

Minutes  
CONWAY SELECTBOARD  
Town Office, 32 Main Street  
March 28, 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, Doug Finn, FCAT; Domenic Poli, The Recorder; Peter Martin, Energy Committee; Mike Kurkulonis; Peter Wingate, Community Action; for the Finance Committee: James Bosman, Roy Cohen, Thomas Donovan, Sheila Harrington, Zachary Howard, Robert Stone; Dana Goodfield, Capital Improvements Planning Committee; Meg Burch, Marie Iken, Board of Health; Sue Bridge, Peter Rosnick for the Energy Committee; Cathy Goodfield, Gerald Levitre

*Minutes* None.

*Meetings Attended by Selectboard Members* None.

*Citizens' Concerns* None.

*Old Business*

- *Town Meeting warrant: items so far*

Topics of discussion regarding recent and potential changes to Town Warrant draft included:

- The value, to Conway, of contributing to the legal costs of Montague as it intervenes in the FERC review of the proposed pipeline project.
- Robert Baker's suggestion to raise from \$185,000 to \$200,000 the amount requesting funds to purchase a pumper for the Fire Department.
- Superintendent Ron Sweet's proposal to transfer \$42,000 from the FY16 Winter Roads account to a special account for engineering work on Delabarre Avenue, and the possible submission of an application to FEMA/MEMA to pay for 75% of the project, estimated to be less than \$300,000.

*New Business*

- *Approve parade on April 30 for Cal Ripken baseball season start*

Tom Hutcheson reported that Mike Kurkulonis asked that this event have formal Select Board approval.

Chief Ouimette is working with organizer Mike Kurkulonis, and the Select Board has already approved the use of portable toilets on the ballfield, where additional activities will be held.

- **On a motion from John O'Rourke to approve a parade through Town to celebrate the start of the Cal Ripken baseball season on April 30, 2016, seconded by Jim Moore, the vote was unanimous in favor.**

- *Energy Committee*

- *Recommendation on contractor services for re-designed Town Hall insulation project*

Brice Hereford explained the process and reasoning behind the Energy Committee's recommendation to the Select Board to accept a recent proposal from Lily Barak to insulate the exterior of the Town Hall using an efficient multi-layered system with a simulated brick façade. Adding this R-20 system to the existing R-4 of the current insulation, the building will have an R-24 value, he said, and indicated that the project would be paid for with existing Green Communities funding.

- **On a motion from John O'Rourke to accept the proposal from Lily Barak of Sensible Solutions, seconded by Jim Moore, the vote was unanimous in favor.**

- *Update on technical assistance grant for community-based solar installation*

Brice Hereford noted that the committee will be meeting with the sole bidder, Co-op Power, on Wednesday night, and that they hope to present the Select Board with a figure the following week. The project will begin with a feasibility study, then potentially progress to the development of a business plan and bid-ready specs to build the array. Further, he described a potential funding model wherein the Town would own half of the array (presumably used to power CGS), and townspeople would buy shares in the remaining half, ideally on a sliding scale.

- *Procurement for PEG Access*  
Doug Finn, Deerfield Town administrator and former FCAT employee presented Deerfield’s invitation to Conway to join Deerfield, Sunderland and Whately in the newly regulated process of procuring PEG Access funding. He explained that the DOR has changed and made more complicated the procedures required to manage PEG Access funding, and that the towns are contracting with a consultant, Wendy Foxmyn, to run the procurement process and make a recommendation. John O’Rourke indicated that FCAT will not likely have any serious competition for the contracts, and questioned the need to go through the 30B process. Doug Finn noted that the requirement is primarily bureaucratic, but that PEG Access money is no longer considered special funding and is now subject to the 30B process. Tom Hutcheson suggested this as an area for 30B revisions in the future.
  - **On a motion from John O’Rourke to join with Deerfield, Sunderland and Whately in the Request for Proposal to manage PEG Access funding process, seconded by Jim Moore, the vote was unanimous in favor.**

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

- *FY 2017 Town budget and Town Meeting warrant*
  - Article 2: Tom Hutcheson noted that Insurance (193) may vary slightly (less than a hundred dollars); the Finance Committee suggested Legal (151) could be \$10,000, with back-up from the reserve fund; and copying errors have been corrected in the “change column; he predicted a 5.34% increase in the operating budget. Tom Hutcheson and Jim Bosman resolved the discrepancy in the insurance figures. Jim Bosman reported the Finance Committee’s unanimous approval of Article 2, excepting the salary wage increase, for which they recommend a 2% across-the-board increase. Jim Bosman pointed out a double-counting of \$15,000 for the Ambulance Department, and recommended that the wording of Article 12 be changed from “raise and appropriate, transfer from available funds, or otherwise provide \$15,000...” to “transfer from receipts reserved \$21,972...”.
  - Other money items, including Board of Health request for money for water and air quality testing: Jim Bosman noted that Article 8, a transfer of \$42,000 for engineering work on Delabarre Avenue from FY16 Winter Roads account, submitted by the Highway Superintendent, is “painless,” and won’t affect FY17.
  - Jim Bosman said that having tightened up free cash, the Finance Committee now has the ability to pick which of the Articles to fund and why, and that it doesn’t have to determine the sources of funding now.
  - **On a motion from Jim Bosman to fund salaries at 2% across-the-board, seconded by Roy Cohen, the vote of the Finance Committee was unanimous in favor.**
  - Dana Goodfield discussed Article 3, the appropriation of funds to pay a portion of the cost of purchasing a pumper truck for the Fire Department, noting that the Capital Improvements Planning Committee supported a purchase price of \$385,000. He suggested that leasing, rather than borrowing contingent on a Proposition 2.5 override, should be considered, and agreed to bring figures to next week’s meeting. He added that more money than is in the capital stabilization account will likely be needed. Regarding Article 4, which would transfer \$185,000 from the capital stabilization fund to pay for a portion of the truck, Dana Goodfield expressed his concern regarding the Town’s lack of free cash. In contrast, Jim Bosman offered that money set aside for a particular purpose should be used for that purpose. Dana Goodfield said borrowing \$200,000 would spread the expense out over time; taking it out of free cash would mean that the Town takes a bang on taxes. Roy Cohen indicated that he would consider a 20 year lease, but that he supports splitting the cost between borrowing and using stabilization funds – a middle of the road approach. Article 3 was revised to appropriate \$100,000, and Article 4 was revised to transfer \$285,000. In response to a concern raised by Dana Goodfield, John O’Rourke indicated that the Select Board can vote to dispose of the old pumper at a later date.
  - Regarding Article 11, Jim Bosman suggested changing “To see if the Town will raise and appropriate, transfer from available funds, or otherwise provide \$21,972 for the Ambulance Stabilization Fund...” to “To see if the Town will transfer from receipts reserved, or otherwise provide \$24,131...”.
  - Article 12 was changed from “...raise and appropriate, transfer from available funds, or otherwise provide \$15,000 for operating expenses for the Ambulance Department ...” to “...raise and appropriate, transfer from receipts reserved, or otherwise provide \$21,972 ...”.

- Meg Burch noted that in Article 20, submitted by the Board of Health, "...\$20,000 to conduct private well water and air quality testing for a predetermined baseline sample of occupied residences potentially impacted by the proposed NED pipeline route through Conway..." the price should be \$19,400.
  - Meg Burch spoke, and answered questions, regarding Article 21, explaining that contributing to Montague's legal expenses pertaining to its intervenor status in DPU hearings regarding the pipeline project would enable them to determine whether or not the pipeline is needed – information which is important to the proceedings that will affect Conway.
  - In summary, the Select Board approved Articles 3 - 22 with votes of 3 in favor and 0 opposed with the following exceptions:
    - Article 9: 2 in favor, 0 opposed, 1 abstained;
    - Article 22: 2 in favor, 0 opposed, 1 abstained.
- The Finance Committee approved Articles 3 – 22 with votes of 5 in favor and 0 opposed with the following exceptions:
- Article 8: 5 in favor, 0 opposed, 1 abstained;
  - Article 9: no recommendation;
  - Article 14: no recommendation;
  - Article 20: 3 in favor, 0 opposed, 2 abstained; and
  - Article 22: 3 in favor, 0 opposed, 2 abstained.
- For Article 26, the Select Board voted 3 in favor, 0 opposed; the Finance Committee voted 5 to 0.

The JOINT MEETING of the Select Board and the Finance Committee was adjourned at 8:58 p.m.; the Select Board meeting continued.

- Non-money items: Tom Hutcheson summarized comments from Doug Finn regarding Article 26, the establishment of a special revenue fund for PEG access and cable-related funds. He explained Article 30, the dissolution of the Festival of the Hills Committee and scholarship board, as well Article 31, the Wastewater Committee's request to present an oral report.
- In summary, the Select Board approved Articles 23-25, and 27-31 with votes of 3 in favor, 0 opposed.

*Items Not Anticipated 48 Hours in Advance of the Meeting*           None.  
*Town Administrator Update*   None.  
*Concerns of the Selectmen*   None.

*Mail*

- Letter from Christine Hatch, Outreach Manager from MBI, regarding the unanimous support of the MBI Board of Directors to proceed with negotiations with Comcast for cable extensions 7 towns including Conway.

*Announcements*   None.

*Documents and Other Exhibits Used at the Meeting*

- Proposal for the Conway Town Hall Building Efficiency –EIFS Scope 3-1-16
- Town Warrant Draft 3/28/16
- Changes to the Draft Warrant, March 28, 2016
- Money Articles, March 28, 2016
- Report to the Conway Select Board from the Capital Improvement Planning Committee, March 25, 2016

*Next Meeting*

- Scheduled for Monday, April 4, 2016 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 adjourned at approximately 8:15 p.m.**

Respectfully submitted,

Jim Moore