

Minutes  
CONWAY SELECTBOARD  
Town Office, 32 Main Street  
March 14, 2016, 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; Chris Collins, Ben Tillona, FCAT; Domenic Poli, The Recorder; Michelle Turre, Open Space Committee; Pixie Holbrook, Housing Committee; Jim Bosman, Roy Cohen, Thomas Donovan, Sheila Harrington, Zach Howard, Bob Stone, Finance Committee, Robert Stone, Personnel Committee; Heidi Flanders, Kate French, 250<sup>th</sup> Anniversary Celebration Committee, Brian Kuzmeskus

*Minutes*

- **On a motion from John O'Rourke to accept the minutes of February 22, 2016, and February 29, 2016, seconded by Jim Moore, the vote was unanimous in favor.**
- **On a motion from John O'Rourke to accept the minutes of March 7, 2016 as amended, seconded by Robert Baker, John O'Rourke voted in favor and Robert Baker voted in favor.**

*Meetings Attended by Selectboard Members*

None.

*Citizens' Concerns*

- Jim Moore, speaking as a citizen, expressed his concern regarding an issue raised in *The Recorder*; large-scale spraying is putting bees and other pollinators at risk. He will research the issue and report to the Select Board.

*Item Not Anticipated 48 Hours Prior to Meeting*

- Brian Kuzmeskus provided a verbal update on various topics and projects regarding the Franklin County Technical School including recruitment, applications and enrollment, as well as the status of the parking lot paving, window/door replacement, and roof re-coating projects. He passed on a request, from the superintendent, to visit the Town with the possible accompaniment of a Select Board member; Tom Hutcheson will coordinate.

*Old Business*

- *Town Meeting warrant: items so far*  
Tom Hutcheson suggested that the Select Board move to close the Annual Town Meeting Warrant at that meeting. He noted changes to several items on Article 2.
  - **On a motion from John O'Rourke to close the Annual Town Meeting Warrant, seconded by Jim Moore, the vote was unanimous in favor.**
- *Open Space Committee: proposal for a botanical inventory and natural resource options for the Rose Field*  
Michelle Turre summarized the proposal (as it was presented to two members of the Select Board at the previous meeting), indicating that the OSC voted to endorse the project. Tom Hutcheson confirmed that funds remaining from an earlier Small Cities Grant will cover the work of the consultant, and that the accountant will process the payment upon receipt of the signed contract.
  - **On a motion from John O'Rourke to sign the contract with A Natural Focus LLC, seconded by Jim Moore, the vote was unanimous in favor.**

*New Business*

- *Report from Housing Committee*  
Pixie Holbrook provided bound reports, then summarized the results of the work done by the consultant hired to study the feasibility of the Town building senior housing on the Rose property. Funded with \$22,000 in Community Preservation Funds, the study included a market study, a community survey, analysis of potential units, and the development of conceptual budgets. After voicing confidence in consultant Lynne Sweet's

understanding of local concerns and funding capacity, she noted the conclusion, which the Housing Committee accepts, that Town funding falls \$700,000 short of need, primarily due to the high cost of building infrastructure. Discussion included the unexpected high cost of fill, the need for all 12 units to be income-producing, the possibility of seeking benefactors to help fund the \$3 million project, and the need to create a non-profit organization to own the property. Pixie Holbrook indicated that she has been working on the project for 11 years and that it is clear to her that there is ample interest in older residents wanting to continue to live in Town, but that she and the other members of the Housing Committee need guidance from the Select Board regarding how to proceed. John O'Rourke voiced his approval for her suggestion that the committee hold an informational/brainstorming meeting with residents, which she agreed to plan.

- *Human Resources study: discussion with representative of the Personnel Committee: Job descriptions; classification; compensation*

Noting the attendance of committee member Bob Stone, Tom Hutcheson recommended that the Select Board accept the job descriptions and classification plan as presented by consultant Don Jacobs several weeks previously. Acknowledging that there is a lack of consensus regarding the consultant's recommendations on compensation, he requested acceptance of the other two areas so that he can proceed with the improvement of the Town's human resources function. Bob Stone expressed concern regarding the implementation of the compensation plan, indicating that he would prefer a system of step increases. John O'Rourke indicated the FRCOG annual salary survey could be used to compare Conway's compensation to that of other towns, thus decreasing the need for Conway to gather such information annually or bi-annually. Robert Baker asked to see copies of all Town job descriptions; Tom Hutcheson will provide them. John O'Rourke proposed that the Select Board, at its next meeting, re-consider the job descriptions and classification plan in addition to discussing the compensation plan with both members of the Personnel Committee.

- *Revised insurance contract due to building revaluation*

Tom Hutcheson noted that once he has resolved conflicting figures pertaining to the increase in rates, he will work with the Finance Committee toward a reserve fund transfer and payment of the invoice so as to avoid inadequate coverage on Town buildings. The Select Board agreed to pay the difference as soon as possible.

- *South River: Corps of Engineers permit for New England Environmental, Inc. to work on behalf of the Town*  
Tom Hutcheson indicated that by signing the permit, Select Board members will allow New England Environmental, Inc. to work with the US Army Corps of Engineers on their behalf.

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

- *Revised license for Langevin Auto Sales and Service to include Ray Langevin*

Tom Hutcheson explained that while the Town removed Ray Langevin from the license, the State requires that both Robert A. and Raymond F. Langevin continue to be listed on the Town-issued license in order for it to be renewed.

- **On a motion from John O'Rourke to sign a revised license for Langevin Auto Sales and Service, seconded by Jim Moore, the vote was unanimous in favor.**

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*JOINT MEETING: Finance Committee, 7:30 p.m.*

- *FY 2017 Town budget: 250<sup>th</sup> Anniversary Committee; Departments; other budget items*

Reporting on the work of the Finance Committee, Jim Bosman said that they had approved items with MUNIS number from 114 to 294, with a correction to 150 – Town Administrator and holding off on 193 – Insurance, which is still an estimate, and indicated that the members anticipate finishing their review of Article 2 next week.

Heidi Flanders indicated that the 250<sup>th</sup> Anniversary Committee has \$47,965 for expenses estimated at approximately \$83,000, and that it is requesting an additional \$30 from the Town to fund the celebration. John O'Rourke described the Town's original intent to donate \$50,000 over a five year period to end in FY17, indicating that this request represents an additional \$20,000. Heidi Flanders and Kate French said that past fundraising efforts have yielded \$7-\$8000, and that they anticipate future efforts, including upcoming Irish Road Bowling ( May 14) and Chesbro Challenge (June 18) events, will yield several thousand dollars more. Discussion included the particularly high cost of the parade, and the need to pay many vendors up to 1 year in advance of the event. The celebration, scheduled for June 16, 17 and 18, 2017, will focus on the past and present interests of Conway residents, Heidi Flanders said.