

Minutes
CONWAY SELECTBOARD
Town Office, 32 Main Street
May 16, 2016, 6:30 p.m.

Select Board members present: John O'Rourke; Robert Baker, Bob Armstrong
Others present: Tom Hutcheson, Town Administrator; Liz Jacobson-Carroll, Assistant to the TA; Ben Tillona, FCAT;
Ron Sweet, Highway Superintendent; Tony Borton; Andy Castillo, The Recorder

John O'Rourke called the meeting to order at 6:30 PM, then welcomed Bob Armstrong to the Select Board.

Minutes

- **On a motion from John O'Rourke to accept the minutes of May 9, 2016, seconded by Robert Baker, John O'Rourke and Robert Baker voted in favor, Bob Armstrong abstained.**

Warrants

- **On a motion from John O'Rourke to sign the vendor warrant for \$113,719.01, the payroll warrant for \$99,811.28, and the payroll deduction warrant for \$25,806.20, seconded by Robert Baker, John O'Rourke and Robert Baker voted in favor, and Bob Armstrong abstained.**

Meetings Attended by Selectboard Members

None.

Citizens' Concerns

None.

Old Business

None.

New Business

Elect Chair and Clerk

- On a motion from Bob Armstrong to nominate **John O'Rourke as Chair of the Select Board**, seconded by Robert Baker, Bob Armstrong and Robert Baker voted in favor.
- On a motion from John O'Rourke to nominate **Robert Baker as Clerk of the Select Board**, seconded by Bob Armstrong, John O'Rourke and Bob Armstrong voted in favor.

Assign regional representation

- On a motion from John O'Rourke to appoint to the Frontier Community Access Television, for a term ending 6/30/17, Bob Armstrong as representative from the Broadband Committee, seconded by Robert Baker, John O'Rourke and Bob Armstrong voted in favor, Bob Armstrong abstained.
- On a motion from Robert Baker to appoint to the Frontier Community Access Television, for a term ending 6/30/17, John O'Rourke as representative from the Select Board, seconded by Bob Armstrong, Robert Baker and Bob Armstrong voted in favor, John O'Rourke abstained. [Tom Hutcheson recommended that the above appointees consult Town Clerk Ginny Knowlton regarding the possible need to submit disclosure forms.]
- On a motion from Robert Baker to appoint John O'Rourke to the Franklin Regional Council of Governments, for a term ending 6/30/17, seconded by Bob Armstrong, Robert Baker and Bob Armstrong voted in favor, John O'Rourke abstained.
- On a motion from Robert Baker to appoint John O'Rourke to the Upper Pioneer Valley Veterans Services District, for a term ending 6/30/17, seconded by Bob Armstrong, Robert Baker and Bob Armstrong voted in favor, John O'Rourke abstained.
- On a motion from John O'Rourke to appoint Bob Armstrong to the Greater Franklin Regional Comprehensive Economic Development Strategy Advisory Committee, for a term ending 6/30/17, seconded by Robert Baker, John O'Rourke and Robert Baker voted in favor, Bob Armstrong abstained.
- On a motion from John O'Rourke to appoint Robert Baker to the Franklin Regional Transit Authority, for a term ending 6/30/17, seconded by Bob Armstrong, John O'Rourke and Bob Armstrong voted in favor, Robert Baker abstained.

Recommendations of the Mohawk Trail Woodlands Partnership Plan, next steps: FRCOG: Tabled

Sign agreement with GZA for engineering on Delabarre Ave.

John O'Rourke indicated that Town Counsel has reviewed the contract. Tom Hutcheson indicated that there is some possibility of state and federal grants to help pay for the project.

- **On a motion from John O'Rourke to approve and sign the contract with GZA for engineering on Delabarre Avenue, seconded by Robert Baker, the vote was unanimous in favor.**

Review schedule; consider return to bi-weekly meeting schedule: Select Board members agreed to resume meeting bi-weekly rather than weekly, corresponding with the warrant schedule, until the budget season commences in the fall.

Review revised field use policy and application: Tom Hutcheson presented revisions of the 2002 policy and forms incorporating language from Buckland policy and application forms.

- **On a motion from John O'Rourke to approve the revised field use ballfield and application form, seconded by Robert Baker, the vote was unanimous in favor.**

Highway Department: Report on bridges, other matters

Ron Sweet reported that most of the 13 bridges for which the Town is responsible are in decent shape, but that one – the #2 on bridge on North Poland Road needs significant work, and another – on Bardwell's Ferry Road – needs some work. Regarding repair of the former, he is working with the state, whose procedures have changed recently, to determine the extent of funding available. While the Town may retain the firm that was engaged 10 years ago when the need for repair was first identified, the firm will have to revise those plans, he said. Regarding the Bardwell's Ferry Road bridge, the need to fix loose flats was discussed. In addition, the State is now inspecting short bridges (under 20 feet) not included in the 13 longer ones in Town, Ron Sweet said. The Town will be eligible for proposed funding to fix any of those identified as needing repair, but it is not clear how funds (just \$50 million) will be allocated across the state, he noted. Tom Hutcheson explained that the FRCOG coordinates state aid for road repair regionally, but that the state addresses bridge repair with individual towns.

Ron Sweet identified several projects planned for FY17 including:

- **East Guinea Road reclamation and blacktop (for blacktop section), and fixing drainage issues (Work on North Poland Road drainage and the laying of gravel on Main Poland Road will begin earlier.)**
- **Upper Baptist Road and Cemetery Road regrinding and paving**
- **Analysis of all culverts in Town; if significant issues arise, work on Baptist and Upper Baptist Roads may be delayed.**
- **Hoosac Road, Mathews Road and Orchard Street drainage work**

Reclaiming and repaving of Delabarre Avenue will be delayed until after the bank stabilization project; regarding the latter, Ron Sweet will try to save money by working with the firm hired for that project. Tom Hutcheson said that since the project does not involve work at water level, the Army Corps of Engineers will not need to become involved.

Approve wedding reception for Town Field

After noting that there are no scheduling conflicts for Saturday, August 20, 2016, Tom Hutcheson indicated that the party has not yet signed the permit and application, as these were pending Select Board approval.

- **On a motion from John O'Rourke to approve the request of use of the ballfield for a wedding reception on August 20, 2016, pending the party signing the policy and application form, seconded by Robert Baker, the vote was unanimous in favor.**

Approve 5k race sponsored by the Conway Grammar School on May 22

Tom Hutcheson said that organizers had made arrangements for the route through Town with Police Chief Ken Ouimette, and had notified Highway Superintendent Ron Sweet of their plans prior to contacting him. Robert Baker noted his understanding that 60 children will be involved. John O'Rourke indicated some concern, requesting and receiving confirmation that the event has been okayed by the Police Chief.

- **On a motion from John O'Rourke to approve the concept of the 5k race planned by the Conway Grammar School for May 22, 2016, seconded by Robert Baker, the vote was unanimous in favor.**

Approve Town Administrator taking the date of the Select Board meeting of May 31 as a vacation day

- **On a motion from Robert Baker to approve Tuesday, May 31, 2016, a Select Board meeting date, as a vacation day for the Town Administrator, seconded by O'Rourke, the vote was unanimous in favor.**

Items Not Anticipated 48 Hours in Advance of the Meeting

John O'Rourke explained that upon the ZBA having received an appeal, he learned that in the absence of 3 the ZBA members, as is currently the case in Conway, Massachusetts General Law states that the Select Board becomes the ZBA.

He noted that – as ZBA Chair – he posted a meeting for Thursday 19th, at 8 a.m. in the Town Office to review the appeal before undertaking the required detailed process, and indicated that the Select Board members will act as the ZBA in that meeting. Tom Hutcheson suggested that ZBA member Mark Silverman be involved on Thursday morning, and confirmed that a public hearing will be required.

Town Administrator Update

- Frontier has received a report from the state Department of Public Health outlining air quality issues and mitigation costs pertaining to the Frontier Regional School administrative building in Whately. This was reported to the Conway Grammar School Committee last week. I have a sheet outlining all associated costs. We can expect a proposal to address at least some of this soon, as it is affecting current staff, some of whom are reporting physical symptoms. We would need a special Town Meeting before next year's annual town meeting to address these issues. Rough estimates are for \$150,000 for general work to address the issue, and another \$450,000 for renovating the entire building (including an accessibility upgrade, and office/space renovation), a potentially cost-effective way of undertaking both projects. [John O'Rourke raised questions regarding the timing of the request relative to the recent capital planning and Town Meeting, and asked that the School Committee meet with the Select Board.]
- The Treasurer/Collector, Accountant and I are working with the Department of Revenue to see how best to approach the amended motion, made at Town Meeting, to authorize the Treasurer and the Select Board to either lease or to borrow money for a fire truck. According to the Accountant, borrowing money for a lease is not permitted. We now have to see whether the motion as a whole can be considered legal, since it included the impermissible clause. In any case, we are trying our best to get it straightened out as soon as we can.

Concerns of the Selectmen

Robert Baker questioned Ron Sweet about his plans to repair road signs. Ron Sweet indicated that he is taking care of those for which the Town is responsible, noting that the State is responsible for signs where State and Town roads meet.

Mail

- Letter to Assessor Lee Whitcomb, copies to Select Board
- Letter from MIIA regarding participation credit for Town of Conway (Property & Casualty) of \$1,229. Tom Hutcheson indicated that the amount should rise due to his attendance at a MIIA conference last week.

Announcements

Tom Hutcheson noted that the Mohawk Trail Woodlands Partnership Plan follows a model similar to that of the Silvio Conte Wildlife Refuge to group non-contiguous properties. Tony Borton, speaking as a representative of the Franklin Land Trust, explained that the land would continue to be held by the owners, but that the restrictions would be held by the U.S. Forest Service. Robert Baker indicated his concerns regarding the removal of property from the tax rolls. Tony Borton suggested that if the land is protected from development, it won't require additional services from the Town. Tom Hutcheson clarified that Peggy Sloan, from FRCOG, will attend the June 13 meeting to present the plan.

Documents and Other Exhibits Used at the Meeting

- Delabarre Avenue Erosion Repair Engineering Proposal from GZA of Springfield, MA
- Town Ballfield Rental and Fee Policy, Adopted 6/17/02, Revised May 9, 2016
- Town Field, Application For Use, May 2016
- Email from CGS staff member regarding 5k Fun Run/Walk through Town on Sunday, May 22, 2016 at 9 a.m.

Next Meeting

- *Scheduled for Tuesday, May 31, 2016 at 7:00 p.m. at the Town Office, 32 Main Street.*

On a motion from John O'Rourke, seconded by Bob Armstrong, the meeting was adjourned at 7:28 PM

Respectfully submitted,

Robert Baker, Clerk