Minutes CONWAY SELECTBOARD Town Office, 32 Main Street March 21, 2016, 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; Chris Collins, Ben Tillona, Doug Finn, FCAT; Domenic Poli, The Recorder; Joe Strzegowski, Meg Burch

Minutes

• On a motion from John O'Rourke to accept the minutes of Month 14, 2016, seconded by Jim Moore, the vote was unanimous in favor.

Warrants

• On a motion from John O'Rourke to sign the vendor warrant for \$407,659.54, the payroll warrant for \$96,393.54, and the payroll deduction warrant for \$25,391.20, seconded by Jim Moore, the vote was unanimous in favor.

Meetings Attended by Selectboard Members

Jim Moore attended two anti-pipeline events in Ashfield: the building of a Thoreau-style cabin in the proposed path, and the showing of a documentary.

Citizens' Concerns

None.

Old Business

- Town Meeting warrant: items so far
 - Tom Hutcheson noted that the Finance Committee was meeting concurrent with the Select Board, and that it is their aim to finish reviewing Article 2; that the Capital Planning Committee would be meeting Thursday night, and that he had been asked to attend. He presented the following warrant items and changes:
 - Animal Control shift \$300 from training to salary. The budget request reflects wages for all of the work that is done, including that currently done on personal time by Animal Control Officer Joe Colucci.
 - Audit back to \$13,000. The cost of the audit on Town books will be \$13,000.
 - Since moving the cost of VisualGov. To the warrant article, the Town Administrator budget is down to \$88,763.
 - Frontier School District costs are down \$2,453 due to a negative five-year COLA.
 - Conway Grammar School transportation is down even more—\$9,764.
 - Insurance must be estimated; general liability is up 3.5%; an additional amount for the revalued buildings has yet to be added; worker's comp. is up 10%.
 - Regarding timing, he suggested the Select Board aim to finalize the warrant with the Finance Committee on 3/28/16; making recommendations tonight would be good.
 - Pay attention to article 7 from the 250th Anniversary Celebration Committee.
 - In lieu of Article #12, a task force will be convened to study use of Town office spaces. [John O'Rourke recommended Peter Jeswald.]
 - Article 13 aims to determine whether or not townspeople want financial transparency; VisualGov will give presentation at town meeting.
 - A figure from the Community Preservation Committee is expected by 3/28/16.
 - The Board of Health is requesting funds to test water on houses along the pipeline route.
 - The Agricultural Commission does not appear to be submitting a Right to Farm bylaw.
 - Proposed bylaw changes from the Planning Board

Joe Strzegowski described a solar by-law revision, a junk car–protective bylaw, and a junk car–general bylaw, noting that the Board had reviewed the used car licensing process in nearby towns before proposing the changes. He noted overlapping concerns pertaining to the solar by-law revision and work beginning on trails behind CGS, and that the Energy Committee is aware of both projects.

- Pipeline Task Force: water and air quality testing; support for the Town of Montague
 Meg Burch indicated that Montague, one of few entities granted intervenor status by FERC, has hired a lawyer to review the data that Kinder Morgan must provide. FRCOG and the Energy Committee felt that money already approved wasn't specifically designated for use outside of Conway, and that a separate warrant article is warranted to allocate money to assist Montague, as requested, she said. Jim Moore referred to state AG Maura Healey's study indicating insufficient need for the pipeline; Montague's research will show that the moratorium is unjustified. Robert Baker and John O'Rourke spoke of the need not being met through existing means, and the dangers posed by the increased use of roads by delivery trucks. Jim Moore and Joe Strzegowski agreed that Montague is looking to get at the truth, that the existing infrastructure can meet the future need. KM has to prove that the gas is needed, that their contract with Berkshire Gas is warranted. Some pipelines have been approved when need was determined to be low as 50% of what was claimed, said Jim Moore, noting that the DPU is on the brink of giving KM permission to take the 60% excess and ship it oversees. A few other towns have been giving money to Montague, which is seeking \$40-50k.
- *Wastewater Committee: report on wastewater feasibility study* Joe Strzegowski aims to present an informational report, lasting 10 minutes, at Town Meeting.
- Human Resources study: job descriptions and classification
- Tom Hutcheson asked the Select Board to approve the job descriptions, written in standardized form, and the classification plan, so that he could distribute them. He spoke of further discussions, at future meetings in the coming year, on the compensation plan.
 - On a motion from John O'Rourke to approve the job descriptions and classifications as developed by the consultant and indicated in the document provided, seconded by Jim Moore, the vote was unanimous in favor.
- Painting donated: proposal to donate to 250th Anniversary Committee for auction
 Tom Hutcheson showed a painting donated with the intent that it would be given to either the Historical Society
 or the Library, or that it would be sold to raise funds. Discussion included the possibility of auctioning it to raise
 funds for the 250th celebration, the subject and historical significance of the painting, and its potential value. John
 O'Rourke suggested that the matter should be given additional consideration. In the meantime, Tom Hutcheson
 will make it available for public viewing in Town Hall.

Progress report on Department of Revenue recommendations Tom Hutcheson reported that the staff has been working toward accomplishing the recommendations, issued a few years ago and begun by Jan Warner and Rick Bean. Five of the remaining tasks will be addressed through the Community Compact and the long range planning process. A couple (quarterly billing for taxes, forming a tech. advisory committee) were considered and rejected. Staff members will meet next week to consider ways to streamline the sharing of data. An audit bylaw would allow the Select Board to enter into a contract for up to 5 years. The establishment of job descriptions and a classification plan has just been met; reviewing compensation remains, he said. The one large task remains, he said: to conduct a comprehensive review and revision of Town bylaws.

New Business

• Town Report dedication

John O'Rourke, on the recommendation of the Town Clerk, proposed that the FY15 Town Report be dedicated to Rick Bean; Jim Moore and Robert Baker agreed.

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

Town Administrator Update

None.

Concerns of the Selectmen

Robert Baker raised concern regarding the surface of the tennis court. Tom Hutcheson said that he had declined to sign off on the contract with Weston & Sampson and MassWest, and indicated that Craig Warner has been helpful in providing information. Weston & Sampson has let MassWest know the situation.

Mail

- A flyer from FRCOG regarding a meeting with Ashfield Selectmen, on Tuesday 3/29, regarding the joint South River project.
- A letter from MBI concerning the governor's pause on the last mile broadband project indicating that it is financially responsible and sustainable; Tom Hutcheson thinks they are prepared to move forward with the work in Conway and other partial cable towns.

Announcements

None.

Documents and Other Exhibits Used at the Meeting

- Annual Town Meeting Warrant draft 03/17/16
- Additions to the Draft Town Meeting Warrant, March 14, 2016
- Projected Article 2 for the May 9, 2016 Annual Town Meeting, March 17, 2016
- General Government Positions, Proposed Classification Plan, Grade Level Characteristic Chart, DIJ consultant
- Report on Progress: March, 2012 Financial Management Review
- Town Report Dedication draft

Next Meeting

- Scheduled for Monday, March 28, 2016 at 7:00 p.m. at the Town Hall, 5 Academy Hill Road. [Tom Hutcheson indicated that Peggy Sloan would be present to talk about the woodlands project and other items, for about a ½ hour, and that it would be a long meeting with the Finance Committee and the Capital Improvements Planning Committee aimed at finalizing the warrant.]
- On a motion from John O'Rourke, seconded by Jim Moore, the meeting was adjourned at 8:55 PM

Respectfully submitted,

Jim Moore