

Minutes  
CONWAY SELECTBOARD  
Town Office, 32 Main Street  
September 21, 2015, 7:00 p.m.

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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; Margaret Burch, Marcelle Morgan, Pipeline Task Force; Joe Strzegowski, Planning Board

*Minutes*

- **On a motion from John O'Rourke to accept the minutes of September 8, 2015, seconded by Jim Moore, the vote was unanimous in favor.**

*Warrants*

- **On a motion from John O'Rourke to sign the vendor warrant for \$455,046.78, the payroll warrant for \$98,552.93, and the payroll deduction warrant for \$24,937.61, seconded by Jim Moore, the vote was unanimous in favor.**

*Meetings Attended by Selectboard Members*

John O'Rourke reported that he attended a recent Franklin County Select Board meeting on attracting and promoting business in the county; guests from the business community included Conway's Mike Kurkulonis, and representatives from a brewing company and another machine shop.

*Citizens' Concerns*

None.

*Old Business*

- *South River restoration project: review and signing of permit applications (Natural Heritage and DEP)*  
The Select Board had not received the permit applications, so the discussion was tabled.
- *Pipeline Task Force*
  - *Review FRCOG proposed scope of services*  
Margaret Burch, on behalf of the Task Force, asked the Select Board to approve FRCOG's "Draft Scope of Services," updated 8/31/15, pertaining to the Northeast Energy Direct Project (NEEDP) proposed by Kinder Morgan, and to commit Town funds toward its implementation. She explained that the amount of funds needed is dependent on the number of towns participating; her "worst case" estimate is that four towns will allocate funds and that Conway will be responsible for contributing \$13,750. She noted that FRCOG has already done a great deal of work on behalf of the Town, including the drafting of a noise bylaw and a template for a Motion to Intervene with FERC. Further, she noted that FRCOG has hired DC attorney Carolyn Elefant; John O'Rourke voiced his confidence that FRCOG, through its bid process, has hired the well-regarded Elefant at a reasonable rate. Reference was made to the Town having approximately \$28,500 earmarked for addressing concerns related to the NEEDP, and that approximately \$8500 encumbered from FY15 will be spent first.
    - **On a motion from John O'Rourke to approve the funding of up to \$13,750 for the Franklin Regional Council of Governments for their Scope of Services related to the pipeline, seconded by Jim Moore, the vote was unanimous in favor.**
  - *Approve comments regarding resource reports filed by Kinder Morgan as part of the pre-filing process*  
Discussion included the possible addition of a cover letter from the Select Board, the request by Kinder Morgan for an easement significantly larger than that already in use by Eversource, the noise currently being generated by the drilling of a relatively small hole, and the process for submitting comments to FERC via Senator Stanley Rosenberg. It was noted that Sen. Rosenberg is accepting comments until 9/25 that he will present in DC prior to FERC's 10/16 deadline. Hutcheson will work with Select Board members to draft and send the cover letter and Task Force comments.



accident. The proposed mainline valve is “very bad news for Conway,” she added, and noted her worry that a compression station could be built in Town in the future. Jim Moore voiced his concern that Kinder Morgan will have leeway to make changes – such as installing a larger 36” pipeline – subsequent to receiving FERC approval.

- *Board of Health: recommendation to hire James Allyn as part-time Transfer Station Attendant*  
John O’Rourke read aloud a letter from the Board of Health recommending the hire. He noted the BOH’s intention to staff the transfer station with two attendants at all times so as to reduce risk to employees.
  - **On a motion from O’Rourke, based on recommendation from BOH Chair Carl Nelke, to appoint James Allyn as part-time Transfer Station Attendant for a term ending June 30, 2016, seconded by Moore, the vote was unanimous in favor.**

#### *Items Not Anticipated 48 Hours in Advance of the Meeting*

- *Request for Leave of Absence from Treasurer/Tax Collector*  
O’Rourke explained that Treasurer/Tax Collector Jan Warner is requesting a one-month leave of absence beginning September 28, 2015, for confidential personal reasons, though she will still be available on a very part-time basis and that, per the Town’s personnel policy, such requests must be made to the Board of Selectmen. Tom Hutcheson noted that Jan Warner has thought out and planned for the work of her department to be completed within budget, then recommended that the Select Board grant the request. Further, he endorsed a temporary pay increase for Assistant Treasurer/Tax Collector Lynn Kane to Jan Warner’s rate of pay.
  - **On a motion from O’Rourke to grant Treasurer/Tax Collector Jan Warner a personal leave of absence as requested, and that we increase the salary of our Assistant Treasurer/Tax Collector, all which will be in our salary budget, seconded by Moore, the vote was unanimous in favor.**

#### *Town Administrator Update*

- **Committees**  
Broadband and Wired West Committees: MBI will be giving an update on the Cable System Extension RFQ on 9/23/15 from 4:00 p.m. to 6:00 p.m. at the FRCOG. Bob Armstrong will be attending for Conway. Anyone is welcome to attend. This is not particular to the partially served towns, but it does include them. It will not provide 100% coverage of the Town; we anticipate that there may be 8-10 homes that would remain unserved with the money that we are getting from Comcast and the state. John O’Rourke indicated that FRCOG is anticipating 95 - 97 % coverage of each participating town. Hutcheson suggested that towns might consider installing wireless transmitters to reach the remaining households.
- **Departments**
  - Ambulance: I have received notice from Jodey Benson that she intends to retire as Director as of April 30, when her EMS certificate expires. She has told her department, and several people have expressed an initial interest in the position, though none so far seems inclined to take a part-time position (the Director works about 2 hours per week, plus attending from six to twelve meetings per year and various trainings). The stipend is currently \$6,414, which seems very good pay for the hours required—from \$50 to \$60 per hour, depending on meetings and trainings. Also, at this point, calls are paid in addition to the stipend. The position entails a great deal of responsibility, and multiple certifications are required. Benson is willing to stay on, though not as director, until July 1<sup>st</sup>. If she stays on, we will need to determine an additional source of funding.
  - The Hampshire Council of Governments has been experiencing some aggregation aggravation, as the state Department of Public Utilities denied their petition, which Conway had signed on to. Although the HCOG is calling this a “bump in the road,” it would be useful for Conway to consider some alternatives. I have asked the Energy Committee to continue assisting in this area as we broaden our options.
  - Emergency Management: I attended the quarterly EMD meeting as the administration and finance point person. The emergency management function is in great shape with Matt Boyden as EMD. We went through a small exercise developed by Dave Chichester to familiarize ourselves with various processes, and Dave also sent a thorough edit of the EMD web page.
  - I’ve made some progress finding out what one of the unused special accounts is for. It is nominally for a “small cities grant,” but I have not been able to locate any of the original paperwork, and my attempt to find out from past administrators was not successful. I have been checking with Joyce Muka as to what might be an allowable use for the funds, and it might encompass some of the work Lee Whitcomb is doing in the Assessors’ Office with her geographic information system (GIS). I will let you know more

about that as I find out more from Joyce. The \$50,000, which appear to have been from a federal grant, were received by the Town a long time ago; just a few years ago, some funds were added.

- As I noted in an e-mail earlier, Conway's free cash for Fiscal Year 2016 has been certified as \$164,803. This is a success for the strategy of the Finance Committee to bring more votes for capital items to Town Meeting for a two-thirds vote. In the past, it has functioned as a *de facto* limit on capital spending; without that limit, it will be important to have a capital spending article that accurately reflects the Town's needs. I anticipate proposing that more money be put into capital stabilizing accounts than last year; with that process, we are beginning a new era in Conway.
- I sent 27 job description questionnaires to Don Jacobs for the HR review. I need to gather a few more, and he will start the next phase of the process.
- After a very long wait, we now have new Verizon fax service that should be error-free. The previous fax line was over Crocker's VOIP, and the baud rates did not match, so errors were common.

*Concerns of the Selectmen*

None.

#### *Mail*

- The Chairman of the Franklin County Technical School Committee wrote to say that at the Municipal Collective Bargaining Representative Selection Meeting on 9/9/15 there was insufficient interest among those present in participating in collective bargaining negotiations, that he would appreciate appropriate referrals, and that another meeting will be held on 9/30/15.
- Letter of resignation from Craig Warner from the Parks, Recreation and Trails Committee, effective 9/9/15, 2015.
- Email of resignation from Carol Kurkulonis from the Parks, Recreation and Trails Committee, effective 9/14/15.
- The Massachusetts Bar Association will provide free legal advice on October 21<sup>st</sup> from 4-7 PM to all western Massachusetts residents.
- Senator Ben Downing is asking local students to enter a contest to design his annual holiday card.

#### *Announcements*

- Baker noted that the Bridge Dinner to raise funds for the 250<sup>th</sup> Anniversary Committee was cancelled due to the sale of only 22 tickets.

#### *Documents and Other Exhibits Used at the Meeting*

- Updated Draft Scope of Services prepared by FRCOG
- Letter to Stephen August of the Energy Facilities Siting Board
- Motion to Intervene of Board of Selectmen
- Request for Leave of Absence from Treasurer/Tax Collector
- Draft: Massachusetts Coalition of Municipalities Opposing NED Statement of Purpose
- 8/24/15 Memo from Board of Health to Planning Board Re: "Noise Bylaw"

#### *Next Meeting*

- Scheduled for Monday, October 5, 2015 at 7:00 p.m. at the Town Office, 32 Main Street
- **On a motion from John O'Rourke at 8:25 p.m. to adjourn the meeting, seconded by Moore, the vote was unanimous in favor.**

Respectfully submitted,

Jim Moore