

Minutes
CONWAY SELECT BOARD
Town Office, 32 Main Street
July 27, 2015, 7:00 p.m.

Select Board members present: John O'Rourke, Chair; Jim Moore, Clerk; Robert Baker

Others present: Tom Hutcheson, Town Administrator; Liz Jacobson-Carroll, Assistant to the TA; John Prosperi, FCAT; Don Jacobs, Sue MacFarland

Minutes

- **On a motion from O'Rourke, seconded by Moore, to accept the minutes of July 13, 2015, the vote was unanimous in favor.**

Warrants

- **On a motion from O'Rourke, seconded by Moore, to sign the vendor warrant for \$75,123.09, the payroll warrant for \$79,470.94, and the payroll deduction warrant for \$20,334.47, the vote was unanimous in favor.**

Meetings Attended by Select Board Members

- Moore attended meetings of the Pipeline Task Force.
- Baker met with MA highway engineers, contractor and homeowner regarding adjustment of location of weirs to help maintain fish habitat in river
- O'Rourke attended meeting of Franklin County Selectmen's Association executive members regarding the fall meeting

Citizens' Concerns

None.

Old Business

None.

New Business

- *Pipeline Task Force: Sue McFarland on Comment to FERC*
McFarland, on behalf of the Task Force, asked the Select Board to sign the letter (prepared by Task Force) to FERC to extend the deadline for comments to 60 days after the new Resource Reports are filed by Kinder Morgan. She noted three reasons necessitating the extension: 1. Lack of information in appendix about lateral drilling plan, 2. The addition of a main valve site in Conway, 3. Concern regarding the planned deforestation of a large work site located off Shelburne Falls Road in Conway. Those present reviewed map number three. McFarland noted that the recently issued report is approximately 700 pages long, and that the Task Force is offering residents an opportunity to submit comments to FERC directly or via the Task Force.
 - **On a motion from O'Rourke, seconded by Moore, based on the Pipeline Task Force's recommendation to extend the time for comments from 30 to 60 days, and to send this letter to Norman Bay, the chairman of the Federal Energy Regulatory Commission in Washington DC, the vote was unanimous in favor.**
- *Review Scope of Work, contract with Don Jacobs for human resources review*
Jacobs described his professional background, including his consulting work for multiple municipal governments in MA and along the East coast. He stressed the importance of communication with all stakeholders (including Select Board members, personnel committee members, department heads, and employees) and the establishment of clear and consistent processes and policies. In Conway, his work will include the review and updating of job descriptions, the development of a classification plan/grade level schedule, and the assignment of compensation ranges, consistent with the grade level schedule, that is competitive within the marketplace. He will review the existing personnel bylaw and the work already done by Hutcheson, and revise /draft/supplement administrative policies for Select Board review. O'Rourke received confirmation that personnel committee member Robert

Stone had reviewed and approved the scope of work and contract. In response to a question from Baker, Jacobs noted that he will bring his work to the for review after each of the three phases, and that his objective is to submit a final plan to the Select Board for review by the end of August. He stressed that department managers' understanding and commitment to the process is more important than that of the Select Board; if the managers don't know the process, it can break down.

- **On a motion from O'Rourke, seconded by Moore, to sign an agreement with Mr. Jacobs for a study on job description, classification and compensation review, the vote was unanimous in favor.**
- *Energy Committee draft RFQ for Solarize Conway consultancy*
Hutcheson noted that he is working with the committee on the draft, and is referencing Southwick's \$12,500 contract for similar work. The committee is considering possibilities for both municipal and residential solar energy generation in Conway. O'Rourke noted that Montague is engaged in this process, and Northampton has recently completed similar work. Baker asked Hutcheson to clarify, with the Energy Committee, the source of the proposed funding.
- *Employee Recognition: sign letter to Laura Dove, who has served for 10 years*
 - **On a motion from O'Rourke, seconded by Moore, to sign a letter of recognition for employee Laura Dove's 10-year anniversary, the vote was unanimous in favor.**

Items Not Anticipated 48 Hours in Advance of the Meeting

- *Sheep barn lease*
O'Rourke described the revised lease submitted by the lawyer representing Greg Rose. Not substantially different from that prepared by Town Counsel, he noted the removal of the access clause and the early termination clause, which we haven't had before. O'Rourke and town counsel identified the same issues. He expressed his approval of the lease, but noted that Mr. Rose must sign the lease prior to receiving payment.
 - **On a motion from O'Rourke, seconded by Moore, that we sign the lease for the rental of half of the sheep barn from July 1, 2015, to June 30, 2016, the vote was unanimous in favor.**

Mail

- Note from David and Ina Barten commending professionalism of Conway EMTs Randy Williams, Chris Herman, Mike O'Connell, and Nick Sweet read aloud. Hutcheson forwarded to Jodey Benson. Baker asked Hutcheson to forward to individuals.
- Letter from Eversource Energy regarding upcoming work on existing transmission structures. Important not to confuse them with pipeline surveyors. Mid-August through fall of 2015. Will work 7-5, Monday – Saturday.
- Letter from the American Jewish Committee/Global Jewish Advocacy inviting municipal leaders to call on European counterparts to act against rising anti-Semitism. O'Rourke asked Hutcheson to put together a letter in this regard, to be signed at the next meeting.

Town Administrator Update

- The Highway Supervisor has let me know about problems with water management on East Guinea Road, where water from a hill is coming onto and crossing the road. He has made a temporary fix with a berm but is considering long-term solutions.
- I have written to Craig and Dave about the grass on the ball field, which as you know is not coming up as intended. I'll confer with them about how best to address it and bring a plan to the August 10 Select Board meeting. I will start communication with Weston and Sampson well before then. One issue is the language in the contract, a copy of which I have not yet been able to find.
- I am working on memo on the organizational and financial status of the Festival of the Hills. I am planning to meet with them on Monday, August 10, along with the Treasurer. I will send the memo to all concerned in advance of the meeting. This will probably be on the agenda for Select Board meeting that evening.
- I had planned to be out Monday, August 3, before the special Town Meeting was scheduled. Now I'd just like to come in late that day; I don't have much to do for the STM itself. For your information, it is currently scheduled to be in the cafeteria, and as a reminder, Ginny will have to start the meeting and facilitate the election of a temporary Moderator. There is at least one item on the warrant that we will not have to address. The Finance

Committee did meet and vote to take \$11,000 out of the reserve fund for work on the roofs. Also, we have asked the Finance Committee to transfer funds into accounts with overages. If they did that, we can remove the item from the STM agenda.

- I am working with the Wastewater Committee on the septic system feasibility report in which the consultant identifies two options: one for \$1 million and another for \$3.5 million. I haven't gone through it in enough detail to report on it, but wanted to let you know that the project is moving forward.

Concerns of the Selectmen

- On behalf of the Pipeline Task Force, Moore asked the Select Board to initiate the convening of a meeting with the Select Boards of other towns; the purpose of the meeting will be to collect the concerns of the towns and their various departments and committees. Select Board members agreed to do so; Moore will work with Hutcheson to make it happen.
- Baker suggested that Hutcheson re-activate the Capital Planning Committee that existed two years ago. O'Rourke noted that he was the Select Board member on that committee, which included a member of the Finance Committee, and that it is simply inactive. Moore praised the expertise of the earlier committee members; Baker indicated that he has heard from other experienced individuals who are interested in being on the committee, which he would like to see activated soon.

Announcements

None.

Documents and Other Exhibits Used at the Meeting

- Scope of Work and contract with Don Jacobs consulting
- Letter from MA Association of Conservation Commissions to FERC
- Letter from Northeast Municipal Gas Pipeline Coalition to Norman Bay, FERC Chairman
- Letter from Conway Select Board to Chairman Bay and Secretary Bose
- Maps issued for FERC 7/20/15
- Next Generation Solar Policy Framework for Massachusetts, June 22, 2015 (summary and full document)
- Letters and lease from Attorney Lesser on behalf of Greg Rose

Next Meeting

- *Scheduled for Monday, August 10, 2015 at 7:00 p.m. at the Town Office, 32 Main Street*
- *On a motion from O'Rourke, seconded by Moore, to adjourn the meeting at 8:10 p.m. the vote was unanimous in favor.*

Respectfully submitted,

Jim Moore