

Minutes
CONWAY SELECTBOARD
Town Office, 32 Main Street
December 28, 2015, 7:00 p.m.

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

Others present: Tom Hutcheson, Town Administrator; Chris Collins, FCAT; Megan Gump and Michael Madoce, Jan Warner, Bradley Wallace, Andrea Llamas and Paul Mervine

Minutes

- **On a motion from John O'Rourke to accept the minutes of December 14, 2015, seconded by Robert Baker, the vote was unanimous in favor.**

Warrants

- **On a motion from John O'Rourke to sign the vendor warrant for \$334,905.52, the payroll warrant for \$110,052.83, and the payroll deduction warrant for \$27,955.62, seconded by Robert Baker, the vote was unanimous in favor.**

Meetings Attended by Selectboard Members

None.

Citizens' Concerns

None.

Old Business

- Pipeline Task Force: redraft of motion to intervene

John O'Rourke noted that the re-draft was just to clarify; there were no substantial changes.

- **On a motion from John O'Rourke to approve the re-draft, seconded by Robert Baker, the vote was unanimous in favor.**

[Jim Moore joined the meeting]

- FRCOG DLTA priorities

Tom Hutcheson said that he had received some feedback, but would wait till the end of the week to submit the priority form, in case anyone else wanted to submit anything.

New Business

- Appoint Laborer for the Highway Department

Ron Sweet introduced Bradley Wallace, one out of five applicants for the Highway Laborer position.

- **On a motion from John O'Rourke to appoint Bradley Wallace as Laborer for the Highway Department, seconded by Jim Moore, the vote was unanimous in favor.**

- Proposal for nature trail behind CGS: Megan Gump

Meghan Gump reported that she has been working with the Conway Grammar School, which supports the project, and that she has reviewed the land and is proposing a basic trail, constructed by hand, in the wooded area and field directly behind the Conway Grammar School. Robert Baker noted the well and the right-of-way, and Meghan Gump said she would bear those facts in mind.

- **On a motion from John O'Rourke to approve the concept of the trail, seconded by Moore, the vote was unanimous in favor.**

- FCAT request to use 50% of PEG Access money for moving to a new base of operations: Chris Collins

Chris Collins presented an outline of FCAT's need for more space and plan to move.

- **On a motion from John O'Rourke to support the efforts of FCAT to use 50% of the Town's PEG Access capital account for those purposes, seconded by Jim Moore, the vote was unanimous in favor.**

- Review of new Germain Scholarship Policy and revised application forms

Jan Warner presented a revised draft of the Germain Scholarship application form and reviewed proposed changes to the policy. Robert Baker questioned the revision allowing the spending of more than the interest earned in the previous year; Warner explained that in the past, the Select Board had wanted that flexibility. Jim Moore agreed with Robert Baker that the policy should not include the ability to spend more interest than that received in the previous year, and John O'Rourke agreed that that one clause should be deleted.

- **On a motion from John O'Rourke to approve the new Germain Scholarship application form and policy as amended, seconded by Jim Moore, the vote was unanimous in favor.**

- Special Town Meeting: open warrant; planning by-law and other possible articles; timeline

Robert Baker asked whether the Planning Board was going to hold a hearing on the proposed by-law; Tom Hutcheson explained that it was being proposed as a general by-law as opposed to a zoning by-law, and the Planning Board would therefore not be holding a hearing, which would require more formalities, including a newspaper legal ad, but simply an informational meeting, slated for Thursday, January 21, at 7 p.m.

Jan Warner explained the firearms fee article; this is strictly an internal bookkeeping requirement, as it seems the funds were deposited into a different account, leaving the Town with a deficit in the proper account.

Hutcheson reported that the Town similarly needed to fill a gap in the PEG Access account.

Andrea Llamas spoke in favor of funding the space study turned down at last May's Town Meeting, which is going ahead based on Frontier's picking up Conway's \$3,000 share. The study will provide recommendations for regional cooperation and collaboration, including shared services. There is a particular problem in declining enrollment in the District, with charter schools and school choice also factoring in to the problem. We need to look at our town as part of the greater system. John O'Rourke requested Tom Hutcheson to send last May's article to the Board. Andrea Llamas would be happy to speak to the issue at the special Town Meeting, as we need to help meet the needs of all children. Tom Hutcheson will prepare two versions of the warrant for the next meeting, one with the Frontier article, and one without.

- **On a motion from John O'Rourke open the warrant for the Special Town Meeting on 2/2/16, seconded by Jim Moore, the vote was unanimous in favor.**

- Warrant article close-out: Articles 3-6, April 12, 2010 Town Meeting (CGS repairs)

Jan Warner presented the proposal, which is due because the project for which the funds had been appropriated is now complete, and the funds can be returned to the General Fund.

- **On a motion from John O'Rourke to close-out Articles 3-6 from the April 12, 2010 Town Meeting, seconded by Jim Moore, the vote was unanimous in favor.**

- Acknowledgement of FRCOG rental equipment contracts

Tom Hutcheson presented the standard request from the Franklin Regional Council of Governments to acknowledge their rental equipment contracts; Conway uses that service occasionally.

- **On a motion from John O'Rourke acknowledge FRCOG rental equipment contracts, seconded by Jim Moore, the vote was unanimous in favor.**

- Appoint Brice Hereford to Energy Committee, term ending 6/30/16

- **On a motion from John O'Rourke to appoint Brice Hereford to the Energy Committee for a term ending 6/30/16, seconded by Jim Moore, the vote was unanimous in favor.**

- Employee Recognition: Collin Burt, Fire Dept., 15 years; Nathan Jackman, Police Dept., 15 years

Robert Baker commended Nathan Jackman.

- **On a motion from John O'Rourke to sign the letter of recognition, seconded by Jim Moore, the vote was unanimous in favor.**

Items Not Anticipated 48 Hours in Advance of the Meeting

None.

Town Administrator Update

Committees and Boards

- David Fisher has resigned from Agricultural Commission. He might be willing to come back on later when it is more settled.
- The Planning Board has scheduled an informational meeting on the proposed large-construction by-law for Thursday, January 21 at 7:00 pm.
- The people running Conway Youth Sports, Julie Petty and John Heffernan, have been considering requesting that the programs be moved under Town supervision, through the Parks and Rec. Committee. This addresses some of the issues raised by Mike Kurkulonis when he visited earlier (though Cal Ripken baseball remains a separate operation). Julie and John plan to meet with at least Dave Beaudet, as Parks and Rec. chair, and probably the whole committee, to clarify how such oversight would work best. Such a recommendation, with program details, would probably not be ready for the coming season, but would be for the following season. I will continue to work closely with them to prepare; this may include a revolving fund article on the annual Town Meeting warrant, like the one that was tabled last year.
- The Energy Committee is looking at a new option for insulation for Town Hall, which would involve exterior insulation, though with the appearance of a brick envelope. They will be presenting the option to the Historical Commission before coming in to talk with you about it, as they realize that the appearance of Town Hall is of great importance.
- In Broadband news, MBI sent a letter to Comcast with a requested response date of January 15, 2016 asking for proposed coverage maps/data for towns, which Comcast said would meet or exceed 96 percent broadband coverage for the town.
- The Energy Committee did not receive any bids for their META grant, to assess the Town's capacity for solar energy generation, but solicited and got feedback on how to restructure the RFP so that the next round would be more productive.

Departments

- I have a correction to an update item from the last meeting, which I was unable to attend: the house at 37 Williamsburg Road was taken by the Town for non-payment of taxes, not in lieu of taxes. The procedures are different, with different approvals necessary.
- Snow and Sons has estimated costs for two kinds of treatment for the ball field; the first and more expensive includes various herbicides and pesticides, at about \$2,056 for four rounds over the course of the growing season. It would not interfere with the use of the fields. There is an additional cost of \$300 to aerate the fields at the recommended one time per year. I'll plan to start the process this spring, hoping the Building Maintenance budget can accommodate the first half of the program in this fiscal year. If not, I don't believe it would be too much of a burden on the reserve fund, and we do need to start managing the fields as soon as possible.

Concerns of the Selectmen

Robert Baker noted that flag on the common had deteriorated; Tom Hutcheson said he had ordered a new MIA/POW flag and will check the American Flag.

Mail

None.

Announcements

Tom Hutcheson announced that the Town Office will be closing at noon on December 31.

Documents and Other Exhibits Used at the Meeting

- Conway Grammar School Nature Trail Proposal with map
- Letter from Chris Collins, FCAT
- DRAFTS of Germain Scholarship Policy and application forms
- DRAFT of Special Town Meeting Warrant for 2/8/15
- Copy of page 2 Annual Town Meeting Warrant for 4/12/10
- Rental Equipment Contract memo and Acknowledgement form from FRCOG

Next Meeting

- *Scheduled for Monday, January 11, 2015 at 7:00 p.m. at the Town Office, 32 Main Street*

On a motion from John O'Rourke, seconded by Jim Moore, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Jim Moore