice-Chair . . . . .	2023
Denise Storm . . . . .	2021
Vacancy	

## FRONTIER REGIONAL SCHOOL COMMITTEE

Ashley Dion. . . . .	2022
Philip Kantor. . . . .	2020

## MODERATOR

Jimmy Recore. . . . .	2021
-----------------------	------

## PLANNING BOARD

Susan Fentin . . . . .	2023
Beth Girshman, Chair. . . . .	2023
Mary McClintock . . . . .	2021
William Moebius. . . . .	2022
Jennifer Mullins . . . . .	2021

## SELECT BOARD

Robert Armstrong, Chair . . . . .	2022
Erica Goleman . . . . .	2023
Phil Kantor . . . . .	2021

## TOWN CLERK

Laurie Lucier. . . . .	2022
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## TREE WARDEN

Walter Goodridge . . . . .	2023
----------------------------	------

## Conway Officials - Appointed

## Term Expiration

*These are the officials serving as of April 15, 2021. Unless otherwise noted, officials are appointed by the Select Board; there is no requirement related to the number of members.*

### AGRICULTURAL COMMISSION

Kim Goddard . . . . .	2022
Mary Parker . . . . .	2021
Elizabeth Pawlikowski . . . . .	2022
Vacant	
Vacant	

### AMBULANCE DEPARTMENT

Adam Baker, First Responder/Firefighter . . . . .	2021
Robert Baker, First Responder/Firefighter . . . . .	2021
James Bernier, EMT . . . . .	2021
Claire Conklin, First Responder/Firefighter . . . . .	2021
Dakota Deane, First Responder/Firefighter . . . . .	2021
Doug Deane, First Responder/Firefighter . . . . .	2021
Amanda Herrmann, Clerk, First Responder/Firefighter . . . . .	2021
Christopher Herrmann, EMT/Assistant Director . . . . .	2021
Christina Lankarge, EMT . . . . .	2021
Sebastian Meyer, EMT (pending) . . . . .	
Gemma VanderHeld, EMT/Director . . . . .	2021

### ANIMAL CONTROL OFFICER, ANIMAL INSPECTOR, BARN INSPECTOR, QUARANTINE OFFICER (Appointed by the State upon the recommendation of the Board of Health)

Joseph Colucci . . . . .	2021
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### BOARD OF CEMETERY COMMITTEE

Peter Freisem, Chair . . . . .	2023
John Harrison . . . . .	2021
Stephen Jackson . . . . .	2022

### BOARD OF HEALTH STAFF (Board of Health-appointed)

Virginia Knowlton, Clerk . . . . .	2021
------------------------------------	------

### BOARD OF REGISTRARS (4 members including 2 Democrats and 2 Republicans, 3-year terms)

Tammy Bennett (R) . . . . .	2024
Laurie Lucier (R) . . . . .	2022
Sarah Newman (D) . . . . .	2021
Vacancy	

### BOARDS/COMMITTEES

Lara DeLucca, Administrative Assistant . . . . .	2022
--	------

### CABLE ADVISORY COMMITTEE (FORMERLY BROADBAND COMMITTEE)

Bill Arduser . . . . .	2022
Robert Armstrong . . . . .	2021
Jonathan Barkan . . . . .	2022
Jose Cruz . . . . .	2021
Ronald Hawkes . . . . .	2021



## Conway Officials - Appointed - continued

Term Expiration

### CAPITAL IMPROVEMENTS PLANNING COMMITTEE

*(5 members, representatives from Selectboard & Finance Committee, 3 at-large)*

Robert Armstrong, Chair, Select Board representative . . . . .	2022
Roy Cohen, Finance Committee representative . . . . .	2021
Russell French . . . . .	2021
Patricia Vinchesi . . . . .	2022
Vacancy	

### COMMUNITY PRESERVATION COMMITTEE *(7 members, appointed by Conservation Commission, Historical Commission, Planning Board, Parks, Recreation & Trails Committee, Housing Committee, and Select Board)*

Aimee Anderson, Open Space Committee Representative . . . . .	2022
Malcolm Corse, Historical Commission Representative . . . . .	2023
Donald Joralemon, Representative at Large . . . . .	2024
Dusty King, Treasurer, Representative at Large . . . . .	2022
Mary McClintock, Planning Board Representative . . . . .	2021
Robert Nowak, Conservation Commission Representative . . . . .	2022
Carolyn Thayer, Housing Committee Representative . . . . .	2024

### CONSERVATION COMMISSION *(3-year terms, 5-member board)*

Robert Armstrong . . . . .	2022
Grace Larson . . . . .	2022
Robert Nowak . . . . .	2022
Bruton Strange, Chair . . . . .	2021
Vacancy	

### COUNCIL ON AGING *(3-year terms)*

Gail Connelly . . . . .	2022
Hank Horstmann . . . . .	2021
Pat Kocot . . . . .	2021
Patricia Lynch, Chair . . . . .	2022
Carolyn Thayer . . . . .	2021
Margaret Tiley . . . . .	2021
Robin Yerkes . . . . .	2024

### CULTURAL COUNCIL *(3-year terms, 2 consecutive term limits)*

Suzanne Artemieff . . . . .	2022
Ruth Bowman . . . . .	2022
Stein Feick . . . . .	2021
Joan Haley . . . . .	2024
Gisele L'Italien, Co-Chair . . . . .	2024
Sophie Michaux . . . . .	2024
Michelle Sanger, Co-Chair . . . . .	2024
Gayle Sullivan . . . . .	2022

### ELECTION WORKERS *(regular & alternates)*

Claire Conklin, Checker . . . . .	2022
Debra Craven, Checker - R . . . . .	2021
Phylis Dacey, Checker- R . . . . .	2021
Dorothie Harris, Checker - D . . . . .	2021

## Conway Officials - Appointed - continued

Term Expiration

### ELECTION WORKERS (*regular & alternates*) - continued

Michelle Harris, Checker - D . . . . .	2022
Margaret Kennedy, Teller - D . . . . .	2021
Troy Lucier, Checker . . . . .	2021
Katherine Whitcomb, Warden - R. . . . .	2021
Natalie Whitcomb, Checker - R. . . . .	2021

### EMERGENCY DISPATCH

Robert Baker . . . . .	2021
Kenneth Ouimette . . . . .	2021
Gemma Vandelheld . . . . .	2021

### EMERGENCY MANAGEMENT

George Murphy, Director . . . . .	2021
Véronique Blanchard, Assistant Director . . . . .	2021

### ENERGY COMMITTEE

Sue Bridge . . . . .	2021
Peter Martin, Chair . . . . .	2021
Vacancy	
Vacancy	

### ENHANCED 911 COORDINATOR

Robert Baker . . . . .	2021
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### FINANCE COMMITTEE (*Moderator-appointed, 6 members, 3-year terms*)

Roy Cohen . . . . .	2022
Steve Dinkelaker . . . . .	2023
Thomas Donovan . . . . .	2021
Rhyanna McLeester . . . . .	2022
Alan Singer, Chair . . . . .	2023
Vacancy	

### FIRE DEPARTMENT

Robert Armstrong, Lieutenant . . . . .	2021
Adam Baker, Deputy Chief . . . . .	2021
Helen Baker, Firefighter . . . . .	2021
Kyle Baker, Junior Firefighter . . . . .	2021
Robert Baker, Chief/Forest Warden . . . . .	2021
Daniel Blakeslee, Firefighter . . . . .	2021
Howard Boyden, Firefighter . . . . .	2021
Matthew Boyden, Firefighter . . . . .	2021
Willis Burnett, Firefighter . . . . .	2021
Ian Burt, Junior Firefighter . . . . .	2021
John Conant II, Firefighter . . . . .	2021
Claire Conklin, Firefighter . . . . .	2021
Debra Craven, Firefighter . . . . .	2021
Dakota Deane, Firefighter . . . . .	2021
Douglas Deane, Firefighter . . . . .	2021
Ronald Hawkes, Deputy Chief, Deputy Town Forest Warden . . . . .	2021
Amanda Herrmann, Firefighter . . . . .	2021

# Conway Officials - Appointed - continued

Term Expiration

## FIRE DEPARTMENT - continued

Christopher Herrmann, Captain . . . . .	2021
Laura Hutt, Clerk . . . . .	2021
Jesse Kurkulonis, Junior Firefighter . . . . .	2021
Jozef Kurkulonis, Junior Firefighter . . . . .	2021
Christina Lankarge, Firefighter . . . . .	2021
Tim Loncar, Firefighter . . . . .	2021
Gabriel Lyons-Sosa, Firefighter . . . . .	2021
Lauren MacDonald, Firefighter . . . . .	2021
Benjamin Makosiej, Junior Firefighter . . . . .	2021
Odin Moore, Junior Firefighter . . . . .	2021
Michael O'Connell, Junior Firefighter . . . . .	2021
Joseph Peramba, Captain . . . . .	2021
Amanda Romanovicz, Junior Firefighter . . . . .	2021
Brooke Romanovicz, Firefighter . . . . .	2021
Stephen Scala, Firefighter . . . . .	2021
David Shaw, Firefighter . . . . .	2021
Kyle Stosz, Firefighter . . . . .	2021
Matthew Sweet, Firefighter . . . . .	2021
Gemma VanderHeld, Firefighter/Safety Officer . . . . .	2021
Nikolaus VanderHeld, Lieutenant . . . . .	2021

## HIGHWAY DEPARTMENT

Adam Baker, Driver/Laborer . . . . .	2021
Deb Craven, Custodian . . . . .	2021
Jason Stone, Foreman . . . . .	2021
Nicholas Sweet, Driver/Laborer . . . . .	2021
Ronald Sweet, Superintendent . . . . .	2021
Vacancy	

## HIGHWAY FACILITIES COMMITTEE

Walter Goodridge, Chair . . . . .	2021
Hank Horstmann . . . . .	2021
Peter Jeswald . . . . .	2021
Ken Ouimette . . . . .	2021
Ron Sweet . . . . .	2021
Olivia Wyatt . . . . .	2021

## HISTORICAL COMMISSION (3-year terms)

Cynthia Bluh . . . . .	2022
Willis Burnett . . . . .	2022
Malcolm Corse . . . . .	2024
Carl Darrow . . . . .	2021
Laura Nicholls-Shaw . . . . .	2024
Yulia Stone . . . . .	2024
Sarah Williams, Chair . . . . .	2021

## Conway Officials - Appointed - continued

## Term Expiration

### NEWSLETTER COMMITTEE (3-year terms)

Louise Beckett, Co-Chair	2023
Veronique Blanchard, Treasurer	2023
Kathy Llamas, Chair	2023
Patricia Lynch, Editor	2023

### OPEN SPACE COMMITTEE (5-7 members, 3-year terms)

Aimee Anderson	2024
Janet Chayes, Chair	2021
Jack Farrell	2022
Stephen Jackson	2023
Andrew Levchuk	2021
Mac McCoy	2023
Michele Turre	2024

### PARKS, RECREATION & TRAILS COMMITTEE (3-year terms)

Harry Bovio	2022
Tanya Campbell	2022
Paul Charest	2022
Michael Merritt	2023
Jaclin Prusak	2021

### PERSONNEL COMMITTEE (Moderator, Select Board, Finance Committee appointed, 3 members, 3-year terms)

David Barten (resigned, 2021)	2021
Susan Fentin (Moderator-appointed)	2021
Vacancy	

### POLICE DEPARTMENT

Donald Bates, Reserve Officer	2021
James Bernier, Reserve Officer	2021
Christina Conklin, Reserve Officer	2021
Ronald Hawkes, Reserve Officer	2021
Nathan Jackman, Reserve Officer	2021
David Johnson, Reserve Officer	2021
Kenneth Ouimette, Chief	2021
Randall Williams, Reserve Officer	2021

### TOWN ADMINISTRATOR

Thomas Hutcheson, Town Administrator	2021
Louise Beckett, Assistant to the Town Administrator	2021

### TOWN COUNSEL

John H. Fitz-Gibbon	2021
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### TOWN HALL/OFFICE RENOVATION COMMITTEE

Robert Armstrong	2021
Hank Horstmann	2021
Patricia Lynch	2021
John O'Rourke	2021
Ronald Sweet	2021
Janice Warner	2021
Natalie Whitcomb	2021

**Conway Officials - Appointed - continued** **Term Expiration**

<b>TRANSFER STATION ATTENDANTS (<i>Select Board-appointed</i>)</b>	
James Allyn . . . . .	2021
Jeffrey Clairemont . . . . .	2021
Thomas Eaton . . . . .	2021
Roger Goshea . . . . .	2021
Leland Gray . . . . .	2021
Paul Lloyd . . . . .	2021
Leroy Rose . . . . .	2021
James Wakefield . . . . .	2021
<b>TREASURER/TAX COLLECTOR</b>	
Lynn Kane, Assistant Treasurer/Tax Collector . . . . .	2021
Janice Warner, Treasurer/Tax Collector . . . . .	2021
<b>VETERANS' GRAVE OFFICER</b>	
Donald P. Graham . . . . .	2021
<b>WASTEWATER COMMITTEE (Inactive FY20)</b>	
Michelle Novak . . . . .	2021
Joseph Strzegowski . . . . .	2021
<b>ZONING BOARD OF APPEALS (<i>3-year terms</i>)</b>	
Gary Fentin . . . . .	2021
Mark Silverman . . . . .	2021

**Conway Representatives Appointed To Regional Organizations** **Term Expiration**

<b>FRANKLIN COMMUNITY ACCESS TELEVISION</b>	
Robert Armstrong, Delegate . . . . .	2021
<b>FRANKLIN COUNTY COOPERATIVE INSPECTION PROGRAM ADVISORY COMMITTEE</b>	
Thomas Hutcheson, Representative . . . . .	2021
<b>FRANKLIN COUNTY EMERGENCY DISPATCH</b>	
Robert Baker, Representative . . . . .	2021
Kenneth D. Ouimette, Representative . . . . .	2021
Gemma VanderHeld, Representative . . . . .	2021
<b>FRANKLIN COUNTY SOLID WASTE MANAGEMENT DISTRICT</b>	
Lynn Rubinstein, Representative . . . . .	2021
<b>FRANKLIN COUNTY TECHNICAL SCHOOL DISTRICT (<i>Moderator-appointed, 3-year term</i>)</b>	
John Pelletier . . . . .	2021
<b>FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS</b>	
Véonique Blanchard, Representative . . . . .	2021
Tilda Hunting, Alternate . . . . .	2023
Dave Roberts, Inspector-Local	
Andrew French, Inspector-Plumbing and Gas	
James Hawkins, Building Commissioner	
Thomas MacDonald, Inspector-Wiring	

Conway Representatives Appointed  
 To Regional Organizations - continued

Term Expiration

FRANKLIN REGIONAL EMERGENCY PLANNING	
Robert Baker, Coordinator . . . . .	2021
FRANKLIN REGIONAL PLANNING BOARD	
Thomas Hutcheson, Select Board representative . . . . .	2021
FRANKLIN REGIONAL SIGN-MAKING PROGRAM ADVISORY COUNCIL	
Ronald Sweet, Representative . . . . .	2021
FRANKLIN REGIONAL TRANSPORTATION AUTHORITY	
Robert Armstrong . . . . .	2021
GREATER FRANKLIN REGIONAL COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY ADVISORY COMMITTEE	
Robert Armstrong . . . . .	2021
MOHAWK TRAILS WOODLANDS PARTNERSHIP COMMITTEE	
Beth Girshman . . . . .	2022
FRED WELLS TRUST	
Kate French . . . . .	2021
UPPER PIONEER VALLEY VETERANS' SERVICES DISTRICT	
Timothy Niejadlik, Director	

# Reports - Boards, Committees, and Commissions

## Agricultural Commission

No report was submitted for FY2020 from this Commission.

## Board of Assessors

Although now almost at the end of FY2021, this report is for the most recent **completed** fiscal year, FY2020 (July 1, 2019 to June 30, 2020).

Fiscal Year 2020's tax levy to be raised from all sources to cover the town's expenses was \$7,883,644.82. However, the revenues from other sources totaled \$2,896,317.70, leaving the amount to be raised by taxes at \$4,987,327.12. Our total taxable base (real estate and personal), was \$265,848,994, for a FY20 tax rate of \$18.76, an increase of \$0.11 or 0.56% from FY2019's rate. To look at it another way,

	<u>FY2019</u>	<u>FY2020</u>
Total town expenses	\$6,744,457	\$7,884,645
Other revenues	-1,828,377	- 2,896,318
To raise from taxes	\$4,916,080	\$4,987,327
Town tax base	\$263,596,775	\$265,848,994
Tax rate	\$18.65	\$18.76

$$\text{Tax rate} = \text{amount to be raised} / \text{tax base} / 1,000$$

Conway's real estate market was variable in FY20, with the pandemic slowing the market to almost nothing in the latter part of FY2020. Real estate values have slowly risen, though, and we have our first listings of over \$1,000,000. While several new houses are under construction, our overall increase in housing units is low, and has been for the past ten years. We have seen more conversions from one- to two-family homes in recent years.

Conway's mandated move from the old state-supported CSC valuation program to the new Tyler Technologies iasWorld program started training in July 2019 and data review in September 2019, using the FY2020 figures. We hope to be able to generate the FY2021 taxes from the new system but will still have the old system working and current, just in case. After the FY2021 bills have been sent, we will use the new system exclusively and will archive the old system and its data.

Our second article is the annual request to set aside the usual \$5,000 toward our next revaluation/recertification. Instead of having to pay for it all in one year, it has been our practice to partially fund it annually, in anticipation of the final cost. We will have to hire professional appraisals of the hydroelectric plant, the large solar array on Main Poland Road (if it is constructed before Jan. 1, 2021) and possibly of one residential property that will be outside the regular bounds of anything in this region. Our annual reserve of \$5,000 should give us sufficient funds for the entire revaluation project.

Although suspended due to COVID-19, we hope that cyclical site visits will continue in the coming warmer months, focusing on the village and east end of town. These visits are both necessary and helpful, in maintaining current records and in catching any data errors that might exist. Accurate and complete data is the basis of and fair valuations.

Although our office has been closed to any walk-in business since March 10, 2020, our work has continued remotely with meetings held with us at safe distances, with masks and full recommended state precautions. Without regular staffing in the office, most communication has been successfully held by email, but we all look forward to the day when we can safely resume regular office procedures. Until then, the best way to reach us is via email at [assessors@townofconway.com](mailto:assessors@townofconway.com).

Our thanks to the generous resident who provided the fine new “Conway Town Hall” sign between the building and the road!

The Assessors’ section on the town website at [townofconway.com](http://townofconway.com) has some general information, downloadable forms, and directions for access to our GIS website and property maps. As always, you are welcome to contact us with questions or concerns regarding the assessing process, your valuations on real estate, personal property, motor vehicles, personal exemptions, abatements or any other assessing matters.

<b>Fiscal Year</b>	<b>Number of Single Family Parcels</b>	<b>Average Single Family Value</b>	<b>Average Single Family Tax Bill</b>	<b>Rank in State (of 351)</b>	<b>Conway's Tax Rate</b>	<b>Overlay Reserve</b>
2010	592	300,939	3,948	148	13.12	65,334
2011	595	300,525	3,901	165	12.98	36,256
2012	597	295,141	4,194	152	14.21	36,336
2013	597	289,600	3,968	179	13.7	30,375
2014	596	281,368	4,412	156	15.68	27,100
2015	599	283,593	4,586	156	16.17	27,562
2016	609	282,937	4,719	160	16.68	56,959
2017	610	290,899	5,163	137	17.75	43,867
2018	612	283,050	5,236	146	18.5	19,475
2019	611	285,200	5,319	156	18.65	19,048
2020	610	287,613	5,396	NA	18.76	29,332

Respectfully submitted,  
 Natalie H. Whitcomb, Chair  
 Malcolm J. Corse  
 Phone: 369-4235, x5

Russell A. French  
 Laura Hutt, Clerk  
 e-mail: [assessors@townofconway.com](mailto:assessors@townofconway.com)



## Board of Health - Calendar Year January 1 – December 30, 2020

Across the Commonwealth, all Boards of Health are charged with protecting public health in the following areas:

- Disease prevention and control
- Oversight of transfer stations
- Title V enforcement for septage and refuse Title X enforcement for food service establishments
- Sanitary conditions at camps, swimming pools and beaches
- Sanitary living conditions in dwellings
- Animal Health

### **Disease Control and Prevention**

Lisa White, our town nurse, monitors infectious diseases (inc. investigations and the filing of required reports with the state), provides community education on a variety of health matters, helps residents connect with health and social services, and develops special clinics to respond to important health needs. Until the pandemic shutdown, she regularly held a walk-in wellness clinic at the Town Hall on the 1<sup>st</sup> Friday of each month to provide Conway residents with basic health screenings, information, and assistance with other health needs. Home visits are available for those in need. Feedback continues to suggest that this is a very valuable resource for many residents. (See Cooperative Public Health Services to Conway for additional details). Ms. White also directed a Senior Flu Clinic on Nov. 6, 2020 at Town Hall, with 4 stations, & nurses and techs on hand. We are grateful also for the volunteers who were present in this effort. About 70 doses were dispensed. Many Conway volunteers assisted at the Deerfield Drive-thru Flu Clinic on Oct. 4, 2020 where an estimated 360 doses were dispensed to adults and children.

Tick testing through the Laboratory of Medical Zoology (LMZ) at U. Mass continued to be available for Conway residents in 2020. Conway has an agreement with LMZ to pay a \$15 portion of each test fee with the remaining cost to be paid by the resident submitter. Each testing package included 1) identification of the tick species 2) high resolution photomicrographs of the tick 3) assessment of the tick's feeding status 4) tests for presence of pathogens common to the determined tick species, and 5) secure, private report delivered to the resident's email.

This is the year of COVID-19, the Novel-Coronavirus that has had world-wide impact. Since late February 2020 when COVID-19 information began to appear on both the Center for Disease Control (CDC) and the MA. Dept. Of Public Health (MDPH) websites, the Board of Health (BOH) has been absorbing information from a myriad of sites and sources.

This virus has engendered a pandemic that has governed our individual and collective lives ever since March 2020. Beginning March 13, the BOH began conducting its meetings via Conference Call, rather than in person in order to comply with Gov. Baker's initial COVID guidelines of social distancing. Beginning September 14, the BOH started to conduct its meeting via Zoom.

By April 2020, the MAVEN database was established to track COVID cases and timelines. At this time, Lisa White, R.N. worked with the BOH to supply our 1<sup>st</sup> Responders and Essential Workers with Personal Protective Equipment (PPE). This included masks, face shields, gloves, and hand sanitizers.

Our Conway case load has been low and stable. Two vaccines (Moderna and Pfizer BioNTech) became available in December 2020. The BOH has participated in the meetings of the Frontier Emergency Dispensing Site (EDS): a consortium of the 3 near-by towns of Deerfield, Whately, and Sunderland. Conway updated its Town Lists of 1<sup>st</sup> Responders, Essential Workers, and others on anticipated front lines.

Another important development occurred in June: the Conway Police Dept. (CPD) was deputized to be able to enforce COVID safety rules, particularly those of mask-wearing and social distancing.

Finally, COVID has had such a severe impact on schools and learning – parents and students, at all levels. There has been no in-person learning since early spring 2020.

As 2020 closed, the desire to re-open vs. the need for everyone to be safe was an on-going and serious concern. Group gatherings at Thanksgiving, Christmas, and New Year’s Eve only raised the metrics and uncertainty. Many meetings and discussions have ensued among individuals in School Union #38 towns. Conway Grammar School and Frontier Regional School both have been chosen as schools in which to conduct COVID testing with 15-minute results. This year-end news is good news, though no decision at the end of 2020 is yet in sight.

**Food Service** Many changes have occurred in Conway that have affected Food Service and related permits.

- In early April, the BOH suspended on-site inspections of Short-Term Rentals (aka Air B & Bs) as most persons involved with operating such businesses had opted to close for the remainder of the year.
- The Conway Inn had to shut down its bar, allowing only take-out 3 oz. pre-packaged wines. Barbara Llamas decided to offer take-out Pizza and Wings, etc. every night.
- At Baker’s Country Store, Helen Baker was still cooking, but also began delivering food. In both cases, creative thinking and coping skills is a testimony to their highly successful efforts.

As no large gatherings would be allowed, there would be no Festival of the Hills. The Conway Pool was allowed to re-open in June, but with group sizes limited to 10 persons, social distancing in effect, and masks on when not in the water. Earthworks Day Camp also opened for 20 campers – later the number increased to 25 campers. In June, the Conway Town Meeting was successfully held in the new Salt Shed facility, with outside seating and chairs 6’+ apart. Outdoor gathering numbers fluctuated several times and by August, the limit was 50 persons. Two popular local events were able to be scheduled: the Bake Sale for the Council of Aging (COA), and for the United Congregational Church (UCC).

**Transfer Station** The Conway Transfer Station (TS) is unusual in that it is operated solely by the BOH. Administering the TS is complicated, ongoing, and encompasses many unheralded tasks. It is one of mechanical maintenance and vigilance. The BOH sincerely appreciates the dedication and commitment of all the individuals that have served as TS staff in 2020: Lee Gray, Jim Allyn, Roger Goshea, Jim Wakefield, Paul Lloyd, Tom Eaton, and Jeff Claremont. Over the past 2 years, these men have had to put up with real resistance and a few difficult persons seemingly related either to having to purchase stickers or adhere to COVID rulings. Please remember that the BOH sets sticker policies, and the state sets COVID policies. The TSA’s do neither. They DO deserve great credit for their efforts to encourage recycling, and for monitoring the disposal of a multitude of materials.

This time of COVID has resulted in a large increase of our bulky waste, as residents have used this unexpected time to perform major clean-outs. Hence, bulky waste amounts of mattresses – skids – lumber – furniture – and sheet rock have risen dramatically. In early August, it became evident that there were some non-residents that had managed to secure Conway stickers! Due to this latter development, the BOH will be considering a schedule of fees for bulky waste in the coming year. With our Recycling Shed and the Swap Table closed since April, trash totals have risen. More trash + more bulky waste + higher recycling costs = considerable expense that will not likely abate. Our disposal amounts are as follows:

CONWAY	Trash	Bulky Waste	Scrap Metal	Paper	Containers
CY 2019	440	79	53	105	80
CY 2020	451	99	64	109	91
% difference	2.4%	20.2%	17.2%	3.7%	12.1%

The BOH has begun a regular column in *Conway Currents* entitled 'Talkin' Trash', through which residents are encouraged to ask questions related to trash and recycling. The BOH will also relay information on proper recycling and disposal of trash via this printed column.

It was not until early November that Gov. Baker announced a mandate for face masks and social distancing in ALL public areas. A person with a doctor's note and medical condition that is adversely affected by a mask may be excused. These mandates are especially important to our Transfer Station Attendants (TSA's), as they are impacted most directly.

Finally, the BOH cannot emphasize enough the distressing and continuing issue of verbal abuse, and confrontational behavior of a few Conway residents toward our TSA's. This was noted in last year's Annual Report. It has continued, along with threats and profanity. When a TSA asks a person to wear a mask he is in compliance with the MA. COVID rulings and is acting not only to protect himself, but to protect the health of all individuals with whom he makes contact. The BOH wants to stress that we value our TAS's highly. They are a Conway resource, serving at the facility in all weathers and faithfully performing a variety of tasks. They deserve the respect and the good will from others that they serve every working day.

This year was the 3<sup>rd</sup> year requiring the purchase of the annual permit stickers, at the cost of \$10 per sticker. This rate is considerably lower than most towns in Western Massachusetts, many of which have some form of Pay-As-You-Throw for trash and sticker prices ranging from \$10-\$150 annually. Thank you to all residents who have complied with the sticker regulations. Please remember that the reason the stickers are placed where they are is so that the TSA's can quickly and easily identify which cars are properly permitted, and therefore in compliance.

The BOH has updated regulations based on public comments to read as follows:

#### Transfer Station: Annual Sticker Regulation

1. Dated Annual Transfer Station Stickers will be available at the Transfer Station, or at the Town Hall during announced open times. The fee will remain at \$10 per vehicle – payment by check is preferred. Also available will be payment via a bank transaction but note a bank fee is involved. Payment must be received before a sticker is able to be issued.
2. Proof of residence is required – the transfer station is for residential use only. The one exception: Hazardous Waste Collection occurring once a month but suspended since April 2020. It is hoped to resume by the summer of 2021.
3. Stickers will be displayed on the upper portion of the windshield, behind the rear-view mirror, as recommended by the police chief.
4. Business stickers for use on more than one vehicle maybe purchased by an approved business, upon written application to the BOH. The annual permit fee is \$35.00 (effective 01 Jan. 2020) Auto dealers are able to get a renewable sticker. And if an individual has more than one vehicle and does not want to purchase a sticker for each, designate one vehicle for Transfer Station (T.S.) duty.
5. Stickers not affixed in accordance with #3 above will be in violation of this regulation:
  - a) Vehicles with non-compliant stickers maybe turned away
  - b) Trash disposal with a noncompliant sticker will be considered illegal dumping and will be subject to a ticket and fine, as described in the Town of Conway Non-Criminal Disposition By-law
  - c) Repeat offenders may be banned from using the T.S.

New stickers will be available in July 2021 and all residents are expected to comply with the regulation.

#### Inspections and Permits Issued

Multi-talented Board members have been able to reduce operational costs by providing a large portion of the expertise required for many aspects of the regular duties that would otherwise need to be hired out:

including soil evaluations, septic system (Title V) inspections, food service inspections, and camp inspections. It is with regret that we accepted Marie Iken’s resignation due to health issues this year. Her knowledge of the food code and expertise in conducting related inspections will be seriously missed.

Calendar year 2020 - Board of Health Licenses & Permits Issued

Permit Type	# Issued
New Well Installation Permits	5
Septic Disposal System Construction Permits	5
Septic Installers Permits	8
Waste Haulers Permits	3
Recreational Camp or Conference Center Licenses	1
Annual Food Service Establishment Permits	3
Short Term Rental (Annual B & B Permits)	1
Temporary Food Establishment Permits	3
Residential Kitchen Permits	1
Wholesale Food Permit	1
Sale of Tobacco Products	2
Farm Stand	2
Outdoor Hydronic Heater Permits	0
Swimming Pool Permit	1
Beaver Remediation Permit	1

Calendar year 2020 - Board of Health Inspections Conducted

Type of Inspection	# performed
Percolation Tests – New Lots	6
Percolation Tests – Septic System Replacement	6
Septic System Installation Compliance Inspection	6
Property (Title 5) Septic Inspection	17
Other Septic Inspection	6
New Well Siting and Inspection Visits	0
Food Service/Establishment Inspection	16
Inspections and Follow-ups of Various type	not recorded
Camp or Conference Center Inspection	1
Animal Inspector site visits	not recorded

**Animal Health**

Each year, the BOH is required by state law to submit the name of a nominee to the Dept. of Agriculture for the State appointed position of a Town Animal inspector. For the past 5 years, the position in Conway has been held by Joseph Colucci. He acts as both Barn inspector and Quarantine Officer and makes more than 100 site visits per year. As Barn inspector, he is responsible for ensuring that animals housed on a property are in good health, free from disease – and that water, food, and shelter are adequate. He must also create a census of the domestic animal population of the town. In recent years, an important aspect of the Animal inspector duties has been to act as Quarantine Officer in rabies control among the domestic animal population. The Board appreciates Mr. Colucci’s efforts on behalf of the town as both Animal Inspector and Animal Control Officer.

Members of the Board are grateful to Conway residents for their continued support and invite people to attend BOH meeting held every 2<sup>nd</sup> and 4<sup>th</sup> Monday at 7 PM – ordinarily in the Town Hall but currently via Zoom.

#### Appointments by the Board

Animal Inspector	Joseph Colucci
Burial Agent	Laurie Lucier
Clerk	Virginia Knowlton
Transfer Station Attendants	Leland Gray
	Roger Goshea
	James Allyn
	Thomas Eaton
	Jeffrey Clairemont
	James Wakefield
	Paul Lloyd

Respectfully submitted,

Carl Nelke, Chair; Véronique Blanchard, Jacqueline Choate, Mathilde Hunting, Marie José Iken (resigned Oct 2020), Devon Whitney-Deal, Members, Conway Board of Health

### Board of Registrars - Calendar Year, January 1 through December 31, 2020

The Town of Conway Board of Registrars hereby report that residents eligible to vote in elections and town meetings in the year 2020 as of December 31, was 1,447. In the year 2020, there were four elections, the Presidential Primary (3/3), the Annual Town Election (6/30), the State Primary Election (9/1), and the State (Presidential) Election (11/3). Due to the COVID-19 pandemic, the Annual Town Election was postponed to June 30; however, all other elections were held on their scheduled dates. Among the challenges set forth by the pandemic, the Board of Registrars and the Town Clerk were faced with the challenge of safely administering elections under the advisories set forth by the Elections Division and the State Board of Health.

The Town Clerk was eligible to apply for a grant offered by the Center for Tech and Civic Life to assist in election administration and the Town of Conway was awarded \$5,000 from this grant opportunity. The funding enabled the Town Clerk to fund the high volume of vote by mail ballots due to the pandemic and early voting. In addition funds were used to purchase some much needed election supplies and equipment. We would like to thank the voters and residents of the Town of Conway for their cooperation and understanding through the elections and town meeting process changes in order to comply with the pandemic restrictions put in place.

Following the Annual Town Census taken during the month of January, the Town’s population was 1,786. Voter registration sessions were held as required by Massachusetts General Laws prior to Elections and Town Meeting. In addition to certifying elections, the Board of Registrars certified nomination papers and signatures on petitions as required by law.

The following Town Meeting(s) were held during the year 2020:

## Annual Town Meeting – Postponed to June 20, 2020

As required by MGL, all election results and actions taken at Annual and Special Town Meetings were permanently recorded in the Office of the Town Clerk.

The Board would like to remind residents that election information including results, campaign finance reporting, and upcoming elections is available on the Town's website. The Board of Registrars works in conjunction with the Office of the Town Clerk to comply with Massachusetts General Laws related to elections and voter registrations.

If you have any interest in becoming a member of the Board of Registrars please contact the Town Clerk.

Respectfully Submitted,  
Town of Conway Board of Registrars

### Cable Advisory Committee

No report was submitted for FY2020 from this committee. Robert Armstrong, Chair

### Capital Improvements Planning Committee

The role of the Capital improvements Planning Committee is to review departmental requests for annual capital needs and position the Town to anticipate and adequately plan for capital improvements for the immediate and long-term future.

The CIPC recommended four (4) projects for funding in FY 21 for approval by voters at the June 2020 annual town meeting:

- \$240,000 for a six-wheel Highway Truck to replace a 1997 vehicle in the Highway Department. APPROVED
- \$42,700 for Self-Contained Breathing Apparatus (SCBA) Equipment for the Fire Department (year two of a two-year program) APPROVED
- \$50,000 Bucket Loader, Highway Department NOT APPROVED
- \$30,000 Compact Loader, Highway Department, NOT APPROVED

Next, in prior years, the CIPC has not provided input or its recommendations on amounts to be allocated to the Capital or General Stabilization Funds, nor on requested capital items for the Conway Grammar School. In keeping with its charge, going forward the Committee will review these articles and provide its recommendation.

Finally, for the third year, the CIPC Committee continues to operate with two At-Large vacancies. Please consider joining us in 2021.

Respectfully submitted,  
Bob Armstrong, Chair; Roy Cohen; Tricia Vinchesi

## Community Preservation Committee

The Community Preservation Act (CPA) allows towns to fund open/recreational, historic, and affordable-housing resources via a property-tax surcharge.

The Community Preservation Committee screens projects for legality, then forwards them to Town Meeting. Members are:

- Aimee Anderson, Open Space Committee Representative
- Malcolm Corse – Historical Commission Representative
- Don Joralemon – Representative at Large
- Dusty King – Treasurer, Representative at Large
- Mary McClintock – Planning Board Representative
- Bob Nowak – Conservation Commission Representative
- Carolyn Thayer – Housing Committee Representative

Last year Town Meeting voted to fund restoration of our library and school playground, adding interpretive signs in the South River Meadow, and updating the Open Space and Recreation and Municipal Vulnerability Preparedness plans.

This year Town Meeting will vote on whether to use CPA funds for buying land in the center of town for flood mitigation and building a Habitat for Humanity house.

As of 6/30/20 our fund balances are:

- Historic Preservation: \$29,134
- Open Space and Recreation: \$4,103
- Affordable Housing: \$126,837
- Unreserved: \$560,466

Every year Town Meeting must, by law, vote to reserve 10% for each of the three project categories, with the rest being unreserved. We also reserve 5% for administrative uses, but almost never use any of that so it gets returned to the unreserved balance.

## Conservation Commission

The Conway Conservation Commission works with the community to protect wetlands, buffer zones, rivers, and streams, and to assume the role of steward for conservation restrictions on behalf of the Town. The Commission's responsibility is to bring an environmental perspective to the ongoing interaction between the environment and projects being undertaken within the Town. As the local representative of the Commonwealth Department of Environmental Protection, the Commission is charged with the primary enforcement of the Wetlands Protection Act and the Rivers Protection Act, two statewide laws. Our goal as a Commission is to approach our responsibilities from an educational perspective and to assist citizens with understanding the Wetlands Protection Act and Rivers Act, and the benefits derived from these laws.

It is the responsibility of the Commission to make formal determinations for landowners and homeowners as to whether the requirements of the Wetlands Protection Act or Rivers Act apply to their projects. It is an important goal of the Commission to work with landowners to balance their needs and rights with the requirements of these Acts. This process is done by the Commission interpreting the regulations that have been promulgated by Massachusetts upon inquiry by citizens and landowners by means of informal inquiry, and formal Requests for Determination of Applicability of the Acts (RDA), or a Notice of Intent (NOI) to do work within a designated area of jurisdiction.

The Commission consists of five members, volunteers who meet generally twice a month (the second and fourth Tuesday of each month at 7:30 at the Town Hall), to review projects and assist landowners. Currently the members are: Bob Armstrong, Grace Larson, Robert Nowak, and Bruton Strange, Chair.

The Commission has obtained and attached to the town web page a helpful summary as to landowners' rights and responsibilities (see Con Com Helpful Links: Wetlands Protection Act Brochure). The proposed budget for Fiscal Year 2022 is \$803.00.

In the past fiscal year (July 1, 2019 to June 30, 2020) the Commission has acted on ten Requests for Determination of Applicability and 3 Notices of Intent. In addition, the Commission reviewed multiple Forest Cutting Plans and reviewed, or made site visits for, multiple building permit applications.

Respectfully submitted,  
Bruton Strange, Chair

## Council on Aging

Every community throughout the Commonwealth of Massachusetts has a Council on Aging (COA), created by the Executive Office of Elder Affairs under Ch. 40, s.8B of the Massachusetts General Laws. Monies from a Formula Grant from the Executive Office of Elder Affairs and a town appropriation underwrite the council's programs. The Conway COA is a group of volunteers who meet monthly to assess the needs of Conway's senior population and to plan programs to meet those needs.

As in past years, the COA continues to advocate for elders in the community. Chief among the council's concerns is the health of elders. A monthly foot screening continued to be held at Town Hall despite the pandemic, using prescribed precautions. Until the pandemic began, the town nurse held open hours on the first Friday of each month. A well-attended outdoor flu clinic was conducted in October. The council maintains a collection of durable medical equipment, which residents are welcome to borrow.

Two weekly yoga classes are offered – one a mat class, the other chair yoga for those less able. These have been conducted on Zoom since March, as is a twice-weekly Healthy Bones and Balance class. Each Monday from April through November a walking group takes easy walks around town, practicing social distancing and mask wearing. Conway seniors who live alone and/or have special needs are visited each month by a Triad Officer. Meals on Wheels delivers meals to seniors who need this service, at the same time serving as a wellness check. Van transportation for medical appointments and shopping trips is provided to Conway elders by the Shelburne Falls Senior Center. A successful program of free minor home repairs for elders, made possible by a grant from the Church Street Home Fund, became a casualty of COVID-19.

Social events have included senior luncheons and brunches held at Town Hall and holiday dinners at the



Whately Inn in November and December. After the pandemic started, we began offering weekly grab-and-go meals. Once the weather turned warm, we held ice cream socials and picnic lunches in Memorial Park, following CDC pandemic guidelines.

Notes on COA programs and on senior issues, concerns, and events are published each month in *Conway Currents*. The Senior Calendar provides a quick review of each month's activities.

The COA's goals for the coming year are to continue to support ongoing programs through the current crisis and, when possible, to develop new programs to meet future needs. The Conway COA is grateful to the townspeople and the town for the support given to all seniors and for the use of Town Hall.

Respectfully submitted,

Patricia Ann Lynch, Chair; Carolyn Thayer, Treasurer; Gail Connelly, Hank Horstmann, Patricia Kocot, Margaret Tiley

## Cultural Council

The Conway Cultural Council is a group of volunteers who oversee and administer a grant program funded by the Massachusetts Cultural Council (MCC). Council members serve for three years, and included Gisele Litalien, Michelle Sanger, Stein Feick, Gayle Sullivan, Ruth Bowman, Suzanne Artemieff

Grant funds are intended to benefit our community by supporting programs and events in the arts, humanities, and natural sciences. The Council meets in November/December to review grant applications and make funding decisions.

Our goal is to fund programs and events that provide citizens with affordable entertainment, education, and opportunities for creative growth. Our priority is programming that includes local artists, individuals, and groups that directly benefit our town. We also strive to serve a wide range of age groups, from preschoolers to senior citizens.

For fiscal year 2020 we reviewed 30 proposals and awarded \$5311 to 24 grantees. We were pleased to support several quality Conway-centered proposals as well as programs that benefitted Conway citizens such as the Mohawk Trails Concert Series, the Charlemont Forum, Andy Jaffe Concert, Culomba, Pothole Pictures, Racial Justice Rising and many others. The council also sponsored its own very successful event, the Art Salon, as part of the Festival of the Hills. It was very well attended and featured two Conway artists.

Because of the pandemic it was a challenging time for several of the grantees to complete their projects. A few grantees were unable to complete their projects and funds were rolled over to FY21. We approved several grantees postpone their projects to FY21. On the recommendation of MCC we moved to a direct grant process to streamline the process.

We welcomed new members, Ruth Bowman and Suzanne Artemieff to the committee for FY21.

Respectfully submitted,

Co-chairs Gisele Litalien and Michelle Sanger

## Energy Committee

No report was submitted for FY20120 from this Committee. Peter Martin, Chair

## Finance Committee

The Town of Conway Finance Committee is pleased to welcome our newest member, Steve Dinkelaker. Steve is a key addition to the Finance Committee as he is a legal resident of the Town of Conway, and a long-time area business owner with a solid background in commercial lease finance. Steve is also the Finance Committee member liaison to the Personnel Committee. Roy Cohen is the Finance Committee member liaison to the Capital Budget Planning Committee. The Finance Committee's five membership slots therefore remain filled for the foreseeable future.

Key notes to the Town of Conway FY21 finally adopted budget: 1) the overall Town portion of the budget continues to experience a nominal increase in the year-on-year raise and appropriate portion of the annual budget; 2) the school portion of the FY20 annual budget (Conway Grammar School, Frontier Regional School and Franklin Technical High School) saw nominal assessment increases to the Town. The Highway garage project was completed – and pretty much on budget!

The Finance Committee appreciates and needs continued key insights from the revitalized Capital Budget Planning Committee in order to support our understanding of how to best fund the Capital Improvements Stabilization Fund and thereby better understand the resources needed to fund both the General Stabilization Fund and (in collaboration with the Conway School Committee) how to best fund the Conway Grammar School Stabilization Fund. The Highway Garage Stabilization Fund continues to be used to pay down the long-term debt borrowed to fund the new highway garage and the Ambulance Stabilization Fund funds itself through its own activities.

For the remainder of FY21 and into FY22, the Finance Committee will continue to closely monitor the State of MA Chapter 70 and 90 funding levels as well as property tax delinquency rates to see if/when the need should arise to borrow from the State House Note Sale Program. In addition, the Finance Committee will continue to closely communicate with the Town of Conway Finance Team to best ensure our anticipated tax base new growth rate approximately keeps pace with the level of annually budgeted spending increases.

Respectfully Submitted,  
Alan Singer, Chair; Roy Cohen, Steve Dinkelaker, Tom Donovan, and Rhyanna McLeester

## Highway Facilities Committee

Fiscal 2020 saw a lot of progress on the Highway Facility. The storage building was completed and is in regular use. During the latter part of calendar 2020, the maintenance building was erected. The Town was very fortunate in that the excellent contractor for the storage building was also the low bidder for the maintenance building. Completion of the interior is hoped for in 2121. The schedule is dependent on the availability of programs at the Franklin Regional Technical School which will handle the plumbing and electrical work. Changing Covid-19 policies make timing uncertain.

The Committee met 12 times during the fiscal year (July 1 - June 30). Minutes of these meetings are available on the Town Website. Members, singly or on pairs, were on-site frequently.

In July, we worked with our engineer, Dave Vreeland on siting, the need for blasting, and foundation design etc. In August, we received a low bid of \$89,000 for the blasting. Our pre-bid estimate was \$77,000. We were subsequently able to reduce the contract amount by \$10,000 by making minor adjustments to the project's insurance requirements. The blasting work proved more difficult than expected, and both the contractor and the committee felt that the town got a good deal.

Ron and the Town Highway crew began the considerable job of removing the blasted rock and preparing the site for the storage building slab.

We worked with Dave Vreeland and Andrea Wood of FRCOG to have the storage building bid documents finished. The town contracted with Dave Vreeland for the design of the maintenance building. The fee was \$29,200, as mentioned at the preceding town meeting.

On September, 23rd the bid opening for the construction of the storage building took place at the FRCOG office in Greenfield. The result was that the low bid (by only \$900) of \$344,407 was from Kurtz, Inc. of Westfield, MA, our hoped-for contractor. The budget for this portion of the work was \$450,000. Kurtz moved ahead immediately to be able to pour concrete before the weather became too cold.

While construction of the first building moved ahead in October, we worked with Andrea and Dave to get ready for bidding on the maintenance building.

Ken proposed having the plumbing and electrical subcontract work done through programs at the Franklin Tech School, and he took the lead in discussions with them. We engaged WV Engineering in Keene, NH to optimize the mechanical, electrical, and plumbing designs.

Voters at the December 9 Special Town Meeting voted to approve spending \$988,000 for the maintenance building.

In February, the subcontracts went out to bid. They were opened in March. The low bids were: mechanical \$114,000, plumbing \$111,000, and electrical \$116,000 for a total of \$371,000. However, talks with the Tech School had progressed and the committee decided to formally reject the bids in favor of using the Tech School Programs. The town will buy the materials and pay the school 20% of the total cost of materials for their work.

April brought the good news that Kurtz Inc. was the low bidder for the maintenance building (not including what is to be done by the tech school) at \$472,200. That was less than expected. Kurtz has been very good to have as the general contractor on the storage building and is enthusiastic about working with the tech school.

For the balance of the fiscal year, the maintenance building progressed with the highway crew doing extensive preparation of the entire site, and Kurtz Inc. beginning the maintenance building.

From the beginning of the new fiscal year in July through the fall, Kurtz erected the building shell. Work then paused because the tech school programs were not available. This delay has not been a problem for Kurtz.

We anticipate moving forward later in the Spring, of 2021, with work continuing in the fall.

Respectfully submitted,  
Walter Goodridge, Chair; Hank Horstman, Peter Jeswald, Ken Ouimette, Ron Sweet, Liv Wyatt

## Historical Commission

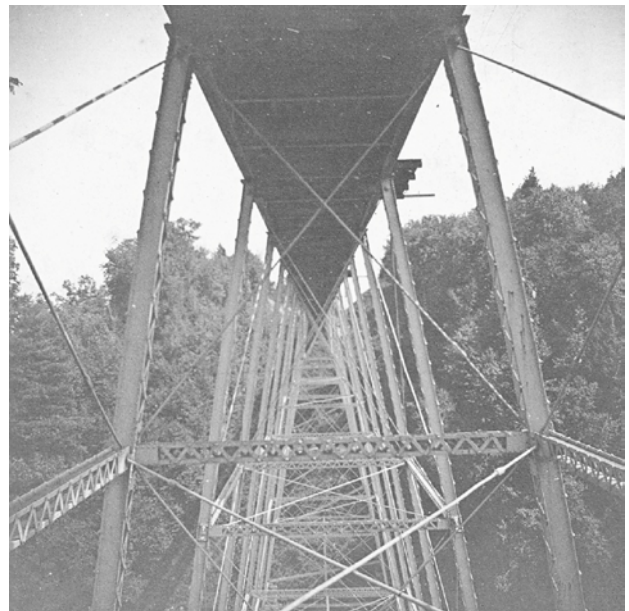
The Historical Commission continued to meet in person in 2020 – outdoors, when the weather permitted – but limited its meetings to about once a quarter for most of the year. In the fall, we viewed and documented a one-story wooden storage garage, built about 1940, that Great River Hydro, LLC planned to remove from its site on the riverbank near the Deerfield No. 2 hydroelectric power plant - between the railroad tracks and the Deerfield River in the north part of town. The 1912 brick powerhouse there calls to mind other ambitious construction projects in Conway's past, such as the one described in the contemporaneous report below, which we happened upon while conducting unrelated research during the year.

The following account (author unknown) - supplemented by us with undated photographs from the collections of the Historical Society and Field Memorial Library and a 12/28/2015 photo of our own - appeared in the December 27, 1880 edition of the Greenfield, MA *Gazette and Courier* newspaper:

### A Fine Piece of Work

“One of the heaviest jobs in the construction of the Canal [the later New York, New Haven & Hartford] Railroad - now nearly completed - is the viaduct over the mouth of South River in Conway, about two miles below [down the Deerfield River from] Bardwell's Ferry, near which place the road will connect with the Troy & Greenfield [the later Boston & Maine] road [which remains in operation today.] The South River cuts through the hills at its mouth in a deep, narrow valley, making it necessary to construct a high, strong iron bridge, which requires the most careful engineering and thorough work.

The structure, when completed, will be 140 feet above the stream, built in six sections or stories, the lower one quite short, each one a few feet longer, and the top one 600 feet long, 14 feet wide at each end and full 50 feet wide in the center, the sides being curved to give it additional strength to resist the side pressure of the wind or other forces. It is built on the plan of the Crumblin bridge in Wales, Eng., and the curved sides are an improvement on the ill fated Tay bridge in Scotland.



The bottom section of this bridge rests on five heavy stone piers, built in and near the bed of the stream, full 30 feet high, and the rest of the work rests on this and 12 short piers on the right bank, besides the two abutments at either end, at the top of the bank. The sides of the stream are rock of the tortuous mica-schist variety, slightly covered with loose soil and trees, which have been cut away and the piers firmly bedded in the rock. Suitable rock for this work was not near the structure but has been transported, part from near Millers Falls, part from Bassett's quarry, Northfield, part from near Winchester, N. H., and the rest of it from stray

boulders of Leyden granite found in the immediate vicinity of the work. The work was commenced in August last, the first stone being laid Aug. 24th (or 26th), and has been prosecuted under discouraging difficulties, the stone being drawn by teams from the depots at South Deerfield, West Deerfield and Bardwell's, and let down from the top of the bank on a steep inclined railway, with an iron cable around a strong drum. The loaded car as it went down drew up an empty car, the motion being controlled by a brake applied to the drum.



This heavy job of stone work, now just completed, has been done in the most thorough manner by John G. Noakes of Scranton, Pa., and now the wrought iron work is to be put in place as rapidly as possible. Charles Combs of New Jersey is engineer in charge of the whole work. Crowds of visitors have been attracted to view the work as it has progressed and others will look upon it in future years as a monument of skillful engineering and faithful work.”

The care taken to mitigate the effects of the wind on the new bridge was well-founded. On January 27, 1882, soon after this iron railroad bridge was completed, the 200-foot-long wooden bridge that carried regular road traffic across the Deerfield River between Conway and Shelburne – providing Conway residents access to the 1868 Troy & Greenfield Railroad at Bardwell’s Station in Shelburne – was blown into the river during a windstorm. That wooden bridge was replaced by the iron Bardwell’s Ferry Road bridge that remains in use today.

Far below the full height of the railroad bridge seen above – which was dismantled, with the nearby Conway Station depot, when the rail line ceased in the early 1920s – a fiberglass footbridge now crosses the South River on two of the remaining riverbed stone piers. The Mahican-Mohawk hiking trail today follows the path of the former rail bed from Deerfield into Conway, crossing the South River on the 2009 footbridge. The site’s accessible by foot from the terminus of the Conway Station Road, which was built in the fall of 1880 to reach the new depot of the railroad in question – more than a decade before the Conway Electric Street Railway came into being in 1894. More information about the street railway, which extended its line to curve around the north abutment of, and under, the bridge seen above – to enable the streetcars to cross the Deerfield River on yet another bridge in order to reach both riverbank railroads - may be found in the 2017 illustrated pamphlet, or “Short History,” that was prepared by the Historical Society and Historical Commission for Conway’s 250<sup>th</sup> celebration.

Respectfully submitted,

Cynthia Bluh, Willis Burnett, Malcolm Corse (HC member on CPC, FY21-FY23), Carl Darrow,  
Laura Nicholls-Shaw, Yulia Stone, Sarah Williams, Chair

## Open Space Committee

Efforts continued to monitor and enhance native habitat at the Town’s South River Meadow and encourage residents’ enjoyment of this beautiful resource. We partnered with the Connecticut River Conservancy’s Source to Sea Cleanup to plant about 300 native seedlings. These small elderberries, red osier dogwoods and willows were donated by One Tree Planted for “Plant-a-Tree Day.” About 30 enthusiastic folks volunteered in late September, 2019 including a bus of Conway Grammar School’s 6th graders! It was a great opportunity

to combine science, climate action and community engagement. The new plants will provide pollen, then nectar for pollinators. Some will eventually provide shade to help cool the river for fish and invertebrates.

An Ecology Field Walk at South River Meadow on September 8, 2019 featured *Plants, Insects & Conservation* with Laurie Sanders & Fred Morrison. The event was enjoyed by about 25 residents. It was funded in part by a grant from the Conway Cultural Council, a local agency which is supported by the Mass Cultural Council, a state agency. We are grateful again for their support of our modest programs.

Open Space Committee members consulted on habitat restoration efforts with two private landowners, and with the Department of Conservation & Recreation (DCR) to control knotweed along the South River. Our ongoing efforts to control invasive and encourage native vegetation include continued efforts to prevent Japanese stiltgrass from spreading along Conway's roadsides.

Conway's achievements in river farmland preservation, history and flood control of the South River, meadow planning, invasive plant control and educational outreach were featured at a regional Network for Local Land Conservation event on February 26, 2020 sponsored by the Hilltown Land Trust and other agencies.

We welcomed Mac McCoy and Steve Jackson as new members of the Open Space Committee. (And still have a vacancy for one more!)

Meetings addressed support for the Municipal Vulnerability Preparedness (MVP) Grant Program and Conservation Outreach & Priorities.

We believe the website <https://masswoods.org/legacy/planning-tool> is a useful resource for landowners.

At Town Meeting in 2020 we won hard-earned approval for three projects funded in part by Community Preservation Funds:

- Interpretative Signage at the South River Meadow
- Open Space & Recreation Plan Update; and
- MVP Match for Climate Resiliency/Flood Remediation

Committee members have devoted countless hours since, working with professionals to bring final recommendations on MVP sites to residents. A large part of the focus for the committee in fiscal year 2021 will be updating the town's Open Space and Recreation Plan with the help of the Franklin Council of Governments.

## **Parks, Recreation & Trails Committee**

No report was submitted for FY20120 from this Committee.

## **Personnel Committee**

No report was submitted for FY20120 from this Committee.

## **Planning Board**

The Planning Board of five elected members was authorized at a Special Town Meeting in October 2011. The first meeting of the board, elected in May 2012, was held on June 14, 2012.

**Meetings are held** on the first and third Thursday evenings of every month at 6 pm. The standard location has been in Town Offices, and since March 2020 the meetings have been remotely via Zoom. The board reduces the meeting schedule to once a month during summer if business allows.

**Mission Statement:** The Planning Board is responsible for drafting, amending and modifying zoning bylaws, and granting special permits. It is charged with creating a Master Plan that forecasts the long term needs of the town with respect to: housing, land use, economic development, environmental concerns, services and facilities, conservation, and recreation. The Board will make studies, hold meetings, authorize technical research, prepare plans, and develop proposals with regards to the future needs of the town.

**Membership from June 2019 through June 2020:** Beth Girshman (Chair, and re-elected 2020); Mary McClintock; Bill Moebius; Jennifer Mullins; Joe Strzegowski (term ended 2020 and did not seek re-election); Susan Fentin (elected in 2020 to fill Joe's seat); Associate Member Joe Strzegowski (beginning 2020 when he retired as a full member); Associate Member Dave Barten (through September 2019)

From July 2019 through June 2020, the Planning Board:

- Engaged in regular ongoing planning work on topics such as:
  - Affordable housing, tiny houses / accessory dwelling units, and other housing-related zoning. The board also worked with Alyssa LaRose of the Franklin Regional Council of Governments to begin a housing needs assessment.
  - River corridor overlay, flooding, and the town's Multi-Hazard Action Plan (in coordination with the Town Administrator).
  - Adult recreational and medical marijuana use regulations.
- Responded to citizen inquiries and addressed a variety of matters with local business including Roaring Brook Camp signage, Tea for Two signage, and Deerfield River Portage special permit considerations.
- Received a Site Plan Review and a Special Permit application from Roaring Glen Farms in November 2019. A public hearing was opened on December 17, 2019, and continued to December 19, 2019 due to a winter storm. After deliberations, the application was approved with conditions, and the Order of Conditions was signed at the board's last in-person meeting on March 5, 2020.
- Received a Special Permit application in December 2019, from Vertex Tower Assets, LLC for a 150' tall "monopine" style cell tower at 1384 S. Deerfield Road (Rt. 116). A public hearing was held February 13, 2020, and the Special Permit was approved with conditions on April 2, 2020.
- Received a Citizens' Petition to amend Article 11 of the Conway marijuana zoning bylaw (Adult Use Recreational Marijuana Establishments) at Annual Town Meeting. The proposed changes received a public hearing on April 16, 2020 (rescheduled from March 26 due to the pandemic). After back and forth on several drafts, the Planning Board voted to support a revision on June 4 with several amendments from the Planning Board. With a vote at Annual Town Meeting that was postponed to June 20 (due to the pandemic), Article 11 was updated.
- Honored Joe Strzegowski's decades-long contributions to the town with a small celebration at Annual Town Meeting. Joe retired as a full member of the Planning Board, and generously agreed to mentor and assist the current members by continuing as an Associate Member.

## Select Board

Selectmen are elected for staggered three-year terms by the citizens of the Town. The Board of Selectmen acts in accordance with the will of the citizens and is responsible for providing executive leadership to:

- protect the welfare and safety of residents;
- ensure the effectiveness of essential municipal services;
- maintain long-term financial stability;
- plan strategically for economically and environmentally sustainable growth; and
- maximize the value of property tax dollars.

The Board meets at least weekly during budget season from November to May and at least biweekly from June to October to discuss, review and approve Town policies and financial decisions and operations. Some of the highlights of the actions of the Board of Selectmen during FY 2020 are as follows:

Voted to sign the contracts for design, engineering and construction of the new highway facilities maintenance building.

Voted to approve special municipal employee status for Frontier School Committee Members.

Voted to form a newly established Cemetery Commission

Voted to sign the memorandum of terms for the tax agreement between Conway and Nexamp Conway Solar for the facility located at 2394 Main Poland Road and later voted to approve the formal agreement between Nexamp and Conway Solar LLC and the Town.

Voted to join the Deerfield application for work to be done at Frontier Regional School, specifically pavement and rain gardens.

Voted to add a warrant article making Bob Baker a “strong fire chief” under Mass. General Laws.

Voted to approve a marijuana establishment Roaring Glen Farm.

Voted that Ron Sweet and Ken Ouimette investigate replacing the yield sign on Old Cricket Hill Road going north with a stop sign to improve safety.

Voted to request MassDOT to put fluorescent school bus signs up on Rte. 116 to improve safety for both school children and drivers.

Voted approving the composition of a Town Hall and Office Renovation committee.

Voted to support a promotional event to raise awareness of child abuse, the length of time for the flag to stay up to be April 13 to May 13.

Voted to sign a contract with Interisle Consulting Group for building a cell tower.

Voted to transmit a citizens’ petition to amend the marijuana by-law to the Planning Board.

Voted to sign the letter of support for the Office of Rural Policy.

Voted to sign the letter to the Community Preservation Committee for three proposals that they endorse, as written in the letter, seconded by Armstrong, the vote was unanimous in favor.

Voted a request from the Conway Grammar School for trust fund money for upgrading the playground and making it ADA compliant.



Voted to recommend the purchase of radio systems as presented by the Fire (including Ambulance) and Police Departments.

Voted to close all Town offices to the public for the duration of the state of emergency in Conway due to COVID-19.

Voted to approve a new sick-time policy during the public health emergency.

Voted to approve the telecommuting policy for the duration of the health emergency.

Awarded a contract to Larochelle Construction, Inc. for the Town Hall Repair Project to repaint the cupola and front entrance.

Voted to send an official letter to the Commonwealth on bill HB 4580 which allows local establishments to sell food for take out and would include alcohol sales, so that the Conway Inn could be permitted to sell off-premises beverages and food during the pandemic.

Voted to approve the hazard mitigation plan.

Voted to pass the revised sick pay policy as amended for COVID-19-related illnesses and thereafter.

Voted to accept the Longview proposal for Conway and Rowe to develop a forest stewardship plan.

Voted to name Bob Armstrong the Conway representative to the electricity aggregation effort. The aggregation contract was to go out to bid on May 13, with bids due back on May 20. The board also voted to authorize Armstrong to sign the contract for electric supply.

Voted to approve the request for Chapter 90 funds for reclaiming and paving a section of Whately Road.

Voted to approve the Mohawk Trail Woodlands Partnership Grant application to be part of the carbon market program they are establishing for any town within the Mohawk Trail Woodlands Partnership group. This is a feasibility grant that could provide an opportunity to explore the use of private property for forest management.

Respectfully submitted  
Bob Armstrong, Chair

## Wastewater Committee

No report was submitted for FY20120 from this Committee.

## Zoning Board of Appeals

There was one application for a variance during 2020 which is less than typical for most years. Also, there were various inquiries about building and land projects which did not involve the Zoning Board of Appeals, but we were able to steer these residents in the correct directions.

Respectfully submitted,  
Mark Silverman

# Departments – Administrative

## Town Administrator - Report for Fiscal Year 2020

**The COVID-19 pandemic** The big news was of course the pandemic. The first mention of COVID-19 in my reports was on February 10, 2019, saying the “the Mass. Department of Public Health believes that at this moment risk of transmission of the news-making coronavirus in Massachusetts is very low, and that our local and regional health agencies are staying well informed.” On March 9, I announced an enhanced cleaning regime and drafted remote work policies and procedures “in case employees need to be away from the office for any extended period of time.” By March 30 I had set up conference lines, and the first Zoom account came April 6. By April 13, the Accountant had provided a 1/12 budget for July, in case we were not able to hold Town Meeting prior to July 1. By May 4 the Governor had issued an order mandating wearing face masks in public if you were within 6 feet of anyone else, and on May 18, Conway found it was eligible for \$166,813 through the CARES Act. On May 26 I optimistically had a re-opening plan and re-installed the half-door to the Finance offices at the Town Office, waiting just for a plexiglass shield to re-open. We got a supply of then-rare disinfectant wipes and I created a checklist for cleaning based on CDC guidance. On June 1, the Pioneer Institute’s COVID-19 Unemployment Tracker showed 21.7% (236 people) in Conway unemployed as of May 16, as opposed to 1.9%, or 21 people, on March 14. The Town moved its annual Town Meeting to late June, with its election on the latest date possible.

**Town Academy** In the Fall of 2019, the first Town Academy’s seven sessions went very well, and ended up with presentations from the Town’s permitting bodies – the Conservation Commission, the Board of Health, the ZBA, and the Planning Board. We maintained an average of about 12 non-presenter attendees for the seven meetings and received eight evaluation forms, all of which were positive.

**Departmental Work** Work on the new Highway shed started at the beginning of the fiscal year and was almost complete in time to house the socially-distanced annual Town Meeting, held at the end of June. Having been funded by Town Meeting, the Highway maintenance building bid went out in February and the final decision on the winning bid was made March 31. The Highway Facility Committee is continuing to meet by conference call, and intends to move forward with the general bid April 9. The Committee intends to use the Franklin Regional High School community service program for the trades work – electrical, plumbing, and mechanical – (all fully supervised), rather than accept any of the more expensive professional bids.

I worked with Malcolm Corse to develop a scope of services for repairing and painting the Town Hall cupola, based on the Town Meeting vote in December; the cupola contract was bid and signed in March. Luckily, the Governor’s COVID-19 order regarding construction exempts public infrastructure, so the project went ahead, with some work restrictions.

In Human Resources work, the Town is now requiring pre-employment physicals for all firefighters, including junior firefighters. I brought in a Massachusetts Interlocal Insurance Association (MIIA)/All One Health presenter for a harassment awareness program on Thursday, which was well-received by the 19 staff attendees.

In grant work, I assisted the Highway Department to obtain a MIIA risk management grant to partially fund a second electronic traffic sign, which will provide the capability of having signs at either end of Rt. 116 when work or other events are going on in town. I assisted the FRCOG in creating the Town’s Hazard Mitigation Plan, to obtain a \$20,000 grant through the Mohawk Trail Woodlands Partnership for Town Forest

Stewardship Plans, and to obtain a second \$20,000 MWTP grant for two Town Forest Stewardship Plans, to complete an inventory, assessment and plan for two town forests, including education of and collaboration with town residents in regard to forest stewardship. The Town's Pre-Disaster Mitigation grant proposal has been selected for further review by FEMA, and we expect it to be finally approved in FY 2021.

A good deal of my work is facilitating interactions between various town bodies, helping the Open Space Committee with their request to move some highway equipment from the South River Meadow; helping various departments with Town Meeting articles; assisting the Parks, Recreation, and Trails Committee in their excellent work installing a much-needed new shed near the ballfield; coordinating with the Massachusetts Municipal Association "Legislative and Breakfast" on March 6 (and I commend Town staff, especially Bruce Jouannet and Ron Sweet and the Highway crew, for getting the floor in the General Purpose Room re-finished), working with the Board of Health to create a job description for an on-call transfer station attendant and to clarify the Board's expectations of such an employee, especially regarding availability; and working with the US Census Bureau on training arrangements.

I assisted with the PILOT agreement with NEXAMP for their Main Poland Road solar installation and with Colonial Power for electricity aggregation, a Selectboard initiative. The Town's application for community aggregation was approved by the Department of Public Utilities in February.

Following a Selectboard vote to devote some of the Guilford Fund to a resident whose house burned down, I managed the Town side of arrangements for re-building, including electrical work, to make the house habitable.

I also assisted a resident in her request that MassDOT install two fluorescent school bus signs near the Greenfield Savings Bank.

**Committee News** The Town now has a distinct Cemetery Commission. Prior to some excellent volunteers coming forward, the Selectboard had the task of dealing with Town cemeteries, none of which are currently in active use. The Capital Improvements Planning Committee organized in August, a great step forward for future financial planning in the Town. After the private newsletter serving the Town ceased publication, Town volunteers sprang to the rescue and created *Conway Currents* to fill the gap. This will become a formal committee, with a budget, next year. The Town took a lengthy step forward in supporting its hard-working board and committee members by establishing the part-time position of "Administrative Assistant to boards and committees." The Open Space Committee is updating its seven-year Open Space and Recreation Plan, having been granted \$6,000 from the FRCOG's Direct Local Technical Assistance Program, which leaves an estimated \$14,000 to request from the CPC. In less welcome news, the Housing Committee, Agriculture Commission, and Energy Committee are all moribund.

**Odds and Ends** The Town has received its first distribution of room rental taxes. Over twelve months, the Town should receive about \$6,532 each year from our new room tax. A new copier has been installed here at the Town Office. It is sturdier and has more functions than the last one, and cost about the same, even after five years. There have been numerous, long-standing complaints against dogs on Graves Road. In February I was working with the Animal Control Officer regarding further complaints about the situation on Graves Road. The Selectboard met with the owner and set forth requirements for compliance.

Governor Baker signed a civic education bill in November 2019 which mandates that each student do a project on civics. I provided testimony in support of that bill on behalf of the Massachusetts Municipal Management Association as the founder and chair of its Civic Education Committee.

Respectfully submitted,  
Thomas W. Hutcherson, Town Administrator

## Town Clerk - Calendar Year January 1 – December 31, 2020

**Mission Statement:** To be a reliable provider of information and quality services to the community and its residents; we strive to work cooperatively and in coordination with all departments, boards and committees to maintain and achieve established goals of the Town while complying with state and local statutes as well as the Town Bylaws. We are dedicated to the preservation of all the Town of Conway's past, present and future documents and vital records to the benefit of all residents and future generations. We respect the right to vote and will assure that all elections are conducted in a fair and open manner providing equal access to all citizens. This office will promote public confidence and good will by providing the highest level of courteous and efficient service to ensure transparent governance, and to uphold the highest degree of integrity. Notary public and Justice of the Peace Services are provided to the public.

**2020!** The year that none of us will ever forget. It was a challenging year in the Town Clerk's Office as we faced the COVID-19 pandemic. This affected just about every aspect of our office and how we served the public throughout the year. With four elections ahead of us, just as the pandemic hit, we were forced to implement whatever changes would be necessary to be able to safely and efficiently conduct elections, town meetings, and regular business. I would like to thank the many election workers for stepping up to the plate and providing the residents and voters of Conway every opportunity to vote safely.

The population for the Town of Conway according to the 2020 Annual Town Censuses was 1,786.

As the Chief Election office of the Town of Conway, the Town Clerk serves as the liaison office of the Board of Registrars and maintains voter registrations and all materials related to elections. The Town Clerk is responsible for coordinating and administrating all local and State elections. The following elections were held and the total number of registers voters in the Town of Conway reported per election in 2020 is as follows:

Presidential Primary Election – March 3, 2020

Registered Voters: 1,457

Voter Turnout: 803 (55.1%)

Annual Town Election – June 30, 2020 (delayed due to COVID-19)

Registered Voters: 1,482

Voter Turnout: 642 (43.3%)

State Primary Election – September 1, 2020

Registered Voters: 1,482

Voter Turnout: 799 (53.9%)

State (Presidential) Election – November 3, 2020

Registered Voters: 1,485

Voter Turnout: 1,308 (88.0%)

As required by Massachusetts General Laws, minutes of the Annual Town Meeting, Special Town Meetings, and all election results are certified by the Town Clerk and are permanently recorded in the Town record books.

The Office of the Town Clerk offers many services on a walk-in basis to residents, such as, issuing marriage licenses; dog licenses; certified copies of birth, marriage, and death certificates; voter registration; absentee

ballot applications; and raffle and bazaar permits. In addition, the Office of the Town Clerk serves as the filing/clerical office for the Zoning Board of Appeals, and the filing office for the Planning Board. Residents can also obtain Town Meeting warrants, sample ballots for elections, annual reports and the annual street list (\$10) in our office.

During the calendar year of 2020, the following were issued:

- Dog Licenses – 341 individual plus 9 kennel licenses
- Business Certificates – 17
- Death recorded – 20
- Births recorded – 5
- Marriage Intentions filed – 3
- Marriage Certificates issued – 3

Respectfully submitted,  
*Laurie L. Lucier*  
 Town Clerk



**Town Clerk Annual Town Meeting Minutes**  
 Commonwealth of Massachusetts  
**Town of Conway, Massachusetts**  
**Annual Town Meeting**  
**June 20, 2020**

**A**T A LEGAL TOWN MEETING of the inhabitants of the Town of Conway qualified to vote in town affairs, convened at the time and place and for the purpose specified in the warrant, 157 voters were checked at the door and issued yellow cards for the purpose of voting. Sarah Newman and Troy Lucier served as checkers. The meeting was called to order by Town Clerk Laurie Lucier. Kenneth Ouimette was nominated to moderate, and it was unanimously voted to dispense with the formality of having the warrant read by the Town Clerk. The following action was taken by those persons in attendance:

**ARTICLE 1:** Unanimously voted that the Town dispense with hearing the reports of the Selectmen, Town Treasurer, Town Clerk, School Committee, Tax Collector, Board of Health and any committee and act thereon.

**ARTICLE 2:** Voted to hear the report of the Finance Committee and **raise and appropriate only, by taxation, such sums of money as may be deemed necessary to defray the Town charges for the year ensuing.**

A.	DEPT #	DEPARTMENT NAME	FY 2021 REC.*	VOTE
	114	MODERATOR	350	Voted
	122	SELECTMEN	2,900	Voted
	131	FINANCE COMMITTEE	300	Voted
	132	RESERVE FUND	40,000	Voted
	135	TOWN AUDITS	1	Voted
	141	ASSESSORS	10,690	Voted

141	ASSESSORS SALARY, WAGES	49,114	Voted	
145-146	TREASURER-COLLECTOR	17,898	Voted	
145-146	TREASURER-COLLEC. SALARY, WAGES	60,337	Voted	
150	TOWN ADMIN	16,000	Voted	
150	TOWN ADMIN SALARY, WAGES	98,787	Voted	
151	LEGAL	10,000	Voted	
159	INFORMATION TECHNOLOGY	34,431	Voted	
161	TOWN CLERK	6,150	Voted	
161	TOWN CLERK SALARY, WAGES	34,513	Voted	
162-163	REGISTRARS AND ELECTIONS	9,600	Voted	
170 SERIES	ConCom, Pl. Brd., ZBA, Ag. Com, Open Space	6,004	Voted	
190	PERSONNEL COMMITTEE	1	Voted	
192	BUILDING MAINTENANCE	59,600	Voted	
192	BUILDING MAINTENANCE WAGES	17,833	Voted	
193	TOWN INSURANCE	84,710	Voted	
210	POLICE	18,050	Voted	
210	POLICE SALARY, WAGES	110,620	Voted	
220	FIRE	36,005	Voted	
220	FIRE SALARY, WAGES	36,673	Voted	
231	AMBULANCE	22,400	Voted	
290 SERIES	DOG & TREE WARDENS, EMERG. MAN.	7,535	Voted	
422	HIGHWAY	256,000	Voted	
422	HIGHWAY SALARY, WAGES	260,781	Voted	
423	WINTER ROADS	103,000	Voted	
423	WINTER ROADS WAGES	19,830	Voted	
512	BOARD OF HEALTH (BOH)	165,131	Voted	
512	BOH SALARY, WAGES	60,469	Voted	
540 SERIES	HUMAN SERVICES (COA, VETERANS)	11,943	Voted	
630	PARKS, RECREATION, TRAILS	8,000	Voted	
691	HISTORICAL COMMISSION	400	Voted	
751	DEBT SERVICE	103,046	Voted	
752	SHORT TERM INTEREST	1,650	Voted	
830	FRCOG (town nurse under Board of Health)	56,474	Voted	
900	EMPLOYEE COSTS	731,191	Voted	
<b>B.</b>	300A	GRAM SCH OPERATING	1,868,752	Unanimously voted
	300B	GRAM SCH TRANSPORT	83,520	Unanimously voted
<b>C.</b>	892A	FRONTIER REG OPERATING	1,473,565	Unanimously voted
	892B	FRONTIER TRANSPORTATION	38,734	Unanimously voted
<b>D.</b>	320	TECHNICAL SCHOOLS	132,274	Unanimously voted
		<b>GRAND TOTALS:</b>	<b>6,165,362</b>	

*\*recommended by the Select Board and Finance Committee*

**ARTICLE 3:** Unanimously voted that the Town transfer \$25,800 from free cash to the general fund for capital expenses for the Conway Grammar School.

**ARTICLE 4:** Unanimously voted that the Town transfer \$8,066 from free cash to the general fund for capital expenses for the Frontier Regional School District, including purchasing and installing electric corridor holds, repairing the Central Clock System, and repairing the exterior and interior Intercom System, as part of a total \$48,500 expense.

**ARTICLE 5:** Voted that the Town transfer \$240,000 from the capital stabilization account to the general fund to replace a 6-wheel Highway Truck, the current truck to be traded in. *(Two-thirds vote declared by Moderator.)*

**ARTICLE 6:** Passed over the Article to transfer \$159,000 from the General Stabilization Fund to the general fund.

**ARTICLE 7:** Passed over the Article to transfer \$159,000 from free cash to the general fund.

**ARTICLE 8:** Passed over the Article to authorize the Treasurer / Collector to borrow up to \$200,000.

**ARTICLE 9:** Unanimously voted that the Town transfer \$150,000 from free cash to the Capital Stabilization Fund.

**ARTICLE 10:** Voted as follows that the Town transfer \$122,700 from the Capital Stabilization Fund to the general fund for the following equipment:

Two-thirds vote failed - Highway Department –\$50,000, for a bucket loader;

Unanimously voted for the Fire Department, \$42,700 for self-contained breathing apparatuses; Two-thirds vote failed - Highway Department, \$30,000 for a compact loader.

**ARTICLE 11:** Unanimously voted that the Town transfer \$38,416 from the OPEB Trust Fund to the general fund to pay other post-employment benefits (retiree health insurance) and to transfer \$10,000 from free cash into the OPEB Trust Fund.

**ARTICLE 12:** Unanimously voted that the Town transfer \$27,693 from free cash to the Ambulance Department operating budget.

**ARTICLE 13:** Unanimously voted that the Town transfer \$27,435 from free cash to the general fund for partial debt service for the Highway garage.

**ARTICLE 14:** Unanimously voted that the town transfer \$23,300 from free cash to the general fund for radio equipment for the Police, Fire, and Ambulance Departments.

**ARTICLE 15:** Unanimously voted that the town transfer \$11,040 from free cash to the general fund for the first year of software conversion for the Treasurer/Collector.

**ARTICLE 16:** Unanimously voted that the town transfer \$5,000 from free cash to the general fund for an annual contribution to the Assessors' five-year revaluation program.

**ARTICLE 17:** Unanimously voted that the Town transfer \$5,000 from free cash to the grant match fund.

**ARTICLE 18:** Unanimously voted that the Town transfer \$4,500 from free cash to the general fund for software conversion for the Board of Assessors.

**ARTICLE 19:** Unanimously voted that the Town transfer \$2,641 from free cash to the general fund for helping ensure accreditation for the Field Memorial Library.

**ARTICLE 20:** Votes as follows that the Town appropriate, or reserve for later appropriation, monies from the **Community Preservation Fund**, with each item considered a separate appropriation, as follows:

A: Unanimously voted that the Town appropriate \$115,854 from the Unreserved Fund Balance for preservation of the Field Memorial Library, to include upgrading the heating system, interior lighting, dome repairs (both interior and exterior), and multiple interior restoration projects.

B: Voted that the Town appropriate \$4,000 from the Open Space Reserve for interpretive nature signs in the Pollinator Field to be created on the Audubon property at the edge of Route 116.

C: Voted that the Town appropriate \$14,000 from the Open Space Reserve for updating the Open Space and Recreation Plan.

D: Voted that the town appropriate \$60,840 from the Open Space Reserve and \$13,160 from the Budgeted Reserve for a partial Town match for approximately \$440,000 state grant for Municipal Vulnerability Preparedness (MVP) against flooding in the South River.

E: Voted that the town appropriate \$250,000 from the Unreserved Fund Balance for safety and accessibility improvements to the playground at the Conway Grammar School.

F: Voted to table the Article to appropriate \$50,000 from the Unreserved Fund Balance for conservation of the MacLeish Stone House.

G: Unanimously voted to provide reserves from FY 2021 Annual Reserves, as mandated by state law:  
10% to the Community Preservation Historical Resources Reserve (\$9,021.05, estimated);  
10% to the Community Preservation Open Space Reserve (\$9,021.05, estimated);  
10% to the Community Preservation Community Housing Reserve (\$9,021.05, estimated);  
5% to for Administration of the Community Preservation Committee (\$4,510.53, estimated); and the remainder to the Community Preservation Budgeted Reserve (\$58,636.81, estimated).

**ARTICLE 21:** Unanimously voted that the Town authorize the Treasurer to spend \$15,000 from the Medicaid Revolving Fund to pay related reimbursement fees.

**ARTICLE 22:** Unanimously voted that the Town authorize the Select Board to approve a Massachusetts Department of Transportation project to approve a road layout, and replace a bridge or bridges, on North Poland Road.

**ARTICLE 23:** Unanimously voted that the Town authorize the creation of a revolving fund for receipts from sales and donations for the purpose of publishing a Town newsletter in accordance with M.G.L. Chapter 44, Section 53E½, with annual expenses not to exceed \$5,000, and that the Newsletter Committee and the Town Administrator, or his or her designee, be authorized to expend funds from the account.

**ARTICLE 24:** Unanimously voted to table the Article to rescind the Town Meeting vote for Article 27 at the April 10, 2006 annual Town Meeting to establish a Housing Committee.



**ARTICLE 25:** Unanimously voted that the Town amend its General By-laws by adding a section, “Depositing Snow on Roads,” as follows:

*Depositing Snow in Roads*

No person shall throw, or cause to be thrown, or put or cause to be put, by any means, any snow or ice onto any public way or public land. Anyone doing so is subject to non-criminal disposition. Homeowners are responsible for contractors’ actions. The enforcing agent shall be the Police Department.

**ARTICLE 26:** Unanimously voted that the Town amend its marijuana by-law, accepting the recommendations of the Planning Board, to read as follows:

**ADULT USE RECREATIONAL MARIJUANA ESTABLISHMENTS AND MEDICAL USE OF MARIJUANA (amended 20 June 2020)**

**11.1 Purpose and Intent**

It is the purpose of this article to promote public health, safety and general welfare, and to support the availability of recreational *and medical* marijuana in accordance with State law and regulations (935 CMR 500.000 et. seq.) *and (935 CMR 501.000 et. seq.)*. To mitigate potential impacts to adjacent areas and the environment this bylaw will regulate the locations and site development to promote safe attractive business areas, prevent crime, maintain property values, protect and preserve the quality of residential neighborhoods and to protect the safety of children and young people in the vicinity of schools, public parks and other areas where children *regularly* congregate.

**11.2 Special Permit Granting Authority & Site Plan Review**

The Planning Board shall be the Special Permit Granting Authority (SPGA) under this section in accordance with M.G.L. Chapter 40A, Sections 9 and 9A. Special permits issued by the Planning Board shall require a positive vote by a supermajority vote of Planning Board Members. Any proposed Marijuana Establishment requires a Special Permit and Site Plan Review approval. The Planning Board may in any particular case, where such action is in the public interest and not inconsistent with the intent and purpose of this Article, waive strict compliance with the requirements set forth in sections 11.4 and 11.5.

**11.3 Definitions**

**Craft Marijuana Cultivator Cooperative** - a marijuana cultivator comprised of residents of the Commonwealth organized as a limited liability company or limited liability partnership under the laws of the Commonwealth, or an appropriate business structure as determined by the Cannabis Control Commission, that is licensed to cultivate, obtain, manufacture, process, package and brand marijuana and marijuana products for delivery to marijuana establishments but not to consumers.

**Host Community Agreement** – A Marijuana Establishment seeking to operate in Conway shall execute an agreement with the host community setting forth the conditions for having a marijuana establishment located within the host community. Such Host Community Agreement shall include, but not be limited to, all stipulations of responsibilities between Conway and the marijuana establishment. A Host Community Agreement between a marijuana establishment and a host community will include a community impact fee for the host community. The community impact fee shall be reasonably related to the costs imposed upon the municipality by the operation of the marijuana establishment and shall not amount to more than 3 per cent of the gross sales of the marijuana establishment or a greater amount if allowed by the State. Such Host Community Agreement shall be effective for 5 years and can be renewed for successive 5 year periods at the option of the Town. Any cost to Conway imposed by the operation of a marijuana establishment shall be documented and considered a public record.

**Independent Testing Laboratory** - a laboratory that is licensed by the State Cannabis Control Commission and is: (i) accredited to the most current International Organization for Standardization 17025 by a third-party accrediting body that is a signatory to the International Laboratory Accreditation Cooperation mutual recognition arrangement or that is otherwise approved by the Commission; (ii) independent financially from any medical marijuana treatment center or any licensee or marijuana establishment for which it conducts a test; and (iii) qualified to test marijuana in compliance with regulations promulgated by the Cannabis Control Commission.

**Licensee** - a person or entity licensed by the State Cannabis Control Commission to operate a marijuana establishment.

**Marijuana Cultivator** - an entity licensed to cultivate, process and package marijuana, to deliver marijuana to marijuana establishments and to transfer marijuana to other marijuana establishments, but not to consumers.

**Marijuana Establishment** – a marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of marijuana-related business licensed by the Commonwealth of Massachusetts except a medical marijuana treatment center.

**Marijuana Product Manufacturer** – an entity licensed to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to marijuana establishments and to transfer marijuana and marijuana products to other marijuana establishments, but not to consumers.

**Marijuana Products** – products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

**Marijuana Research Facility** – an entity licensed to engage in research projects by the State Cannabis Control Commission.

**Marijuana Retailer** – an entity licensed to purchase and transport marijuana and marijuana products from marijuana establishments and to sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

*Medical Marijuana Treatment Center (MTC) - a marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of marijuana-related business licensed by the Commonwealth of Massachusetts under 935 CMR 501.000. Similar to a Marijuana establishment for adult use marijuana, except only allowed to supply products for Medical use of Marijuana in accordance with 935 CMR 501.000.*

*For purposes of this bylaw section, " Marijuana Establishments" shall include "Medical Marijuana Treatment Centers" unless otherwise indicated.*

#### **11.4 Requirements Regarding the Allowed Locations for Marijuana Establishments**

- A. See Sections 22 and 23 of these bylaws for locations for permitted Marijuana Establishments.
- B. Marijuana Establishments shall not be located within 500 feet of any existing public, parochial, or private school, kindergarten, State-approved day care center or other locations where children regularly

congregate. This setback shall include the grounds on which said public, parochial, or private school, kindergarten or State-approved day care center is located on. The distance between any Marijuana Establishment and any public, parochial, or private school, kindergarten, State-approved day care center or other location where children *regularly* congregate shall be measured in a straight line, without regard to intervening structures, from the closest property line of any existing public, parochial, or private school, kindergarten, or State-approved day care center or other places where children *regularly* congregate to the building, *outdoor cultivation area*, or parking area of the Marijuana Establishment, whichever is closest.

- C. Marijuana Establishments shall not be located within 500 feet from any existing public recreation area or park measured in a straight line, without regard to intervening structures, from the closest property line of the recreation area to the building, *outdoor cultivation area*, or parking area of the Marijuana Establishment, whichever is closest.
- D. Marijuana Establishments, excluding Marijuana Retailers, shall not be located within 200 feet from any existing residential use *not located on the same lot with the marijuana establishment*. The distance between a residential use and a Marijuana Establishment shall be measured in a straight line, without regard to intervening structures, from the closest property line of the residential property to the building, *outdoor cultivation area*, or parking area of the Marijuana Establishment, whichever is closest.

### 11.5 Site Development, Permitting Standards & Application

Pursuant to Chapter 40A Section 9A the following site improvements and amenities are required to protect public safety and neighboring property values, in addition to the Special Permit requirements found in Section 63 and the Site Plan Review requirements found in Section 64 of these bylaws. The Planning Board is empowered hereunder to review and approve Special Permit applications for Marijuana Establishments and impose requirements for: buffering; odor control; noise; outdoor lighting; parking; access to the site from public roads; hazardous materials; and landscaping and buildings. The purpose of these requirements is to avoid site development, which may result in negative environmental, neighborhood, or public safety impacts.

- E. Dimensional Requirements: *All* outdoor cultivation *areas, buildings or structures* containing a Marijuana Establishment shall meet the setback requirements of this Section 11 and all other dimensional requirements of the appropriate district as specified in these bylaws. For any property proposed to contain a Marijuana Establishment, the applicant for a Special Permit for such use shall demonstrate that the entire property shall comply with these requirements and controls following the establishment of such use thereon. *Unless otherwise specified for all* outdoor cultivation *areas*, a minimum setback (clearance) from any property line of *50* feet shall be required.
- F. Parking and Loading Requirements: On-site parking and loading shall be provided in accordance with the requirements of Section 34 of these bylaws. For any property proposed to contain a Marijuana Establishment Business, the applicant for a Special Permit for such use shall demonstrate that the entire property shall comply with these requirements and controls following the establishment of such use thereon.
- G. Site Screening: Rear and side property lines shall be screened from any neighboring residential, educational, childcare or recreational uses or properties. Screening shall be by fencing that is 3-1/2 feet tall within 20 feet of the street and 6 feet tall elsewhere on the property and/or a 10 foot wide vegetated planting of hardy evergreens and deciduous trees and shrubs no more than six (6) feet on center and no less than five (5) feet in height or other appropriate screening approved by the granting authorities.

- H. Lighting & Security: Energy efficient site lighting shall be maintained at a minimum lumen to ensure adequate visibility on the property to ensure public safety. Light standards may not exceed twenty (20) feet in height and shall be shielded from abutting properties and shall incorporate full cut off fixtures to reduce light pollution. Additional security features, such as security cameras covering external areas with the capability to function with minimal lighting at night, shall be installed and maintained. Internal lighting in greenhouses shall be fully screened from abutters after sunset.
- I. Noise & Odors: *No objectionable* noise, or *objectionable* marijuana odors, or other *objectionable* odors detectable at the property line of the Marijuana Establishment shall be allowed, except outdoor marijuana cultivators shall be allowed to mitigate *marijuana* odors through siting, use of low-odor seed varieties, and other odor-reduction methods as practicable. For odor mitigation plans, applicants for permits for Marijuana Establishments at Tiers 5-11 shall provide, at their own expense, written documentation with supporting research. Documentation must be provided by qualified professionals approved by the Planning Board. Minimum qualifications shall consist either of an educational degree in or related to the field at issue or three or more years of practice in the field at issue or a related field with expertise in the areas.
- J. Complaints of objectionable noise or odors exceeding four incidents within a two-week period shall be investigated by the town. Complainants may seek relief from the Board of Health, from the ZBA for violations of the Special Permit, or by mediation from the Agricultural Commission or Selectboard.
- K. Hazardous Materials: Submission of a complete list of *all inorganic and organic* chemicals, pesticides, fertilizers, fuels, and other potentially hazardous materials to be used or stored on the premises in quantities greater than those associated with normal household use. Depending on the quantities proposed to be used or stored on site, the Planning Board may request that a Hazardous Materials Management Plan be prepared to protect against the discharge of hazardous materials or wastes to the environment due to spillage, accidental damage, corrosion, leakage, or vandalism. The plan should include spill containment and clean-up procedures, and provisions for indoor, secured storage of hazardous materials and wastes with impervious floor surfaces. Permitting priority will be granted to organic cultivation.
- L. Driveways: Driveways shall comply with Section 34 of these bylaws.
- M. Signs: All signs for a Marijuana Establishment must meet the requirements of Section 33 of this bylaw and the State Regulations (935 CMR 500.000 et. seq.) including the requirement that no advertising signs shall be located within twenty feet of a public or private way and must be set back a minimum of twenty (20) feet from all property lines.
- N. Buildings and Structures: Appearance of buildings or structures for Marijuana Establishments shall be consistent with the appearance of other buildings or structures in Conway, not employing unusual color or building design that would attract attention to the premises. In the Rural Residential and Agricultural Zoning District new buildings or structures for Marijuana Cultivators, including Craft Marijuana Cultivators shall resemble local agricultural buildings, such as barns or greenhouses. Marijuana Establishment Buildings or structures shall not exceed 10,000 square feet in total on any parcel in the Rural Residential and Agricultural Zoning District.
- O. Cultivation : Marijuana products are required to be grown indoors in buildings, greenhouses, barns or other structures or outdoors in a manner that minimizes public nuisances including odors, noise, and lighting to neighboring properties.
- P. Energy Efficiency: Marijuana establishments are required to prepare an energy efficiency plan. The use of renewable energy sources such as solar should be considered.
- Q. Water Efficiency: Marijuana Establishments are required to prepare a plan for water management and

efficiency. Applicant shall provide expected water usage amounts for cultivation or processing and will address whether such amounts will impact nearby public or private drinking water supplies or other water resources in the area. Applicants for permits for Marijuana Establishments at Tiers 5-11 shall provide, at their own expense, written documentation with supporting research. Documentation must be provided by qualified professionals approved by the Planning Board. Minimum qualifications shall consist either of an educational degree in or related to the field at issue or three or more years of practice in the field at issue or a related field with expertise in the areas.

- R. Marketing: Marijuana Establishments shall not be allowed to disseminate or offer to disseminate marijuana marketing materials to minors or suffer minors to view displays or linger on the premises. No free samples may be provided by Marijuana Establishments to consumers.
- S. Applications: The applicant requesting permission to operate any Marijuana Establishment must file their application with the Special Permit Granting Authority and the Town Clerk. Such application shall contain the information required by Section 63 Special Permit and any rules and regulations established by the Special Permit Granting Authority and the State Cannabis Control Commission. The application shall also include:
1. Name and Address of the legal owner and Licensee of the Marijuana Establishment;
  2. Name and Address of all persons having lawful, equity or security interests in the Marijuana Establishment;
  3. Name and Address of the Manager of the Licensed Marijuana Establishment;
  4. The number of proposed employees; and
  5. Proposed security precautions.
- P. Site Plan Review: No Marijuana Establishment shall be established prior to submission and approval of a site plan by the Planning Board, pursuant to Section 64. The site plan shall, at the minimum, depict all existing and proposed buildings, parking spaces, driveways, service areas, and other open uses. The site plan shall show the distances between the proposed Marijuana Establishment and all existing uses within 1,000 feet of the property lines of the proposed Marijuana Establishment.
- Q. Change in License or Owner: The Owner and Licensee of any Marijuana Establishment issued a Special Permit under this bylaw shall report, in writing, within 10 business days any change in the name of the legal owner of the Marijuana Establishment or any expiration or suspension of a license to the Building Inspector and Planning Board. Any failure to meet this requirement of this Bylaw will result in the immediate issuance of a cease and desist order by the Building Inspector ordering that all activities conducted under the Special Permit cease immediately.
- R. Change of Ownership: A Special Permit issued under this Article shall lapse upon any transfer of ownership or legal interest of more than 10% or change in contractual interest in the subject premises or property. The Special Permit may be renewed thereafter only in accordance with this Article 11 and Section 63 (Special Permit) and Section 64 (Site Plan Review) of these bylaws.
- S. Host Community Agreement: Applicant shall submit the proposed Host Community Agreement that is required between a Marijuana Establishment and the Town it is operating in at the time they submit their Application.

## 11.6 Expiration

A Special Permit to operate a Marijuana Establishment shall expire after a period of five calendar years from its date of issuance but shall be renewable for successive five-year periods thereafter, provided that a written request for such renewal is made to the Special Permit Granting Authority at least 60 calendar days prior to said expiration and that no objection to said renewal is made and sustained related to compliance with the conditions

of the Special Permit as well as public safety factors applied at the time the Special Permit renewal is requested. In addition, a Host Community Agreement satisfactory to Conway shall be provided if requested by the Town.

**11.7 Severability**

The invalidity of any provision *or any Section* of this Article shall not invalidate any other provision *or Section* thereof.

At 5:30 p.m., the meeting adjourned until Tuesday, June 30, 2020, to the Town Hall between the hours of 11:00 a.m. and 7:00 p.m., to bring in their votes for:

- One Selectman for three years;
- One Assessor for three years;
- Two members of the Board of Health for three years;
- Two members of the local School Committee for three years;
- One member of the local School Committee for one year;
- Two members of the Planning Board for three years;
- One Tree Warden for three years; and
- One Moderator for one year



A true record of the Meeting, Attest:

\_\_\_\_\_  
Laurie L. Lucier, Town Clerk

**Treasurer’s Report**

Treasurer office hours by phone and email are Monday, Wednesday and Thursday 9am to 3pm. ***Due to COVID 19 considerations, our in-person office hours are limited to Mondays and Wednesday from 9am to 1pm.*** Feel free to contact our office for any questions or concerns you may have.

**Debt**

Debt Schedule								
Description	Initial Loan Amt	Term	Remaining Term	July 1, 2019 beginning balance	FY20 new debt	FY20 Retirement	FY20 interest pd	June 30, 2020 Balance
Septic Repair Prog	38,306	20 yr	1 yr	3,997		2,018	0	1,979
Fire Truck	151,000	5 yr	2 yr	90,000		30,000	2,691	60,000
Highway Garage	988,000	15 yr	15 yr	0	988,000.	0	0	988,000
<b>Total</b>	<b>189,306</b>			<b>93,997</b>	<b>988,000</b>	<b>32,018</b>	<b>2,691</b>	<b>1,049,979</b>

**Tax Liens and Possessions**

Tax Liens are being addressed regularly. There were no new foreclosures in FY2020 and no sales of any tax possessions.

<b>Tax Title Balance</b>				
Description	Balance 7/1/2019	Additions	Payments and Adjustments	Balance 6/30/2020
Real Estate	74,035	54,879	12,898	116,016
Community Preservation fund	748	1,171	148	1,772
<b>Total</b>	<b>74,784</b>	<b>56,049</b>	<b>13,046</b>	<b>117,787</b>
<b>Tax Possessions</b>				
Description	Balance 7/1/2019	FY 2020 Foreclosures	FY20 Sales	Balance 6/30/2020
Bardwells Ferry Rd; Map 405, lot 8 & 9	7,798			7,798
Main Poland Rd; Map 415 Lot 28	3,834			3,834
<b>Total</b>	<b>11,632</b>	<b>0</b>	<b>0</b>	<b>11,632</b>

**Health Insurance**

We are members of the Hampshire County Group Insurance Trust. The trust rates are compared annually to the Massachusetts Group Insurance Commission benchmark and remain to be the better option for the town and employees. Due to the stability of the trust, the rate remained the same (no increase) from FY2019 to FY2020. The increase seen here is due to enrollment fluctuation.

	2020	2019	2018	2017	2016
expense	420,858	409,674	412,220	390,315	347,656
increase	2.73%	-0.61%	5.61%	12.27%	7.70%

**Banking**

General Fund Banking Interest revenue was increased again by using Adams Community Bank. They offer a higher rate Money Market that is FDIC and DIF insured. We use Rich Rogers as a long-term investment manager. Rich is currently using LPL Financial and has helped us protect our long-term investments while capitalizing on return for over 15 years.

<b>General Fund interest earnings</b>						
2020	2019	2018	2017	2016	2015	
27,377	16,646	8,614	6,329	5,732	5,387	
<b>Long term investment return</b>						
2020	2019	2018	2017	2016	2015	
3.39%	2.82%	-0.55%	1.77%	3.91%	1.90%	

\*Please note that these are bank balances only and do not include 4th quarter transfers to/from the general fund. See accountant report for current figures

**Long Term Investments**

<b>Fund Name</b>	<b>Beginning Balance 7/1/19</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Interest Earned</b>	<b>Realized Gains/ Losses</b>	<b>Ending Balance 6/30/20</b>	<b>Market Value 6/30/20</b>
Ambulance Stabilization Capital	151,403.52	-	-	3,665.17	(1.50)	155,067.19	162,912.05
Stabilization G Schl	473,666.19	-	(105,710.00)	10,012.99	(3.99)	377,965.19	390,212.19
Stabilization	266,977.25	-	-	6,460.89	(2.64)	273,435.50	276,713.05
Stabilization	364,857.60	-	(120,000.00)	7,186.69	(2.82)	252,041.47	268,608.01
Town Garage Stabilization	1,015,295.57	-	(1,043,243.51)	14,348.16	(4.20)	(13,603.98)	2,508.99
<b>Subtotal</b>	<b>2,272,200.13</b>	<b>-</b>	<b>1,268,953.51</b>	<b>41,673.90</b>	<b>(15.15)</b>	<b>1,044,905.37</b>	<b>1,100,954.29</b>
A & E Boice Germain	17,181.08	-	-	417.15	(0.17)	17,598.06	18,362.73
C & F Field	11,059.18	-	-	269.14	(0.11)	11,328.21	11,886.13
C S Boyden	84,509.86	-	(4,830.29)	1,979.57	(0.80)	81,658.34	86,717.67
D O Paul	15,052.08	-	-	365.68	(0.15)	15,417.61	16,183.39
E C Glazier	456.23	-	-	11.03	-	467.26	513.41
E.M. Chase Fund	733.79	-	-	17.76	-	751.55	753.17
Emory Field	912.41	-	-	22.06	-	934.47	1,026.77
G. Howland	17,300.06	-	-	420.03	(0.17)	17,719.92	18,602.84
Guilford Fund	818,818.84	-	(19,316.00)	19,698.43	(8.07)	819,193.20	870,177.87
J. Boyden	8,659.18	-	-	211.12	(0.09)	8,870.21	9,303.09
M & M Germain	496,004.25	-	(7,875.00)	11,930.15	(4.86)	500,054.54	540,847.05
M B Germain	21,409.51	2,180.43	-	564.45	(0.24)	24,154.15	26,098.84
M H Germain	89,353.49	-	-	2,162.07	(0.88)	91,514.68	96,699.35
S Bradford	456.23	-	-	11.03	-	467.26	513.41
S.F. Howland	1,583.33	-	(448.92)	280.04	(0.11)	11,414.34	2,035.92
Sale Of Lots	10,906.18	-	-	265.43	(0.11)	11,171.50	11,721.42
Tanner	456.22	-	-	11.03	-	467.25	513.39
W E Tucker	912.35	-	-	22.06	-	934.41	1,026.71
Whiting Street Fund	19,706.29	-	-	478.20	(0.20)	20,184.29	21,192.52
<b>Subtotal</b>		<b>2,180.43</b>	<b>(32,470.21)</b>	<b>39,136.43</b>	<b>(15.96)</b>	<b>1,634,301.25</b>	<b>1,744,175.68</b>
<b>Comm Pres</b>	<b>975,672.54</b>	<b>175,049.8</b>	<b>(553.69)</b>	<b>25,026.93</b>	<b>(10.62)</b>	<b>1,175,185.01</b>	<b>1,208,775.22</b>



<b>Fund Name</b>	<b>Beginning Balance 7/1/19</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Interest Earned</b>	<b>Realized Gains/Losses</b>	<b>Ending Balance 6/30/20</b>	<b>Market Value 6/30/20</b>
OPEB	32,588.68	20,000.00	-	1,063.29	(0.45)	53,651.52	54,251.44
<b>Grand Total</b>	<b>4,905,931.91</b>	<b>197,230.2</b>	<b>(1,301,977.41)</b>	<b>106,900.55</b>	<b>(42.18)</b>	<b>3,908,043.15</b>	<b>Es4,108,156.6</b>

**Allocation of Funds by Bank Accounts  
Fiscal Year Ending June 30, 2020**

\*Please note that these are bank balances only and do not include 4th quarter transfers to/from the general fund.  
See accountant report for current figures

<b>INTEREST BEARING CHECKING</b>	<b>Description</b>	<b>Balance 7/1/2019</b>	<b>Revenue, Expense &amp; Transfers</b>	<b>Interest Earned</b>	<b>Balance 6/30/2020</b>
Unibank	Payables	207,814	(167,844)	418	40,388
Unibank	School Payables	10,639	1,210	52	11,901
Unibank	Payroll	10,221	(2,046)	57	8,231
<b>Subtotal</b>		<b>228,674</b>	<b>(168,680)</b>	<b>527</b>	<b>60,520</b>

<b>LIQUID INVESTMENTS</b>	<b>Description</b>	<b>Balance 7/1/2019</b>	<b>Revenue, Expense &amp; Transfers</b>	<b>Interest Earned &amp; Net Gain</b>	<b>Balance 6/30/2020</b>
Adams Community Bank	Money Market	1,823,271	(1,223,203)	21,987	622,055
Easthampton Savings Bank	Money Market	51,726	0	298	52,024
Greenfield Savings Bank	General	4,696	106,908	6	111,610
Unibank	Money Market	220,521	1,928,891	3,913	2,153,325
Unibank	Ambulance Rct	6,221	(1,342)	34	4,913
Unibank	Tax Collections	5,585	20,738	58	26,381
Unibank	Deputy Tax Collections	2,104	1,356	11	3,471
Unibank	Bond Proceeds	31	988,000	134	988,165
Unibank	Unipay School	4,048	(3,912)	17	153
Unibank	Remote Deposit	87,140	(42,941)	314	44,514
Unibank	Treas Receipts	383	4,268	5	4,656
Unibank	School Lunch	7,332	(6,644)	11	698
<b>Subtotal</b>		<b>2,213,058</b>	<b>1,772,119</b>	<b>26,788</b>	<b>4,011,965</b>

**Special Revenue Accounts**

<b>LIQUID INVESTMENTS</b>	<b>Description</b>	<b>Balance 7/1/2019</b>	<b>Revenue, Expense &amp; Transfers</b>	<b>Interest Earned &amp; Net Gain</b>	<b>Balance 6/30/2020</b>
Unibank	Cultural Council	6,034	803	17	6,854
Greenfield Savings Bank	Student Activity	423	(319)	0	104
Peoples United Bank	Septic Repair	42,980	1,780	23	44,783
Unibank	Planning Board	22,492	(9,222)	82	13,352
<b>Subtotal</b>		<b>71,929</b>	<b>(6,957)</b>	<b>123</b>	<b>65,094</b>

<b>TERM INVESTMENTS</b>	<b>description</b>	<b>Balance 7/1/2019</b>	<b>revenue &amp; expense</b>	<b>interest earned</b>	<b>6/30/2020</b>
Greenfield Savings Bank	CD Flex	79,301	(69,000)	62	10,363
<b>Subtotal</b>		<b>79,301</b>	<b>(69,000)</b>	<b>62</b>	<b>10,363</b>

<b>Grand Total</b>		<b>2,592,962</b>	<b>1,527,481</b>	<b>27,499</b>	<b>4,147,943</b>
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Respectfully Submitted,  
Janice Warner, Treasurer/Tax Collector

## Tax Collector

Tax Collector office hours are Monday, Wednesday and Thursday 9am to 3pm. Our in-person hours have been limited due to COVID-19 restrictions to Mondays and Wednesdays 9am to 1pm. Taxpayers can make their payments online, by mail or in person. Our new tax collection software has been fully implemented and offers many online options for paying or viewing bills. You can now retrieve a report for all taxes paid in a prior year for filing your income taxes at [www.townofconway.com](http://www.townofconway.com). Feel free to contact our office for any questions or concerns you may have.

Our tax revenue came in slower over 2020 due to the Coronavirus Aid, Relief, and Economic Security (CARES) Act. This act allowed us to postpone due dates, giving personnel more time to prepare bills and residents more time to pay. Although the percentage of revenue collected by June 30<sup>th</sup> was smaller, the good news is the final outstanding tax revenue percentages are no different from prior years.

### FY2020 Tax Balance Report 07/01/2019 to 06/30/2020

Tax Year	Type	Beginning Balance	Additions	Payments & Adjustments	Ending Balance
2020	MV TAX	0.00	230,280.04	216,558.13	13,721.91
2020	PERS TAX	0.00	265,581.47	264,199.45	1,382.02
2020	REAL CPA	0.00	90,210.48	88,341.46	1,869.02
2020	REAL TAX	0.00	4,721,775.62	4,607,818.99	113,956.63
2019	MV TAX	8,848.04	27,302.82	33,005.01	3,145.85
2019	PERS TAX	954.33	0.00	250.94	703.39
2019	REAL CPA	1,088.31	0.00	1,088.31	0.00
2019	REAL TAX	70,161.46	85.79	64,698.20	5,549.05
2018	MV TAX	1,769.31	0.00	1,175.45	593.86
2018	REAL TAX	0.00	85.10	85.10	0.00
2017 and prior	MV TAX	10,020.47	0.00	327.19	9,693.28
2017 and prior	PERS TAX	982.30	0.00	0.00	982.30
	Grand Total	93,824.22	5,335,321.32	5,277,548.23	151,597.31

Respectfully submitted, Janice Warner, Treasurer & Tax Collector

**Town of Conway  
General Fund Appropriations - Fiscal Year 2020**

**General Fund Revenue Budget to Actual Summary:**

	<u>Budget</u>	<u>Revenue</u>	<u>Balance</u>
Personal Property Taxes	264,094	263,617	477
Real Estate Taxes	4,693,901	4,602,038	91,863
Tax Title/Liens Redeemed	0	12,584	(12,584)
Motor Vehicle Excise	220,000	242,615	(22,615)
Penalties & Interest on Taxes	11,000	11,952	(952)
Fees	25,000	39,081	(14,081)
Licenses & Permits	1,000	1,660	(660)
Intergovernmental	882,398	890,480	(8,082)
Earnings on Investments	5,000	27,377	(22,377)
Miscellaneous Revenue	0	29,068	(29,068)
Transfers From Other Funds	1,421,618	1,421,618	0
	<hr/>		
<b><u>Total Revenue</u></b>	<b>7,524,011</b>	<b>7,542,089</b>	<b>(18,078)</b>

**General Fund Expenditure Budget to Actual Summary:**

	<u>Budget</u>	<u>Expenditures</u>	<u>Balance</u>
General Government	663,319	504,150	159,169
Public Safety	322,100	296,237	25,863
Education	3,707,289	3,697,207	10,083
Public Works	2,127,781	1,438,968	688,813
Health & Human Services	248,826	194,554	54,272
Culture & Recreation	22,926	10,665	12,261
Debt Service	34,542	33,821	721
State & County Assessments	116,913	129,268	(12,355)
Pension & Fringe Benefits	697,676	694,819	2,857
Transfer to Other Funds	150,000	150,000	0
	<hr/>		
<b><u>Total Expenditures</u></b>	<b>8,091,373</b>	<b>7,149,688</b>	<b>941,684</b>

**Town of Conway**  
**Special Revenue Funds - Fiscal Year 2020**

<b>Fund</b>	<b>Fund Description</b>	<b>Fund Balance July 1, 2019</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Fund Balance June 30, 2020</b>
215	Mass. Highway Chapter 90	(17,804)	169,848	(152,762)	(719)
231	Ambulance Reserve for Rcpts	61,992	27,315	(22,664)	66,643
232	Dog Revolving Fund	5,981	1,588	(236)	7,333
233	Recreation Revolving	1,918	0	(140)	1,778
234	Tax Title Revolving	5,417	315	(2,563)	3,169
237	Conservation Wetlands Fund	8,316	675	(1,256)	7,736
238	Sports Revolving	4,999	2,995	(1,708)	6,286
240	Medicaid Revolving Fund	28,639	14,467	(946)	42,160
245	Conway Currents Newsletter	0	30	0	30
252	Insurance proceeds	1,262	0	0	1,262
260	ZBA Notification Fees	0	100	(100)	0
265	LifePath COA Church St Grant	0	634	(620)	14
271	Conservation Donations	2,088	0	0	2,088
272	Fire Donations	3,987	150	0	4,137
273	Police Donations Fund	5,403	50	0	5,453
275	Planning Board Consulting C.44 S.53g	15,282	6,676	(4,074)	17,884
277	Ambulance Donations	6,600	2,754	0	9,354
278	Cricket Hill Road	20,450	0	0	20,450
282	Sale of Real Estate C.44, S.63	84,695	0	0	84,695
283	U. S. Flag Fund	745	50	(46)	749
284	Historical Commission	459	0	0	459
285	Holiday Tree Fund	1,300	0	0	1,300
286	Fitzgerald Bridge	931	0	0	931
287	Covered Bridge	401	0	0	401
288	Youth Fund	844	0	0	844
289	Delabarre	800	0	0	800
290	Highlands Initiative	883	0	0	883
291	USDA/NRCS Grant	4,001	0	0	4,001
292	Septic Loan Paybacks	68,070	1,803	(2,018)	67,855
293	Peg Access/Broadband	34,814	31,834	(10,000)	56,648
294	Extended Polling Hours	4,035	255	0	4,290
296	Conway Trails	223	0	0	223
297	Public Utility Surcharge	10	2	(9)	3
380	Community Preservation Act	1,033,525	215,804	(35,592)	1,213,737
403	Dare Grant-Police	2,814	0	0	2,814
404	Comm Policing Grant	3,388	0	(753)	2,635
405	Bulletproof Vest Grant	825	0	0	825
406	Watch your Car Grant	700	0	0	700
409	FEMA-All Hazards Grant	0	0	(7,500)	(7,500)
412	Council on Aging Grant	0	6,000	(4,686)	1,314
414	Library State Aid	9,178	2,788	0	11,966

415	Cultural Council	5,784	4,817	(6,533)	4,068
416	Small Cities Grant	44,013	0	(165)	43,848
419	COVID19 Emergency Expenses	0	20,810	(2,779)	18,031
421	Master Plan Grant	595	0	0	595
422	DCR Fire Grant	179	0	(1,577)	(1,398)
424	EMPG	(2,275)	0	(2,500)	(4,775)
425	DEP Grant Recycling RF	9,301	(2,800)	0	6,501
426	Recycling Dividend Program FCSWMD	3,308	5,600	(1,250)	7,657
428	FRCOG Multi town	13,750	0	0	13,750
431	Municipal ADA Improvement Grant	2,688	0	0	2,688
432	Comm. Compact Grant-Town Accounting	100,000	2,312	0	102,312
433	Comm. Compact Grant-Reg. HR Dept	4,500	0	(4,500)	0
502	School Choice	274,762	228,701	(148,042)	355,421
503	REAP Grants	(300)	18,069	(17,287)	482
505	SPED Assist	0	22,134	(23,187)	(1,053)
506	Wings Program	198,305	246,080	(257,938)	186,447
507	Grant Funded Teachers Stipends	0	11,471	(11,971)	(500)
509	Erate Reimb School	196	0	0	196
511	Child/Adult FDC	2,123	0	0	2,123
514	Summer Wings program	7,493	3,023	(64)	10,452
520	Comprehensive School Health Services	0	24,476	(29,099)	(4,623)
530	Local Equipment & Technology Grant	0	30,000	(30,000)	0
551	After School Program	66,964	33,325	(60,455)	39,834
552	Early Childhood Tuition	91,986	51,735	(48,989)	94,733
553	School Lunch	(3,350)	51,579	(41,962)	6,268
555	Student Activities Fund	882	13,350	(13,638)	594
556	Wellness Grant	146	800	(797)	149
557	Moves and Grooves	846	910	(251)	1,505
558	Fournier School Fund	2,822	0	0	2,822
559	Big Yellow School Bus	250	0	(250)	0
730	Highway Garage STM 12/9/2019 Art. 14	0	988,000	0	988,000
811	Sumner Boyden Trust	86,453	3,123	(5,339)	84,238
812	CemeteryPerpetual Care	25,917	0	0	25,917
813	Guilford Trust	857,392	32,160	(18,677)	870,875
814	G. Howland Trust	17,934	669	0	18,603
815	A & E Boice/Germain Fund	17,698	665	0	18,363
816	Whiting Street Fund	20,430	762	0	21,193
817	S.F. Howland Trust	12,046	439	(224)	12,260
818	Sale of Lots	11,300	422	0	11,721
819	M & M Germain	528,481	18,991	(7,000)	540,472
820	M. B. Germain	25,186	912	0	26,099
821	M. H. Germain	93,243	3,457	0	96,699
822	Joshua Boyden	8,968	335	0	9,303
823	Arabelle Turner	496	18	0	513
824	D O Paul	15,601	582	0	16,183

825	C & F Field	11,458	428	0	11,886
826	W E Tucker	991	35	0	1,027
827	E C Glazier	496	18	0	513
828	S Bradford	496	18	0	513
829	Emery Field	991	35	0	1,027
830	General Stabilization Fund	377,904	10,704	(120,000)	268,608
831	Ambulance Stabilization	157,055	5,857	0	162,912
832	Capital Stabilization	480,603	165,319	(255,710)	390,212
833	Garage Stabilization	1,033,002	112,751	(1,143,244)	2,509
834	Grammar School Stabilization	266,385	10,328	0	276,713
838	Edith Moore Chase	725	28	0	753
840	OPEB	32,422	21,829	0	54,251
891	Off Duty Police Detail	770	78,687	(77,687)	1,770
892	Firearm ID Cards	(311)	6,113	(5,663)	139
894	Fire Dept Fees	300	1,175	(1,175)	300
896	Town Clerk Fees	300	0	0	300
897	BOH Fees	3,570	2,300	(2,055)	3,815
898	Deputy Collector	390	2,011	(1,987)	414
<b>Total Town of Conway</b>		<b>6,320,830</b>	<b>2,720,696</b>	<b>(2,589,665)</b>	<b>6,451,861</b>

## Departments - Public Safety

### Ambulance

In the midst of the COVID-19 pandemic and the unprecedented challenges that faced all emergency and medical service, Conway ambulance has done our very best to serve the Town of Conway and our citizens in the manner that is expected.

Early in the pandemic, and for weeks following, several members of Conway departments and boards held conference calls for updates on cases, treatment, testing and regulations, these calls allowed us, as a town, to stay on the same page and up to the minute with the ever-changing situation that we were faced.

We typically respond to 80-100 calls for help annually; due to the nature and confidentiality of our work we cannot disclose the types of calls, but rest assured, we will do our duty to the best of our ability, regardless of the type of call. The pandemic has certainly been an added stress for everyone, and we as emergency personnel are no different. This year I have noticed a significant drop in our call volume. Initially we did have some delays in getting certain personal protective equipment, but ultimately, due to the community spirit of the hill-towns/pioneer valley and Western Mass EMS (our State level liaison) we were able to obtain and maintain our equipment to protect ourselves and our patients.

This year we have continued to work and train with the fire and police departments, to the extent that we are able. Obviously, the restrictions placed on group gathering sizes have made that somewhat difficult, but we have done what we can. As restrictions loosen slightly, we hope to return to more regular trainings, and assist with the annual First Responder training for those departments. As EMT's we are also required to complete several continuing education hours; this year most of those have been moved to online, as well as

meetings, press conferences etc. that we participate in. For some of us this has been a huge change. If 2020 showed us anything, it was to be grateful for the adaptability of ourselves and that we will persevere.

2020 brought in a record number of donations to the ambulance. I have done my best to thank each of you directly, but if I missed you, please accept my apologies, and our sincere THANK YOU.

While we currently have a few students in the EMT class, the ambulance remains at a critical low for EMT's and we are actively seeking anyone interested in becoming certified, or already certified. Please contact me at 413-369-4235 or [ambulance@townofconway.com](mailto:ambulance@townofconway.com) for more information.

To be trusted with the care of another person is a truly humble and rewarding responsibility, and I urge everyone able to dedicate some portion of your time, in any capacity, to helping your fellow citizens and neighbors.

On behalf of myself and my fellow EMT's, I thank you for trusting us with your emergency medical needs and we look forward to serving you for another year.

Respectfully submitted, Gemma VanderHeld, Director-Conway Ambulance

## Animal Control

In 2020 I received 66 complaints involving animals in Conway. Almost Fifty percent of the calls involved loose dogs. The remaining calls were farm animals and wild animals. In 2020 *seven* dogs were transported to the Franklin County Regional Dog Shelter. Two had licenses and all were rabies vaccinated.

Conway has a bylaw requiring dogs to be leashed while walking in public areas. State law requires dogs and cats to be vaccinated against rabies. Dogs must be licensed with the town clerk every year. These laws are enforceable with non-criminal summonses.

Wild animals continue to test positive for rabies in Franklin County. Vaccinate your pets to protect them and the public.

Incidents of animal calls:

Loose dogs . . . . .	32	Raccoons . . . . .	7
Dog bites . . . . .	7	Deer . . . . .	2
Barking dogs . . . . .	1	Woodchucks . . . . .	4
Cats . . . . .	2	Skunks . . . . .	4
Loose horses . . . . .	2	Bats . . . . .	2
Donkeys . . . . .	2	Porcupine . . . . .	1

Respectfully submitted,  
Joseph Colucci, Animal Control Officer

## Emergency Management

No report was submitted for FY2020.

## Fire Department

To the citizens of Conway, I hereby submit my forty-first annual report of the fire department. This past year our department responded to fifty-eight calls consisting of:

12	Alarms sounding
14	Mutual Aid calls to other towns
9	Wires Down calls
3	Structure fires
4	Ambulance Assistance calls
1	Woods Rescue call
3	Motor Vehicle Accident calls
4	Chimney Fire calls
2	Brush Fire calls
6	Miscellaneous calls

The year started out as normal until COVID-19 kicked in around mid-March causing us great difficulty in scheduling fire trainings. We redesigned training to protect our firefighters and juniors using social distancing guidelines set forth by the state board of health. We also implemented the wearing of masks, washing our hands, and cleaning our trucks with disinfectant after every call.

Massachusetts state police are continuing their work on replacing our outdated radio system for which we have set aside money to pay part of the cost for this project.

As of the end of this fiscal year we have twenty-nine firefighters and nine junior firefighters.

I would like to thank the firefighters and juniors for their time and dedication throughout the year. This is what makes our fire department and the town of Conway a great place to live.

Yours first in fire safety,  
Robert Baker, Fire Chief

## Police Department

**Community** Fiscal year 2020 started out like most “normal” years, however ended as a year we would all like to forget. Due to the severe health risks the vast majority of programs that we either sponsor or participate in with other entities had to be cancelled.

We plan on resuming Firearms Training Classes in the spring of 2021. This is a state mandated safety training class for any new applicant wishing to obtain a License to Carry Firearms or a Firearms Identification Card.

Unfortunately at the time of this report we are unsure if any of our sponsored Youth Programs will be held this year.

**Statistics** The following listed items required Conway Police involvement.

Motor Vehicle Accidents	28	Larceny	15
Disabled Motor Vehicle	6	Disturbances	28
Breaking and Entering	5	Arrests	3
Vandalism	4	Public Safety Hazards	79
911 Calls	84	Summons/Restraining Orders	7
Burglar Alarms	25	License to Carry Firearms	74
Animal Complaints	28	Firearms I.D. Card	8
Motor Vehicle Citations	49	Assorted Calls & Complaints	811



The Conway Police Department invites and welcomes community input. We are open to all who may be interested in attending or volunteering at the many community projects that we engage in annually. I would like to thank my officers for their dedication and support to the community. They include Ron Hawkes, Randall Williams, Christina Conklin, David Johnson and Donald Bates. On behalf of the entire Conway Police Department I would like to say THANK-YOU to the people of the Town Office, Massachusetts State Police, and The Franklin County Sheriff's Department, Shelburne Control, the staff at the Conway Grammar School, The Conway Sportsman's Club, and the numerous volunteers who continue to give so much of themselves.

Respectfully Submitted,  
Kenneth D. Ouimette, Chief of Police

## Departments - Public Works

### Highway Department

The Highway Department is responsible for over 60 miles of roads here in the Town of Conway. Maintenance of our roadways is continuous due to ever-changing conditions and requires frequent monitoring. Our goal is to take in a full view of our environment to foresee possible issues and resolve them. This approach helps us compile a running itemization of projects based on priority and allows us to utilize our budget in the most cost-efficient way.

One of our main projects is to improve the safety and longevity of our roadways. Much has been done this past year to clear the areas within approximately 10 feet of our roadways. This involved clearing brush and small trees, cutting back the tree canopies and yes, mowing. Each job that we do in this project is for specific reasons and they come full circle to the integrity of our roadways.

Brush and small trees are cleared to avoid overgrowth that can cause drainage issues, damage to the roadway via root systems and visual obstructions to drivers and pedestrians. It in turn allows us to easily access and maintain our culverts and ditches for proper drainage. Tree canopies are trimmed to avoid visual obstructions and to allow the sunlight through to the roadway. This gives the roads a better chance to melt more quickly in the winter months by increasing the roadway temperature and to dry in the rainy season so they are more manageable. In the long run this approach will save on man hours, extended use of our equipment and reduce our use of gravel, fill and hard pack.

This fiscal year was busy with shoulder work on Hoosac Road after paving was completed and preparation for paving projects on Whately Road. We continue also to build up and repair our gravel roads and to maintain our paved roads. This involve but is not limited to repairing potholes, repairing and cleaning culverts and grading.

As always if you have any questions or concerns please contact me at 413-369-4235 ext.10 or email me directly at [highway@townofconway.com](mailto:highway@townofconway.com).

I would like to thank the residents for their continued support and the Highway Department crew for their hard work and dedication to the Town.

Finally I want to thank everyone for their support on approving monies for the Highway Storage Building and the Highway Maintenance Building. These are much needed projects and very exciting for the highway department. Thanks again.

Respectfully Submitted,  
Ron Sweet, Highway Superintendent

# Other Departments

## Tree Warden

The Tree Warden’s work for 2019 did not call for any expenditure beyond salary. During the year the tree warden consulted with residents, the Superintendent of the Highway Department and with Eversource regarding tree removal issues.

Respectfully submitted,  
Walter Goodridge, Tree Warden

# Departments – Schools

## Conway School Committee

	<b>Term Expires</b>
Elaine Campbell, Chair	2022
Michael Merritt, Vice Chair	2023
Ashley Dion, Secretary	2021
Philip Kantor, Member*	2023
Denise Storm, Member	2021

\*Representative to Frontier Regional School Committee

### **ADMINISTRATION**

Superintendent of Schools	Darius Modestow
Director of Business Administration	Shelley Poreda
Director of Special Education	Karen Ferrandino
Director of Elementary Education	Kimberly McCarthy
Director of Early Childhood	Aimee Smith-Zeoli
Director of Instructional Technology	Scott Paul
Director of School Facilities	William Hildreth
Director of Food Services	Geoffrey McDonald
Principal	Kristen Gordon

### **SUPPORT STAFF**

Executive Assistant to Superintendent	Donna Hathaway
Administrative Assistant (SPED)	Penny Smiarowski
Administrative Assistant/Facilities	Mary Jane Whitcomb
Receptionist/Early Childhood Assistant	Sarah Butler
Payroll Specialist, FRS/Union #38	Brenda Antes
Accounts Payable/Bookkeeper	Michelle Melnik
Grants Accountant	Stephan Shepherd
Secretary to Principal	Lora Hanas

**CONWAY GRAMMAR SCHOOL  
Enrollment - October 1, 2020**

Grade	Boys	Girls	School	Tuitioned	Total
			Choice	In	
Pre-K	4	2	0	0	6
K	5	4	4	0	13
1	4	2	9	1	16
2	3	7	6	1	17
3	2	2	9	3	16
4	9	3	6	1	19
5	6	7	6	1	20
6	9	5	2	1	17
<b>TOTAL</b>	<b>42</b>	<b>32</b>	<b>42</b>	<b>8</b>	<b>124</b>

**UNION #38 TEACHERS' SALARY SCHEDULE  
Conway, Deerfield, Sunderland, Whately  
July 1, 2019 - June 30, 2020**

<u>STEP</u>	<u>B</u>	<u>B+15</u>	<u>M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45 CAGS</u>
3	\$44,184	\$45,563	\$46,986	\$48,457	\$49,971	\$51,456
4	\$45,563	\$46,986	\$48,457	\$49,971	\$51,534	\$53,020
5	\$46,986	\$48,457	\$49,971	\$51,534	\$53,144	\$54,630
6	\$48,457	\$49,971	\$51,534	\$53,144	\$54,801	\$56,286
7	\$49,971	\$51,534	\$53,144	\$54,801	\$56,513	\$57,998
8	\$51,534	\$53,144	\$54,801	\$56,513	\$58,280	\$59,766
9	\$53,144	\$54,801	\$56,513	\$58,280	\$60,101	\$61,587
10	\$54,801	\$56,513	\$58,280	\$60,101	\$61,978	\$63,463
11	\$56,513	\$58,280	\$60,101	\$61,978	\$63,914	\$65,400
12	\$58,280	\$60,101	\$61,978	\$63,914	\$65,913	\$67,398
13	\$60,101	\$61,978	\$63,914	\$65,913	\$67,977	\$69,463
14	\$65,789	\$67,777	\$70,219	\$72,331	\$75,195	\$76,695
20	\$67,831	\$69,857	\$72,349	\$74,504	\$77,426	\$78,927

Nature's Classroom Teacher: \$100 per day of attendance by a teacher.

Workshop Presenters: \$30 per hour of presentation and reimbursement for reasonable expenses.

Head Teachers: \$1,500

Placement on 20 occurs when a teacher has completed 19 years of service as a teacher in the district.

Mentors: \$500 per each new teacher, \$250 for second/third-year teacher, \$250 for each additional teacher being mentored, to a maximum of three (3) in any year.

**UNION #38 INSTRUCTIONAL ASSISTANTS' SALARY SCHEDULE  
CONWAY, DEERFIELD, SUNDERLAND, WHATELY**

**July 1, 2019 - June 30, 2020  
Instructional Assistants**

<b>2019-2020</b>	
Step 1	\$14.27
Step 2	\$14.77
Step 3	\$15.25
Step 4	\$15.76
Step 5	\$16.24
Step 6	\$16.74
Step 7	\$17.24
Step 8	\$17.74
Step 9	\$18.23
Step 10	\$18.76

**Educational Support Nurses, LPN, COTA, SLPA & PTA**

<b>2019-2020</b>	
<b>Step</b>	<b>1%</b>
1	\$23.47
2	\$24.48
3	\$25.48
4	\$26.48
5	\$27.48
6	\$28.48
7	\$29.49
8	\$30.50
9	\$31.51
10	\$32.49

## Conway Grammar School Superintendent

District Mission Statement

*Building dynamic learning communities, one student, one teacher, one family at a time.*

District Vision Statement

*Vibrant, collaborative, engaging, and inclusive learning communities  
promoting the growth of every student.*

As Superintendent of the Frontier Regional and Union #38 Schools, I am proud to submit the 2020 Superintendent's Report on behalf of the dedicated teachers and administrators of this district.

Frontier Regional and Union #38 schools continue to serve our communities by providing excellent public education with an ongoing focus on meeting the individual needs of each student.

This year, with a continuing focus on development, the district has committed to the professional development of teachers and staff in the areas of trauma-informed instruction and academic rigor/student engagement. This has been built into our existing professional development plan and has been well received. Teachers also continued to work on alignment and calibration of assessments as well as a variety of other subject-specific professional development to enrich and refine their teaching.

I am extremely proud of our schools and there is no question that they are the heart of our community. Our hard-working, committed staff is reflective of our hard-working committed community—the ongoing, mutual support is impactful, infectious, and has been integral to creating something very special.

**Enrollment & School Choice:** The October 1, 2020 enrollment for Conway Grammar School totaled 124 (PreK-6) students. This is a decrease of 9 students from the October 1, 2019 (PreK-6) enrollment figures of 133 students. Of those 124 (PreK-6) students, 42 were School Choice students. This is an increase of 1 student from the October 2019 (PreK-6) School Choice enrollment figures of 41 students.

### **Curriculum and Professional Development**

**Spring 2020** When we closed our physical doors in the spring of 2020 we knew that staying connected and building upon our strong relationships with one another would help us as we grappled with unfamiliar online learning, worried about reaching all students, and strived to provide quality educational experiences. On-line teaching was uncharted territory for many of us and our staff spent countless hours learning new platforms, developing different kinds of lessons, and finding ways to stay connected with students- all while trying to cope with personal responsibilities amidst the COVID-19 crisis.

**Summer 2020** In the summer of 2020, the school district was tasked with determining how to provide and sustain quality learning and engagement for our students while ensuring physical health/safety and social-emotional wellbeing for the upcoming school year. Nine committees were created to develop plans for the three learning models: remote, in-person and hybrid that were required by the state.

**Fall 2020 Remote learning:** The year began in the remote learning model. In late August, teachers organized materials for pick up and the technology department set up stations for students to receive a chromebook and practice logging in. Outdoor tents helped to keep the community safe with organized guidelines for material retrieval. The remote learning model was used periodically throughout the fall when COVID cases warranted a building closure.

Remote learning was and remains an option for families for the entire 2020/21 school year. Approximately 30 percent of our students district-wide made the decision to participate in the remote learning model for the entire school year.

**In-person Learning with New Safety Requirements:** In-person instruction had a new look as compared to previous years. Students maintained physical distancing with 6 foot seating arrangements, masks were required in the building, new cleaning regimes took place throughout the school day, and outdoor learning spaces were created. The weather was mild, internet hubs at Frontier provided access to technology, and furniture (purchased and loaned to us by the community) supported outdoor classroom learning at each of our schools. Vulnerable learners were invited for in-person instruction beginning the week of September 14th. All learners, who selected the hybrid model, started in-person learning the following week.

**Hybrid Learning:** The hybrid model, where students participated in both in-person and remote learning each week, was up and running in late September. Students who selected this model, began attending in-person for half days on one or two days a week and quickly transitioned to a Monday/Thursday or a Tuesday/Friday in-person schedule. In January 2021, schools transitioned to three or four days of in-person learning. Wednesdays continued in the remote learning model with staff participating in professional development in the afternoons.

**Supporting Students Access to Education:** Students with disabilities, particularly pre-school-age children and students with significant complex needs were prioritized for receiving in-person instruction. In partnerships with families, we continue to strategize ways to maximize instructional effectiveness for our most vulnerable students no matter the learning model. Also to support learning, each school developed supervised spaces, (e.g., Internet Cafe) for students who are unable to access the remote learning due to technology and internet access barriers.

**Professional Development:** At the beginning of the 2019/2020 school year, faculty and staff were well underway with our 2019/2020 Curriculum and Professional Development initiatives. At the middle and high school, professional development included a focus on special education delivery models, implementing the new history/social studies frameworks, a school wide focus on student assessment and an examination of curriculum by department. At the elementary schools, teachers focused on academic rigor and student engagement by exploring instructional design, academic language, assessment, social/ emotional development, and behavioral supports through a trauma-informed lens. In March, when our school buildings were closed due to COVID-19, we pivoted to support connections and learning through remote learning platforms.

**Fall 2020 Professional Development:** We started the school year with 10 Days of Professional Development as recommended by the state. Teaching teams were developed to support remote and hybrid learning. *The Distance Learning Playbook* (Fisher, Frey, and Hattie) was used from preschool to grade 12 to help structure remote learning and instruction. Many digital curriculum platforms were vetted and incorporated into our remote instructional delivery model.

A district-wide anti-racism & equity committee was established in the spring of 2020 with members from the student body, faculty/staff, parents, and community and remains active today. This group guided the district in identifying, describing, and dismantling systemic racism. Professional development at each of the schools and for the administration team is ongoing.

The health and safety of our school communities is a top priority during a pandemic. Training for staff included: mitigation strategies (wearing of face masks, washing hands, physical distancing, ventilation, and changes to day-to-day operations including physical distancing, classroom design, and student groupings (cohorts)).

**Staff:** Mary Delusa, Food Services Director, resigned. Mary was replaced by Geoffrey McDonald.

**Special Thanks:** We are pleased to acknowledge the dedication of Conway School Committee members Chair Elaine Campbell, Vice Chair Michael Merritt, Secretary Ashley Dion, and Members Philip Kantor and Denise Storm. The members of the Committee work tirelessly on behalf of the children in Conway. Together, I look forward to working with this group to continue to strive for the best educational experience for our students.

Respectfully submitted,  
Darius E. Modestow, Superintendent of Schools

## Frontier Regional School Committee

### TERM EXPIRES

Robert Halla, Chair, Whately*	2021
William Smith, V. Chair, Whately	2021
Judy Pierce, Secretary, Sunderland	2022
Olivia Leone, Member, Deerfield	2021
Philip Kantor, Member, Conway	2021
Mary Ramon, Member, Deerfield*	2021
Keith McFarland, Member, Sunderland*	2021
Melissa Novak, Member, Deerfield	2023
Ashley Dion, Member, Conway	2022
Lyn Roberts, Member, Sunderland	2023
Damien Fosnot, Member, Deerfield	2022

\*Representing the local Elementary School Committees for a one-year term.

Regular meetings are held on the second Tuesday of each month, in the Media Center, Frontier Regional School, South Deerfield, Massachusetts at 6:00 p.m.

### ADMINISTRATION

Darius Modestow	Superintendent of Schools
Shelley Poreda	Director of Business Administration
Karen Ferrandino	Director of Special Education
Sarah Mitchell	Director of Secondary Education
William Hildreth	Director of School Facilities
Scott Paul	Director of Instructional Technology
Geoffrey McDonald	Director of Food Services

### SUPPORT STAFF

Donna Hathaway	Executive Assistant to Superintendent
Penny Smiarowski	Administrative Assistant (SPED)
Mary Jane Whitcomb	Administrative Assistant/Facilities
Sarah Butler	Receptionist/Substitute Coordinator
Brenda Antes	Payroll Specialist, FRS/Union #38
Donna Lloyd	Accounts Payable/Bookkeeper, FRS
Inna Stytsenko	Treasurer
Stephan Shepherd	Grants Accountant
Deborah Coons	SIS Data Specialist
Stuart Dusenberry	Network Administrator
Keith Van Buren	Information Technology Specialist

FRONTIER REGIONAL SCHOOL

George Lanides	Principal
Scott Dredge	Assistant Principal
Roberta Reiter	Principal's Secretary
Kelly Blanchette	Special Education Secretary
Michelle Russell	Attendance Secretary
Mary Lapinski	Guidance Secretary

FRONTIER REGIONAL SCHOOL  
ENROLLMENT - OCTOBER 1, 2020

Grade	Conway	Deerfield	Sunderlan	Whately	School Choice	Tuited In	Total
7	9	35	29	10	29	2	114
8	16	48	11	15	36	0	126
9	13	31	14	6	35	0	99
10	10	42	18	5	24	0	99
11	12	35	21	9	25	0	102
12	15	42	19	3	24	0	103
SP	0	2	2	0	0	2	6
Total	75	235	114	48	173	4	649

FRONTIER REGIONAL  
SALARY SCHEDULE  
July 1, 2019 – June 30, 2020

<u>STEP</u>	<u>Bachelors</u>	<u>Masters</u>	<u>M+30</u>	<u>CAGS/Doctorate</u>
0	\$43,576	\$45,676	\$48,250	\$50,663
1	\$45,823	\$47,662	\$50,076	\$52,579
2	\$47,724	\$49,698	\$51,965	\$54,563
3	\$48,899	\$51,805	\$53,921	\$56,616
4	\$50,611	\$53,462	\$55,899	\$58,695
5	\$51,936	\$55,216	\$57,999	\$60,899
6	\$54,172	\$56,977	\$59,914	\$62,908
7	\$55,601	\$58,786	\$61,844	\$64,935
8	\$57,073	\$60,268	\$64,636	\$67,867
9	\$59,913	\$63,693	\$67,509	\$70,884
10	\$63,054	\$67,382	\$70,471	\$73,996
11	\$64,100	\$69,867	\$73,724	\$77,410
12	\$66,591	\$72,448	\$76,367	\$80,185
13	\$67,589	\$73,534	\$77,512	\$81,387
20L	\$68,589	\$74,534	\$78,512	\$82,387
25L	\$69,589	\$75,534	\$79,512	\$83,387



**APPENDIX A**  
**2019-2022 SALARY SCHEDULES**

**Unit C Instructional Assistants**

Step	HOURLY RATES		
	2019-2020	2020-2021	2021-2022
		2%	2%
0	\$14.57	\$14.87	\$15.16
3	\$15.09	\$15.39	\$15.70
4	\$15.57	\$15.89	\$16.20
5	\$16.10	\$16.42	\$16.75
6	\$16.59	\$16.93	\$17.26
7	\$17.14	\$17.48	\$17.83
8	\$17.61	\$17.97	\$18.33
9	\$18.15	\$18.51	\$18.88
10	\$18.67	\$19.05	\$19.43
11	\$19.20	\$19.58	\$19.98

**\*NOTE: Due to the elimination of a step, the new scale shall be steps 2-11. Employees will move one step effective July 1, 2019. For example, an employee on step 1 would move to step 2 on July 1, 2019.**

**Unit C Educational Support Nurses**

Step	HOURLY RATES		
	2019-2020	2020-2021	2021-2022
	1%	2%	2%
1	\$23.47	\$23.94	\$24.42
2	\$24.48	\$24.97	\$25.47
3	\$25.48	\$25.99	\$26.51
4	\$26.48	\$27.01	\$27.55
5	\$27.48	\$28.03	\$28.59
6	\$28.48	\$29.05	\$29.63
7	\$29.49	\$30.08	\$30.68
8	\$30.50	\$31.11	\$31.73
9	\$31.51	\$32.14	\$32.79
10	\$32.49	\$33.14	\$33.80

## Frontier Regional School Superintendent

*Building dynamic learning communities, one student, one teacher, one family at a time.*

As Superintendent of the Frontier Regional and Union #38 Schools, I am proud to submit the 2019 Superintendent's Report on behalf of the dedicated teachers and administrators of this district.

Frontier Regional and Union #38 schools continue to serve our communities by providing excellent public education with an ongoing focus on meeting the individual needs of each student.

This year, with a continuing focus on development, the district has committed to the professional development of teachers and staff in the areas of trauma-informed instruction and academic rigor/student engagement. This has been built into our existing professional development plan and has been well received. Teachers also continued to work on alignment and calibration of assessments as well as a variety of other subject-specific professional development to enrich and refine their teaching.

In addition to a focus on staff development, we have also looked closely at our facilities through the lens of investment and longevity. This past year the Frontier community continued to show its support of our work and our impact by voting to approve the Capital Improvement Bonds to repair the track and provide much-needed building improvements. The improvement projects will start in July of 2020, these mark the beginning of more regular improvements to elongate and keep our facilities in good working condition.

I am extremely proud of our schools and there is no question that they are the heart of our community. Our hard-working, committed staff is reflective of our hard-working committed community - the ongoing, mutual support is impactful, infectious, and has been integral to creating something very special.

Overview: Frontier Regional School opened in 1954 in the town of South Deerfield, Massachusetts. The school includes students in grades 7 through 12 with an enrollment of 649 students. This is a decrease of 6 students from the October 1, 2019 enrollment figures of 655 students. Of the 619 students, 173 were School Choice students, which is a decrease of 3 students from the October 1, 2019 School Choice enrollment figure of 176.

The class of 2020 had 93 graduates; 49% planned to attend a four-year college, 23% a two-year college, 2% plan to attend vocational schools, 2% will enter military service, 8% plan to enter the labor market, 2% to gap year and 14% plans unknown. This is consistent with graduates of the class of 2019 where there were 93 graduates: 51% planned to attend a four-year college, 24% a two-year college, 2% vocational schools, 3% to a post-graduate year at private school to further education, 13% to labor market, 3% to gap year and 4% plans unknown.

**Spring 2020** When we closed our physical doors in the spring of 2020 we knew that staying connected and building upon our strong relationships with one another would help us as we grappled with unfamiliar online learning, worried about reaching all students, and strived to provide quality educational experiences. On-line teaching was uncharted territory for many of us and our staff spent countless hours learning new platforms, developing different kinds of lessons, and finding ways to stay connected with students- all while trying to cope with personal responsibilities amidst the COVID-19 crisis.

**Summer 2020** In the summer of 2020, the school district was tasked with determining how to provide and sustain quality learning and engagement for our students while ensuring physical health/safety and social-emotional wellbeing for the upcoming school year. Nine committees were created to develop plans for the three learning models: remote, in-person and hybrid that were required by the state.

**Fall 2020** Remote learning: The year began in the remote learning model. In late August, teachers organized materials for pick up and the technology department set up stations for students to receive a chromebook and practice logging in. Outdoor tents helped to keep the community safe with organized guidelines for material retrieval. The remote learning model was used periodically throughout the fall when COVID cases warranted a building closure.

Remote learning was and remains an option for families for the entire 2020/21 school year. Approximately 30 percent of our students district-wide made the decision to participate in the remote learning model for the entire school year.

**In-person Learning with New Safety Requirements:** In-person instruction had a new look as compared to previous years. Students maintained physical distancing with 6 foot seating arrangements, masks were required in the building, new cleaning regimens took place throughout the school day, and outdoor learning spaces were created. The weather was mild, internet hubs at Frontier provided access to technology, and furniture (purchased and loaned to us by the community) supported outdoor classroom learning at each of our schools. Vulnerable learners were invited for in-person instruction beginning the week of September 14th. All learners, who selected the hybrid model, started in-person learning the following week.

**Hybrid Learning:** The hybrid model, where students participated in both in-person and remote learning each week, was up and running in late September. Students who selected this model, began attending in-person for half days on one or two days a week and quickly transitioned to a Monday/Thursday or a Tuesday/Friday in-person schedule. In January 2021, schools transitioned to three or four days of in-person learning. Wednesdays continued in the remote learning model with staff participating in professional development in the afternoons.

**Supporting Students Access to Education** Students with disabilities, particularly pre-school-age children and students with significant complex needs were prioritized for receiving in-person instruction. In partnerships with families, we continue to strategize ways to maximize instructional effectiveness for our most vulnerable students no matter the learning model. Also to support learning, each school developed supervised spaces, (e.g., Internet Cafe) for students who are unable to access the remote learning due to technology and internet access barriers.

**Professional Development** At the beginning of the 2019/2020 school year, faculty and staff were well underway with our 2019/2020 Curriculum and Professional Development initiatives. At the middle and high school, professional development included a focus on special education delivery models, implementing the new history/social studies frameworks, a school wide focus on student assessment and an examination of curriculum by department. At the elementary schools, teachers focused on academic rigor and student engagement by exploring instructional design, academic language, assessment, social/ emotional development, and behavioral supports through a trauma-informed lens. In March, when our school buildings were closed due to COVID-19, we pivoted to support connections and learning through remote learning platforms.

**Fall 2020 Professional Development** We started the school year with 10 Days of Professional Development as recommended by the state. Teaching teams were developed to support remote and hybrid learning. The Distance Learning Playbook (Fisher, Frey, and Hattie) was used from preschool to grade 12 to help structure remote learning and instruction. Many digital curriculum platforms were vetted and incorporated into our remote instructional delivery model.

A district-wide anti-racism & equity committee was established in the spring of 2020 with members from the student body, faculty/staff, parents, and community and remains active today. This group guided the district in identifying, describing, and dismantling systemic racism. Professional development at each of the schools and for the administration team is ongoing.

The health and safety of our school communities is a top priority during a pandemic. Training for staff included: mitigation strategies (wearing of face masks, washing hands, physical distancing, ventilation, and

changes to day-to-day operations including physical distancing, classroom design, and student groupings (cohorts).

**Staff Retired Faculty:** Debra Cruz, Language Based Teacher.

**Faculty Resignations** Mary Delusa, Food Services Director, resigned. Mary was replaced by Geoffrey McDonald.

New Faculty: Levi Owens, Mathematics Teacher; Olivia Frosch, Special Education Teacher; and Kenneth Ekstein, Social Studies Teacher.

**Special Thanks** We are pleased to acknowledge the dedication and hard work of Frontier Regional School Committee Members: Chair Robert Halla, Vice Chair William Smith, Secretary Judy Pierce, Members Mary Ramon, Lyn Roberts, Philip Kantor, Keith McFarland, Damien Fosnot, Olivia Leone, Ashley Dion and Melissa Novak. I look forward to continuing our work together.

Thank you to the citizens of our four towns for being supportive of public education and our wonderful schools.

Respectfully submitted,  
Darius E. Modestow, Superintendent of Schools

## Regional Organizations

### Franklin Regional Council of Governments (FRCOG)

The FRCOG provides planning services, programming, and advocacy to all County municipalities. Our municipal service programs – Collective Purchasing, Cooperative Public Health, Cooperative Inspection, and Town Accounting – are available to any municipality. Partnership For Youth provides substance use and chronic disease prevention; The Planning Department assists with local planning and larger regional projects; and the Emergency Preparedness and Homeland Security Programs prepare and train first responders and health officials.

The COVID-19 pandemic modified the ways we did business in 2020, and while the attention of some staff shifted towards pandemic response, our typical work did not stop, nor did our mission to serve the interests of citizens, municipalities, and the region as a whole. While we've included some of that work here, *FRCOG's 2020 Annual Report*, published this spring, will further summarize our regional efforts. The following pages primarily list services specific to Conway.

#### **COVID Response and Recovery**

The FRCOG was active in regional and municipal COVID response and recovery in numerous ways, including:

- Advocated for changes to laws and regulation needed to run municipalities remotely
  - Conducted a business impact survey to understand how to allocate emergency funding to protect the regional economy
  - Monitored active cases and conducted contact tracing for 19 towns
- Opened the Multi-Agency Coordination Center to disseminate situation reports to municipalities, responders and other stakeholders

- Launched a weekly newsletter of resources and support for parents & guardians of school-aged children
- Facilitated the distribution of PPE to area hospitals and responders, and facilitated a collective purchase of PPE for municipalities, non-profits and businesses
- Managed and distributed emergency funding to local Boards of Health
- Assisted the Board of Health in identifying contact tracing support for COVID case management
- Secured \$6,802 in COVID emergency management funds to cover the cost of COVID case management
- Provided mask order and social distancing signage for use at town facilities and businesses

#### **Climate Resilience**

- Worked with a town committee to finalize the Multi-Hazard Mitigation Plan that meets FEMA requirements, is valid for 5 years, and makes the town eligible for pre- and post-disaster FEMA funds.
- Conducted an inventory and assessment of all municipal culverts in order to support the MTWP MVP Action Grant.
- A \$1.5M regional MVP Action Grant was awarded for the MTWP Regional Climate Resiliency Project that includes several projects in the South River Watershed in Conway. Progress was made on the following tasks: technical assistance to the Planning Board for river corridor management, culvert replacement design work, and engineering designs and cost estimates for several flood resiliency projects along the South River.

#### **Economic Development**

- Incorporated the Village Center Community Wastewater Disposal System project into the 2020 CEDS.
- Provided technical assistance regarding a potential Brownfield site.
- Compiled an inventory and map of the recreational assets in the Mohawk Trail Woodlands Partnership area.

#### **Finance and Municipal Services**

- T. Conway contracted with the FRCOG to receive collective bid pricing for highway products and services, including rental equipment and drone services; school district fire alarm and fire extinguisher services; and dog tags and licenses. Staff assisted the town with a construction bids for their new Highway Maintenance Facility.
- U. The Cooperative Inspections program issued 70 building permits, 43 electrical permits and 40 plumbing/gas permits for Conway in 2020. One (1) Certificate of Inspection was issued.
- V. The Town Accounting program produced biweekly vendor warrants, and provided monthly budget reports to all officials and department heads. Accountants assisted in completing the recap for tax rate; completed Free Cash certification and Schedule A submission at year-end; and customized, developed, and distributed reports for committees and departments. They assisted with the annual audit, if necessary. All accounting data was accessible over a secure internet connection to a server at the FRCOG office, and backed-up daily.

#### **Land Use and Natural Resources**

- Worked with the Open Space Committee to begin updating the town's Open Space & Recreation Plan.
- Began developing a Pollinator Action Plan for Conway as part of the county Regional Pollinator Plan.
- Reviewed and prepared potential revisions to the Town's Zoning Bylaws and Subdivision Regulations to create and protect Pollinator Habitat.
- Assisted the Planning Board with updating and finalizing a housing needs assessment.

- Assisted the town, among others, with formation of the Mohawk Trail Woodlands Project (MTWP) Board that will assume responsibility for future MTWP activities, in accordance with State legislation.
- Assisted the town with grant writing, administration and procurement a licensed MA consulting forester to complete Forest Stewardship Plans for Town-owned forests. The plans, which address climate change and habitat protection, were completed with a \$20,000 MTWP town implementation grant.
- Assisted with the preparation of a grant application for another \$20,000 MTWP town implementation grant to assess Town-owned forests and determine the feasibility of selling carbon credits, including the installation of permanent monitoring plots to determine carbon storage and assess sustainable forestry practices.

### **Public and Community Health**

- Conway shares a Public Health Nurse with other members of the CPHS, a health district based at the FRCOG. During the pandemic, the district scaled up staffing significantly to meet the need for COVID case management and Flu and COVID vaccine clinic planning. (See section above COVID-related work.) In other initiatives, program staff:
- Held 3 monthly “First Friday” walk-in wellness clinics at the Conway Town Hall prior to the pandemic ending in-person gatherings. These clinics include health screening services and assistance with the self-management of chronic illnesses. Four (4) residents received home visits.
- Completed state-mandated infectious disease surveillance and reporting for 332 communicable disease cases in the district member towns. Thirty-one (31) cases were from Conway, and included Lyme Disease, Giardia, Anaplasmosis, Mumps, and Rocky Mountain Spotted Fever. Some of these cases required in-depth case investigation and reporting.
- Coordinated vaccine availability, supplies and staff support for flu clinics held at community sites throughout the CPHS district with the help of Medical Reserve Corps members, GCC nursing students and community volunteers. All told, CPHS flu clinics served 2,045 Franklin County residents. In Conway, the Frontier Emergency Dispensing Site Drill flu clinic vaccinated 397 residents, while the Conway Council on Aging clinic at Town Hall served 83.
- Provided tick prevention materials and helped residents access grant funded tick tests. Twenty-four (24) Conway residents received low-cost tick tests through a local Board of Health subsidy, a value of \$840. Fifty-four percent (54%) of ticks tested in Conway tested positive for the Lyme Disease Pathogen, 12% for the Babesiosis pathogen, and 29% for the Anaplasmosis pathogen.
- Provided guidance and training to Conway Board of Health members serving as agents for the Town.
- Conducted a Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Frontier Regional School administrators on results from 230 Frontier students, representing 71% of the 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> grade classes. Survey data meets federal requirements for the school and is valuable for grant writing and program planning.
- Provided training, technical assistance, and evaluation for the evidence-based LifeSkills substance use prevention curriculum in the Frontier Regional School District.
- Provided materials and guidance on vaping prevention and intervention, and a list of resources for advancing racial justice in school districts/schools to Frontier Regional School District.
- Organized a community showing of the documentary “I’m Not Racist....Am I?” in which Frontier students and staff participated.
- Compiled and distributed the Coalition Connections Newsletter, which provides information and resources for families, human service providers and educators during the pandemic to support health and prevent youth substance use.

## **Training and Education**

The following list represents the FRCOG workshops and training sessions that Conway public officials, staff, and residents attended, and the number in attendance.

### **Cooperative Purchasing**

Collective Purchasing for Highway Supers – 1

### **Municipal Officials’ Continuing Education**

OSHA Compliance - 2

Safety Planning for Libraries & Town Offices – 1

### **Pandemic Support**

COVID-19 Coordination Roundtables (bi-weekly) - 4

Franklin County COVID-19 Testing Capacity - 1

(MAPHCO) Emergency Dispensing Site Exercise - 1

Municipal Reimbursement for COVID-19 Costs - 1

### **Public Health & Community**

Communities That Care Coalition - 1

Additionally, staff organized and facilitated educational information meetings for members of town energy committees, including presenting information on various topics and conducting follow-up communication.

## **Transportation**

- Administered a state Recreational Trails Grant for improvements to the Mahican – Mohawk Trail.
- Completed updates to the Mahican-Mohawk Trail map.

## **Franklin County Solid Waste Management District**

The Solid Waste District was formed in 1989 to help Franklin County towns manage all aspects of their solid waste – recyclables, organics, hazardous waste, wastewater treatment sludge, and trash. We continue to provide assistance to twenty-one member towns through administrative support, professional consultation, trainings, and outreach to residents and businesses.

As many residents were home-bound there was an increase in trash and recycling tonnage. A review of recycling tonnage for 2020 shows an increase of 100 tons of recycling compared to 2019. District residents recycled just over 2,800 tons of paper and containers. The recyclables were processed at the Springfield Materials Recycling Facility and sold for recycling primarily to domestic companies. This is the first year in which towns had to pay a recycling processing fee to the facility operator. However, recycling markets have rebounded at the end of 2020 and some commodities are selling at record amounts. This helps offset or reduce the processing fee for all towns.

The pandemic resulted in the cancellation of both 2020 Clean Sweep collection events.

We did hold our annual household hazardous waste collection in September 2020. This event allows residents to properly dispose of toxic cleaners, automotive products, pesticides, and other toxic products. We adjusted our collection protocol to account for health and safety requirements during the pandemic. A total of 440 households participated in this event. This is over a 15% increase from 2019 and most likely due to the pandemic and residents being home.

We applied for and received grants from the Massachusetts Department of Environmental Protection worth \$115,000 for District towns. Some grant funding is a result of a town’s successful waste

management infrastructure. Other grants include equipment to make town transfer stations more efficient.

If you have questions about District programs, call us at 413-772-2438 (MA Relay for the hearing impaired: 711 or 1-800-439-2370 TTY/TDD), visit our website at [www.franklincountywastedistrict.org](http://www.franklincountywastedistrict.org) or visit us at 117 Main St., 2<sup>nd</sup> Floor in Greenfield.

Jan Ameen, *Executive Director*; Jonathan Lagreze, Colrain – *Chair*; Chris Boutwell, Montague - *Vice-Chair*; M.A. Swedlund, Deerfield – *Treasurer*

## Franklin Regional Planning Board

No report was submitted for FY2020

## Regional Organizations – Other

### Fred W. & Ethel Dow Wells Trust

Funds available from the Fred G. Wells Trust for the fiscal year 2020/2021 break down as follows:

**Education:** The Trustees received 161 applications for education scholarships and approved 161 students to receive in total \$183,644.00. This amount includes the two \$1,000 scholarships in Honor of Ralph & Hilda Haskins. The Trustees spent many hours on the selection process to ensure that as many students as possible could receive scholarship aid. Due to the excess income from stock investments, most of the 161 applicants received the maximum award of \$1,000.00.

**Health:** Six (6) health programs were approved totaling: awards to be determined

Community Health Center of Franklin County	to be determined
NELCWIT	to be determined
Meals on Wheels	to be determined
Community Action	to be determined
Hospice of Franklin County	to be determined

**Agriculture:** An amount of \$12,419 was allowed by the Trustees for payment:

Franklin County Agricultural Fair	\$8,420
Heath Agricultural Fair	\$3,030
Shelburne Grange Fair	\$969

Note: IRS form 990PF required an amount to be distributed for period ending 5/31/20 that exceeded the normal amounts. Agricultural and Educational grants have a written limit in the Will of Fred W. Wells. However, there was room to expand the Health Organizations Grants to include the towns that also receive educational scholarships, including an award to a town's Council on Aging or Senior Center. A report was submitted and an amount to be determined will be submitted at a later date to



assist money used and continued programs due to the Pandemic in Conway. The Health groups that applied listed above will receive a sizeable, one-time increase due to the increase of available funds. Not a bad way to end a really bad year!

Respectfully submitted,  
Kate French, Wells Trustee

## Franklin Community Access Television (FCAT)

Another year has come and gone, and it's one I'm pretty sure none of us will soon forget. Personally, it was one of the more challenging of my life, and one which forced our organization to radically alter the way we conduct basic business.

This past year started out with a pretty active second half of a winter sports season which marked, I believe, a quantum leap in our production approach and strategies. Kevin Murphy and Alec Eckel deserve the bulk of the credit for their dedicated and constant innovation in developing a professional product which culminated, literally, with a state hockey championship game which has since generated thousands of hits on You Tube and will most likely bring home some hardware when the next round of regional awards are announced. (By the way, Kevin and Alec received two of those awards this year for our 2019 coverage of Frontier's basketball and softball playoffs)

That high school hockey championship game was the last event of the year on the high school sports schedule. COVID hit and that was the end of high school sports for the year. It was also the end of in-person public meetings, so suddenly, FCAT had to switch gears and begin developing a mechanism to cover these events, which were now being largely broadcast on Zoom and other like platforms.

We had to make some quick moves, which included the purchase of a streaming package add-on to the Castus system which we secured through Matt Carlson, an FCAT employee who is now a programmer for Castus. It costs us an additional \$900 per year, but has been an invaluable resource in helping us live stream a lot of these events.

As winter melted into spring, we began doing regular COVID updates from Deerfield Town Hall with local EMS, police and health officials. We ended up having to make another adjustment as our four towns all decided to conduct annual town meetings OUTDOORS, which, once again, was breaking new ground for us. We've had experience doing graduation and a few concerts outside, but never something as involved as an al fresco town meeting. And because they had no experience either, many of our towns were looking to FCAT for technical and logistical guidance. We did our best to assist where possible, including securing Matt Carlson to oversee the audio production, which is the most crucial element in staging these events, particularly outdoors. I was very proud of the way our staff and volunteers pulled together and pitched in. It truly was a baptism by fire.

The summer months were much quieter than we have traditionally been used to. As the virus spread, the usual array of public events like concerts and fairs began to get cancelled. All government activity was now virtual, and, as a result, the number of production opportunities dried up, which caused us to lose a couple of production assistants. We will have to replace those positions once in-person work resumes, but for now, Jon Boschen, Kevin and Alec and Kevin's merry band of volunteers are more than capable of carrying the load.

Late summer saw me hit the wall physically, an episode from which I'm still recovering on many levels. Fortunately, Jon has had my back, and has assumed much more of a managerial role, primarily with regard to programming. In addition to coordinating most if not all of the meeting streams, Jon has completely redesigned all of our Castus bulletin boards and has taken to assisting Holy Name of Jesus in producing their weekly mass broadcasts. Kevin has also stepped up, assisting in both town meeting productions and helping coordinate a Frontier fall sports broadcast schedule which included cross country running, which I'm pretty sure is a TV first, and certainly is for FCAT.

If there is one thing I can point to in 2020 of which I'm most proud, it's the way our team has managed to roll with the punches while continuing to find ways to serve our four communities. They say it's in times of strife that you find out what people are made of, and that has certainly been the case this year.

The year 2020 ended with Conway finalizing its new ten-year cable contract with Comcast. That should be signed in a couple of months. I'm hoping 2021 is the year that Comcast follows through with its promised build outs of Whately and Sunderland, so we can get those channel 15's under our control.

We will, this winter, plan to begin live streaming Frontier sports like basketball. They would never let us do that before for fear of losing money at the gate, but now no one can be let into the games, so the only way to see them is if we broadcast, which is another way to serve our towns.

I'm fully expecting another outdoor town meeting season, assuming an online technology isn't developed by then.

We now broadcast daily briefings from the governor, which we run back at set times. And, overall, we are going to continue to find ways to super-serve our communities, and to be a resource wherever possible. I appreciate the support the board has provided over the last year, and for giving me the space I need to recover from my latest bout with mortality. I pledge to continue doing whatever I can to make this the best public access television station not just in Franklin County, but all of Massachusetts.

Faithfully submitted,  
Christopher S. Collins, General Manager

## Upper Pioneer Valley Veterans Service District

Our district has now been in operation for 5 ½ years. We are the largest district by community count and square miles covered in the state. Below are just some of the programs and services we help veterans' and their dependents with:

- M.G.L. Ch 115 benefit – Needs based program of financial and medical assistance to eligible veterans and their dependents
- Assistance to veterans and dependents to help file for VA health care, pensions, and service-connected disabilities
- Homeless prevention assistance to veterans and their families

- Employment help with job searches, resumes, and job interview skills
- Burial assistance to include government markers, flag holders, internment, and VA burial reimbursement
- Veterans records retrieval and storage
- Referral to other public and private agencies to include housing, fuel assistance, employment, training, education
- Attend area outreach events (fairs, festivals, health care expos)

While the COVID-19 pandemic hampered our satellite location hours, our office remained opened and staffed to assist veterans.

We have continued to work hard helping veterans and dependents file for VA benefits due them. Conway now has around \$43,550.21 in monthly Federal VA payments being paid to approximately 20 Conway residents. This is tax-free income paid due to service-connected injuries, low-income or survivor status.

We forecast Conway's M.G.L. Ch115 caseload to remain flat for the foreseeable future. This is the states low income assistance program for veterans' and their dependents. Although reimbursed back to the towns at 75%, this takes over a year to get back from the state, so reducing payouts up front has freed up funds for Conway. This budget item has been reduced to \$0.00 by thorough investigations and helping clients file for alternative source of income.

For the coming year we have increased our accessibility to veterans records through direct DOD access and having our Deputy become a National Service Officer. Our long term goal is to become a VA tele-health center allowing veterans to meet with VA providers in our office via the internet, saving travel time for our veterans.

Timothy Niejadlik, Director  
Upper Pioneer Valley Veterans' Services District

## Franklin County Regional Housing and Redevelopment Authority October 1, 2019 – September 30, 2020

HRA is a public body politic and corporate, created by the Massachusetts legislature in 1973 to serve the residents and communities of Franklin County. HRA has all of the powers and responsibilities of a local housing authority and a redevelopment authority in all 26 communities of Franklin County. Our services include housing education; development, ownership and management of affordable rental housing; administration of housing subsidies; programs for homeless families; homeownership and foreclosure prevention education and services; and Community Development Block Grant application and administration for Franklin County towns.

**Community Development** The HRA Community Development Department primarily provides application preparation, program implementation, and administrative services to Franklin County towns in connection with Community Development Block Grants (CDBG). The CDBG Program is a federal funding source designed to benefit people with low and moderate incomes, defined as less than 80% of Area Median Income (AMI) or to help with the elimination of slums or blighted areas. Cities and larger municipalities receive CDBG funds on an entitlement basis directly from the U.S.

Department of Housing and Urban Development. Smaller communities may submit competitive applications to the Commonwealth. Typically, HRA submits applications on behalf of a group of smaller communities in the County and single applications for larger towns. Eligible activities for CDBG funds include public infrastructure improvements, public facilities improvements, housing rehabilitation, social services, architectural/engineering design, architectural barrier removal, and planning projects.

In FY 2020, HRA submitted three CDBG applications to the Massachusetts Department of Housing & Community Development (DHCD). The Heath and Hawley application includes a two-town housing rehab program. The activities in the Montague grant include a streetscape improvement project in downtown Turners Falls, design work for a neighborhood playground, 4 social service programs, and housing rehabilitation. The activities in the Orange grant include a housing rehab program and 5 social service programs. The total for each grant was \$876,713 (Heath/Hawley), \$675,519 (Montague), and \$575,342 (Orange) for a total of \$2,127,574. Grant awards have not been announced due to widespread delays related to the Covid-19 pandemic. The Community Development Department secured a \$93,000 grant from the supplemental funding round for the towns of Orange and Montague that provides additional funding to social service agencies who were forced to pivot operations in response to the pandemic. As a result of having to administer the supplemental funds, DHCD had to set aside the FY20 grant applications. Grant awards are now expected in December.

In FY 2020, HRA administered six Community Development Block Grants for eight Franklin County towns:

- FY 2017 regional grant to the Town of Leverett, including the towns of Conway, Deerfield and Sunderland. Program activity: Housing Rehabilitation Program
- FY 2018 Town of Montague. Activities: Housing Rehabilitation Program, Rutter's Park and Playground Reconstruction, 4 Social Service Programs . FY 2018 Town of Orange. Activity: Housing Rehabilitation Program
- FY 2019 Town of Montague. Activities: Spinner Park Restoration Project, 4 Social Service Programs
- FY 2019 Town of Orange. Activities: Housing Rehabilitation Program, 5 Social Service Programs  
FY 2019 Town of Wendell Regional Grant with Town of Shutesbury. Activity: Housing Rehabilitation Program

HRA administered the Housing Rehabilitation Loan Program for five of the six grants as well as projects through the Housing Rehabilitation Revolving Loan Fund. The Program is designed to meet one of the Department of Housing & Urban Development's national objectives by providing safe, decent, sanitary housing to persons of low or moderate income through the elimination of building, plumbing, electrical and sanitary code violations. The Program is also designed to increase the energy efficiency of homes by making general weatherization improvements, insulating homes, and replacing outdated heating systems and hot water tanks with Energy Star rated boilers, furnaces, and domestic hot water systems.

Income-eligible participants can borrow up to \$40,000 at zero percent interest to make health, safety, and energy improvements to their homes. In most communities, fifty percent of each loan will be forgiven gradually over a 15-year period as long as the property owner owns and remains in the rehabilitated home. The remainder is due and payable upon sale or transfer of the property.[1] All of the rehabilitation work is done by local, qualified contractors selected by the property owners. All newly awarded grants require full forgiveness of all housing rehabilitation loans after fifteen years.

On an ongoing basis, HRA administers a Housing Rehabilitation Revolving Loan Fund (HRRLF) for many communities in Franklin County. When loans from previous CDBG housing rehabilitation programs are repaid, the proceeds are deposited into the HRRLF and those funds are made available to income-eligible residents of the same town.

In FY 2020, HRA-administered housing rehabilitation programs loaned approximately \$1,330,000 to help Franklin County residents. The average project loan was \$35,945. In total, HRA completed thirty-seven projects in fifteen Franklin County towns. [1] The Towns of Buckland, and Colrain have opted to require full repayment of housing rehabilitation loans upon sale or transfer of the property.

**CDBG-funded Housing Rehabilitation Projects, HRA FY 2020**

<b>Town</b>	<b># units committed in FY 20</b>	<b>Funds committed in FY 20</b>
Ashfield	1	\$21,805.00
Bernardston	1	\$37,858.88
Charlemont	1	\$28,845.00
Colrain	1	\$29,505.00
Deerfield	4	\$155,181.35
Gill	1	\$33,205.00
Heath	1	\$19,705.00
Leverett	2	\$57,738.30
Montague	2	\$57,900.14
Northfield	2	\$99,010.00
Orange	11	\$455,561.01
Rowe	0	\$25,100.00
Shutesbury	3	\$59,993.49
Wendell	7	\$248,564.00
<b>Total</b>	<b>37</b>	<b>\$1,329,972.17</b>

**Board of Commissioners**

HRA has an 11-member Board of Commissioners. All commissioners reside in Franklin County. Nine members are appointed by the Franklin Regional Council of Governments for five year terms; none of these appointees may be from the same community. Two commissioners are appointed by the Governor and serve until they are replaced. The Board of Commissioners meets once a month, generally on the first Monday of the month at 5:30 p.m. at the Franklin County Regional Housing and Redevelopment Authority, Kulik Meeting Room, 241 Millers Falls Road, Turners Falls, MA 01376. Because of social distancing guidelines, HRA meetings have been held via zoom since April 2020. All meetings are open to the public and are posted on HRA’s website [www.fcrhra.org](http://www.fcrhra.org). We would like to thank Deana Prest for five years of service to HRA, and Sonya Hamdan for eight years of service to the HRA.

**Current HRA Board of Commissioners:**

Faith Williams, Shelburne (Chair); Jessica Atwood, Greenfield (Vice-Chair, Governor’s appointee); Leslie Brown, Erving (Treasurer); Michael Slowinski, Colrain Sharon Cottrell, Montague; Gary Fentin, Conway (Term beginning November 2020); Michael A. Cucchiara, Heath (Term beginning November 2020)

Respectfully submitted,  
Gina Govoni Executive Director November 19, 2020

## Franklin Regional Retirement System - Calendar Year ending December 31, 2020

The Franklin Regional Retirement System is a government agency that serves the 578 retirees, 55 beneficiaries, 1,044 active employees, and 611 inactive members of the towns and agencies in Franklin County. We are organized under Chapter 34b, and subject to the provisions of Chapter 32 of the Massachusetts General Laws. We receive oversight on the state level from the Public Employee Retirement Administration Commission (PERAC). We contract with an independent auditor to do a full audit of our system each year. We also contract with an actuary to perform a complete actuarial valuation every two years. PERAC audits our operations and financial records every three years.

The retirement benefit we provide replaces participation in the Social Security system and is described as a “defined benefit”, which means that we pay monthly retirement benefits based on the age, salary, and number of years worked at the time a member of our system retires. To be a member, an employee in one of our government units must be working in a permanent position scheduled at 20 hours or more per week and earning \$5,000 or greater annually. Funding of these benefits begins with deductions from the member, and, combined with matching funds from the employing unit, are invested in a mix of stocks, bonds, and indexed funds. Investment earnings are a large part of the funding of retirement benefits, and the allocation of those funds are spread to a variety of sectors to take advantage of positive activity as it occurs in each sector. Please make note of our investment performance percentages in the chart on the next page.

Up until 1988, we were a “pay-as-you-go” system. In 1988 it was legislated that we begin saving to become “fully funded” over the ensuing 40 years. Fully funded means we have enough in reserves to pay for all the current and future potential benefits of our present membership. At the end of 2019, we are 74.4% funded at 31 years (77.5%) into the 40-year mandate.

Our fiscal year is the calendar year, therefore our annual report is not filed until May of the subsequent year, and as a consequence the information provided herein will be a year old by the time you read this. Current reports and information can be found on our website: [www.FRRSMA.com](http://www.FRRSMA.com).

What follows is a synopsis of our annual report, as filed with our State oversight commission, PERAC. The full PERAC report can be read on the “Finances” page of our website.

	CY 2019	CY 2018	CY 2017
<b><u>Balances</u></b>			
Cash	1,579,892	1,548,623	1,208,508
Investments	155,459,951	137,212,980	144,523,227
Receivables	73,637	99,508	207,894
Payables	2,988,090	2,460,693	2,019,479
Annuity Savings (members)	31,675,249	30,591,939	30,005,767
Retirement Reserves	125,438,231	105,808,479	113,914,384
<b><u>Revenues</u></b>			
Member's contributions	4,368,605	3,754,462	3,682,424
Towns, Schools, Agencies	6,871,971	6,506,893	6,162,964
Retirement Cost Sharing	516,330	531,674	474,821
Miscellaneous Revenue	10,781	17,971	13,725
Investment Income (net)	24,332,594	(4,375,884)	19,547,767
<b><u>Expenses</u></b>			
Retirement Benefits	11,329,395	10,451,458	9,802,088
Operating Expenses	567,347	542,267	495,399
Investment Expenses	837,388	802,542	763,190
Retirement Cost Sharing	2,262,262	1,714,774	1,636,665
Refunds to Members	390,827	443,808	314,654
<b><u>Investment Performance</u></b>			
Target	7.75%	7.75%	7.75%
Since 1984	8.47%	8.21%	8.57%
10 years	9.57%	9.60%	6.57%
5 years	7.79%	5.99%	10.59%
Current Year	17.92%	-3.13%	15.41%
<b><u>Demographics</u></b>			
	<b>1/1/2020</b>	<b>1/1/2018</b>	<b>1/1/2016</b>
Members' Average Age	47.50	48.30	48.30
Members' Average Service	9.20	10.10	10.50
Members' Average Salary	37,982.00	37,651.00	35,966.00
Retirees' Average Age	72.80	72.60	72.30
Retirees' Average Pension	17,171.00	16,433.00	15,274.00
Disabled Members' Average Age	60.30	58.30	58.00
Disabled Members' Average Pension	29,998.00	28,790.00	26,353.00

Dale Kowacki, Executive Director  
Franklin Regional Retirement System

Town of Conway  
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Conway, MA 01341

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