

BOARD OF SELECTMEN
TOWN OF CONWAY, MA
MINUTES
Aug 3, 2009

Meeting Open: 7:00 PM

Present: Maureen Chase, Jack Lochhead, Tom Spiro

Not Present: Victor Trombley

Appointments

7:00 Selectboard adjourns

7:01 Planning Board convenes (see PB minutes)

7:45 Planning Board adjourns

7:46 Selectboard convenes

7:46 Randall Williams – Ambulance Department update

Mr. Williams gave the Board handouts that describe basic and advanced life support levels for billing packages (see attached). The basic package would remain the same but the Advanced Life Support 2 (ALS2) would be added to the billing listings as was recommended by other towns, and Mr. Williams agreed that ALS level two (2) should be included in the billing. He will redo the billing rates and drop the “extra attendant” charge as recommended by the new billing service. As of right now the charge for ALS2 is \$809.00. Mr. Williams (Randy) submitted a listing (see attached mentioned above) of billing charges that will be applied to ambulance services including what are additional charges. Questions were asked as to what the billing criteria and how they would apply to our ambulance service. The Selectboard agree with the suggested changes in the billing process and charges.

Tom reported that the Treasurer said she did not have time to research invoices in Randy's (Mr. Williams) efforts to account for all equipment and supplies that should be accounted for and inventoried for the Ambulance service. A list of unaccounted for and/or missing supplies and equipment will be composed and turned over to the Selectboard. The Board will contact the previous director to retrieve the items listed. Randy said he will conduct further review of receipts and give Tom the completed list for the Selectboard's review.

8:00 Tom Scanlon Jr. – Proposal for performing the Town's audit

Jack and Maureen reviewed Mr. Scanlon's proposal. Jack said that there had been some problems with late paperwork and the Board was concerned that a low fee had put the Town at the end of their priority list. Mr. Scanlon said there had been many problems that had to be dealt with, but he felt they had been addressed and that timing should be better in the coming year. Mr. Scanlon addressed the issue of switching auditors. He said that it was good to keep some consistency in auditors. This claim was contrary to what Maureen said she heard was recommended by the Department of Revenue (DOR). The DOR's reasoning was a “new set of eyes” was a good thing. Maureen said that the Town Accountant said he was almost through with any final “catch-up” with town accounting problems and he said he would probably be ready to give the auditor information to begin work in September. Mr. Scanlon noted that if the Accountant did not have information ready at that point, then an audit may start as late as early April. Maureen also asked what his opinion was of an annual audit instead of the bi-annual as is now performed. Mr. Scanlon (Jr.) agreed that this may be a reasonable process as opposed to the 2 year auditing now in place. It was also pointed out that the town is facing financing of the future town garage and that an annual audit may be required to get the best interest rates on any monies borrowed. The Board thanked Mr. Scanlon (Jr) for coming in and presenting his firm's proposal. He was informed it would be taken under advisement by the Board.

Bob Armstrong – Massachusetts Broadband Institute (MBI) funding

Mr. Armstrong gave some history and background on the Institute and an update on work being done by the Broadband Committee. He noted that Stimulus money, in addition to new State funding, was now available for the expansion of broadband access. He noted that the MBI was applying for a portion of the Federal money in addition to State funding. He described how the MBI was planning to use \$200Mil to install fiber optic wiring for “Middle Mile” extensions to a planned “backbone” fiber that is now being installed along the Route 91 corridor. Mr. Armstrong noted that all Western Mass Towns had been asked to write a letter of support that will be added as part of the MBI application for Federal Stimulus funding. Mr. Armstrong gave the Selectboard a letter he had written, with the approval of the rest of the committee, and asked the Board to sign it. Due to the approaching date for

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the application to be submitted Jack and Maureen read the letter and had Tom transfer it to official Conway letterhead before signing it. It was given to Mr. Armstrong to be sent to the MBI for inclusion with other letters of support that will go with the completed application.

meeting items

- meeting minutes for 7/27/09 were approved as amended.
- the warrants were signed.
- Jack noted that Ed Barber told him that there was a person of small financial means in Conway that needed his roof repaired. Jack said that there were several funds that could be utilized, as well as Conway Conserves as possible resources for this matter. Jack will ask Conway Conserves to put this person at the top of their list for consideration. Maureen suggested that this person could be the pilot for the Conserves efforts and help establish this as a working program. Jack will also contact Ed Barber for his help in this case.
- The Board approved use of trust fund money for the Kate O'Shea request. Their recommendation to the Treasurer was to use the Whiting Street Trust for this matter, but left the option open to a final decision for the Treasurer based on best trust use.
- The Board approved the draft guidelines for Conway Conserves.
- The Board approved a request by the Farmer's Market group to move from Pumpkin Hollow to the Library Common, but directed Tom to submit suggestions for several other locations including the Memorial Mall across from the Town Hall. This might be less congested seeing as this space might cause traffic problems. It was suggested they might be better off asking the bank if they could use their parking lot seeing as the bank would be closed during the market hours.
- There was no action with regard to approval of the Trust Fund Application packet. This will be revisited in mid-September.

Mail and Other Items

- other mail items as per agenda

9:15 PM

Motion to adjourn by Maureen, 2nd by Jack, all in favor.