## Minutes CONWAY SELECTBOARD Town Office, 32 Main Street October 5, 2015, 70:00 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; Joe Menko, FCAT;

#### Minutes

• On a motion from John O'Rourke to accept the minutes of September 21, 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 \$29,802.43, the payroll warrant for \$96,860.87, and the payroll deduction warrant for \$25,619.34, seconded by Jim Moore, the vote was unanimous in favor.

## Meetings Attended by Selectboard Members

Jim Moore attended a Pipeline Task Force Meeting. John O'Rourke attended the MA Selectmen's Assoc. fall conference in Wrentham. He met selectmen from other towns and attended sessions on the Open Meeting Law and budgeting. He will distribute handouts to other selectmen and the TA.

Citizens' Concerns

None.

## Old Business

South River restoration project:

- Review and signing of permit applications (Natural Heritage and DEP) The documents had not been received, so the item was be tabled.
- Sign Notice of Intent for work on South River
  - On a motion from Jim Moore for John O'Rourke to sign the Notice of Intent for work on South River, seconded by Robert Baker, the vote was unanimous in favor.

*Frontier Community Access Television: discussion regarding memorandum of agreement* FCAT had not changed the wording in the memorandum nor finalized an agreement with the Town of Deerfield;

the item was tabled – perhaps until as late as December.

## New Business

Employee Recognition: Donald Bates, Police Officer, 10 years

• On a motion from John O'Rourke to sign the letter recognizing Police Officer Donald Bates for 10 years of service, seconded by Jim Moore, the vote was unanimous in favor.

*Re-appoint Jack Ramey to Board of Registrars for a 3-year term ending June 30, 2018* (correcting an earlier appointment for a 1-year term)

• On a motion from John O'Rourke to re- appoint Jack Ramey to the Board of Registrars for a 3year term ending June 30, 2018, seconded by Jim Moore, the vote was unanimous in favor.

## Town Administrator Update

Committees

 Conservation Commission – I got a report that a company working on the transmission line for Eversource may have compromised a wetland within their right-of-way, and have forwarded that report to John Gates for their attention. Also, the hearing for the Boyden Road Request for Determination of Applicability (RDA) will be Oct 13<sup>th</sup> at 8:15 (Town Hall), with the site visit on Oct 6<sup>th</sup> at 6 pm.

- The Housing Committee would welcome interest from Select Board members; please contact Pixie Holbrook if you are interested. Rick Bean used to meet with them; they are in the process of hiring a consultant. The contract will likely be available for Select Board members to review at the next meeting. [Jim Moore indicated that he is willing to keep apprised of the committee's work on behalf of the Select Board.]
- 250<sup>th</sup> Malcolm Corse is taking on cleaning up the urn at the Veterans' Memorial (sandblasting, coating, painting). The Garden Club will pay for it, and no Town funds will be necessary. [Select Board members expressed their appreciation.]

## Departments

- Information Technology You may recall that we had not turned on the fiber optic unit in the garage, as the main users were the Fire and Ambulance Departments, and they work from the auxiliary building. Since then, the Highway Superintendent has requested internet access at the garage, so our IT consultant and I are looking into what that would take. The monthly fee would probably be about \$70, and we would put in a wireless modem so that anyone in the garage could use it as well, whether Highway, Fire, or Ambulance.
- Human Resources I have set, with Don Jacobs, Thursday, October 15 as the date to begin employee interviews regarding their job descriptions. After that, we'll go over them with department heads and will be ready to work on the classification aspect of the project. The scheduling of interviews has begun.
- Building Maintenance the cost of the recommended snow guard (three-tiered) for the Town Office would be \$3,825 installed, so I have asked the roofers to proceed without that option at this point. We can look at it further for next year, including using just one tier, but I want to be sure we move forward at this point. [Baker noted and Hutcheson agreed that this should be included in the FY17 Town warrant.]
- Emergency Management I have been working with Dave Chichester to clean up the Conway EMD Facebook presence, and have gotten it to a stable and updated state. Search for "Conway Emergency" to see the page.

## Other

- I've been going over organizational and funding possibilities for the Festival of the Hills with Rep. Kulik's office and the Department of Revenue's Division of Local Services. They believe that the best way forward is to contract with them to produce the Festival of the Hills after they become private. This way, public funds can go to a private organization. Town Meeting should also officially lay down the Town committees—both the FOH and the Scholarship Committees, just to avoid any continuing confusion.
- I am continuing to learn about the Community Compact, and believe that the Town should proceed by proposing either one or two areas of improvement toward best practices, one or two IT-based and one or two possibly financially based. (These are the areas emphasized by the program). For IT, I propose 1) creating and implementing acceptable and best practices for municipal IT systems (including security), together with the FRCOG, and 2) optimizing our GIS capability. For finance, either 1) joining with other FRCOG accounting towns to implement a municipal accounting outreach program, or 2) implementing a capital planning process for the financial one—though we may have progressed far enough down that line so that further activity would not count as a new program. I would welcome comments on any of these. If we have joined this community compact, we will be better situated for grants in the future. [John O'Rourke reiterated that Conway's involvement would be beneficial.]
- The Franklin County Technical School is again asking you to name a Select Board member representative to the Negotiation Team for the upcoming contract negotiations. The first meeting date will be October 21<sup>st</sup>. [Jim Moore volunteered and the Select Board agreed to his involvement.]

## *Items Not Anticipated 48 Hours in Advance of the Meeting* None.

## Concerns of the Selectmen

None.

Robert Baker reported that he has spoken with Greg Rose, who said there has been a misunderstanding between him and his lawyer, and that he *does* want to continue renting the sheep barn to the Town. Robert Baker noted that he asked Greg Rose to put that in writing, which he agreed to do. Tom Hutcheson suggested that a 3-year contract would be preferable to a 1-year contract; Select Board members agreed.

## Mail

- Response from Mass DOT regarding traffic on Route 116 at Whately Road
  They have trimmed vegetation to improve sight lines and replaced compromised signposts, but will not erect
  "DANGEROUS INTERSECTION" signs. Tom Hutcheson noted that Ron and he are still considering what signs
  the Town could put up on Whately Road. Robert Baker suggested that the Town should contact DOT regarding
  the continuing lack of lines painted on Route 116.
- *From HCOG Executive Director Todd Ford*, advice regarding Towns future strategy for Community Choice Aggregation for electricity purchases, and announcement that they are withdrawing from the aggregation agency business. Tom Hutcheson noted that he has been forwarding inquiries from private entities, which he has passed on to the Energy Committee; they will be researching the issue and making a recommendation to the board.

Announcements

• A proposed Executive Session has been postponed.

Documents and Other Exhibits Used at the Meeting None.

# Next Meeting

- Scheduled for October 19, 2015 at 7:00 p.m. at the Town Office, 32 Main Street
- On a motion from O'Rourke at 7:30 p.m., seconded by Moore, to adjourn the meeting, the vote was unanimous in favor.

Respectfully submitted,

Jim Moore