

Minutes
CONWAY SELECTBOARD
Town Office, 32 Main Street
June 13, 2016, 7:00 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; Brice Hereford, Peter Martin, Energy Committee; Joe Strzegowski, Mary McClintock, Dave Chichester, Planning Board; Pixie Holbrook, Housing Committee, Ad Hoc Town Park Committee; Jack Lochhead; Ben Tillona, FCAT

John O'Rourke called the meeting to order at 7:00 PM.

Minutes

- **On a motion from John O'Rourke to accept the minutes of May 31, 2016, seconded by Bob Armstrong, the vote was unanimous in favor.**

Warrants

- **On a motion from John O'Rourke to sign the vendor warrant for \$112,373.00, the payroll warrant for \$95,717.56, and the payroll deduction warrant for \$25,330.77, seconded by Robert Baker, the vote was unanimous in favor.**

Meetings Attended by Selectboard Members

Robert Baker attended the Housing Committee meeting last week, reporting that approximately 40 people attended, and that the committee's senior housing project is facing significant financial restraints.

Citizens' Concerns

None.

Old Business

- *Clarify that Jack Ferrell's term on the Open Space Committee is for three years and will therefore end on 6/30/19, not 6/30/17*
 - **On a motion from John O'Rourke to correct the end date of the appointment for Jack Ferrell to the Open Space Committee to be 6/30/19, seconded by Robert Baker, the vote was unanimous in favor.**
- *Sign Solarize program contract*

Brice Hereford explained that each of the participating town will sign its own contract, in this case with The Solar Store of Greenfield, which will be the installer. The contract has been vetted by the counsels of the Town of Shelburne and The Solar Store. He noted that the indemnification section of the contract is quite thorough.

 - **On a motion from John O'Rourke to sign the Solarize Mass contract with The Solar Store of Greenfield, Grenergy Solar Store, and Torrico Electric seconded by Robert Baker, the vote was unanimous in favor.**

Brice Hereford noted that 200 families have expressed interest in the program.
- *Clarify that department heads report to Town Administrator, make any necessary changes to job descriptions*

Tom Hutcheson indicated that a couple of recently approved job descriptions erroneously indicate that some department heads report to the Select Board, and asked the Select Board to clarify that all department heads report to the Town Administrator.

 - **On a motion from John O'Rourke to clarify that all department heads report to the Town Administrator, seconded by Robert Baker, the vote was unanimous in favor.**

New Business

- *Sign Employee Recognition Letter for Nikolaus Vanderheld (Firefighter, 5 years as of 6/20/16)*
 - **On a motion from John O'Rourke to sign a letter recognizing firefighter Nikolaus Vanderheld's five years of service, the vote was unanimous in favor.**

- *Planning Board request for discussion regarding various plans for public land use*

Joe Strzegowski referred to his surprise in learning, at Town Meeting, that there are several committees expressing interest in using the property behind the school to meet various needs in town. He asked the Select Board to identify all of the town land uses and needs currently under consideration. John O'Rourke suggested that the Planning Board conduct a comprehensive study. Discussion included reference to changing perceptions of the reason for the Town's ownership of that property since the time of purchase. Mary McClintock suggested that the various Town boards and committees considering municipal land use issues (such as a wastewater system, the grammar school leach field, open space, a town garage, and a solar field) come together to determine best use and the potential for overlapping and mutually beneficial use of all Town properties.

Brice Hereford explained that there are several considerations pertaining to the placement of a solar farm, including the proximity of existing power lines. Further, he indicated that a one acre solar farm could offset significantly Town and school electricity bills. Robert Baker raised concern regarding the cost of site work prior to construction of a highway garage or senior housing project.

Jack Lochhead explained his understanding of confusing and possibly conflicting restrictions on the use of the Rose property by Massachusetts Department of Agriculture and Department of Environmental Protection/Natural Heritage. He stressed the importance of prompt action by the Town if it wants to maintain the agricultural status of the land, allowing for a great deal more flexibility for varied future uses in combination with agricultural activity. Tom Hutcheson indicated that most of the land is restricted under a National Heritage rivers act due to the possible existence of endangered species, and further noted that plans are being made to plant a crop this year (after 4 fallow years) to meet the agricultural status requirement. Jack Lochhead indicated his interest in the Town understanding its options, and in keeping them open; he noted that the property could serve as a source of food for residents in the future.

Returning to the broader conversation, Mary McClintock asked the Select Board to endorse any efforts of the Planning Board to promote conversation regarding collaborative planning amongst concerned committees, and that the Select Board inform them of all related issues. She suggested that information pertaining to the parameters – including acreage and geographic requirements – of each project under consideration be compiled for collaborative review by the Energy, Housing, Open Space, Town Park, Agricultural and Wastewater Committees; the Highway, Fire, Ambulance and Police Departments; and the Select Board. Reference was also made to the use of Town buildings, including current and future renovation of office buildings and possible alternative uses of under-utilized areas of the school building.

- *Amend minutes of March 28, 2016 to include Select Board approval of the general 2% pay raise*
 - **On a motion from John O'Rourke to amend the minutes of the March 28, 2016 to include the Select Board approval of a general 2% pay raise, seconded by Robert Baker, the vote was unanimous in favor.**
- *Appointments:*
 - Regional through June 30, 2017:
 - Franklin County Solid Waste Management District: Lynn Rubinstein
 - Franklin Regional Planning Board: Thomas Hutcheson
 - Fred W. Wells Scholarship Committee Representative: Kate French
 - **On a motion from John O'Rourke to appoint these individuals as representatives to regional organizations as indicated through June 30, 2017, seconded by Robert Baker, the vote was unanimous in favor.**
 - Staff through June 30, 2017:
 - Animal Control Officer: Joseph Colucci
 - Board of Assessors Clerk: Laura Dove
 - Board of Registrars: Virginia Knowlton
 - Election Worker: Winona Corse, Debra Craven, Phylis Dacey, Lora Hanas, Dorothe Harris, Danielle Lochhead, John Lochhead, Sydney Ramey, Katherine Whitcomb, Natalie Whitcomb

- Highway Department -- Superintendent: Ronald Sweet; Truck Driver/Laborer: Adam Baker, Jason Stone, Nicholas Sweet; Randall Williams (sub.); Laborer: Bradley Wallace
- Custodian: Debra Craven
- Assistant to the Town Administrator: Elizabeth Jacobson-Carroll
- Transfer Station Attendant: James Allyn, Leland Gray, Paul Lloyd, Leroy Rose, James Wakefield
- Treasurer/Collector: Jan Warner
- Assistant Treasurer/Collector: Lynn Kane
- Veteran's Grave Officer: Leroy Rose
 - **On a motion from John O'Rourke to appoint these individuals [whose names and positions were read aloud] as staff members of the Town of Conway as indicated, seconded by Robert Baker, the vote was unanimous in favor.**
- Committees through June 30, 2017:
 - Agricultural Commission: Mary Parker, Susan Schroder, Jason Silverman
 - Broadband Committee: Robert Armstrong, Ronald Hawkes
 - Capital Improvements Planning Committee: Roy Cohen, Russell French, Dana Goodfield, Brian Kuzmeskus
 - Energy Committee: Sue Bridge, Brice Hereford, Peter Martin, Peter Rosnick,
 - Town Park Ad Hoc Committee: Robert Anderson, David Chichester, Pixie Holbrook, Michele Turre
 - Wastewater Committee: David Chichester, Marie Iken, Michele Novak, Joseph Strzegowski
 - **On a motion from John O'Rourke to appoint these individuals [whose names and positions were read aloud] as committee members as indicated through June 30, 2017, seconded by Bob Armstrong, the vote was unanimous in favor.**
- Committees through June 30, 2019:
 - Community Preservation Committee: Aimee Anderson, Dusty King, Peter Zale
 - Conservation Commission: Marcelle Morgan
 - Council on Aging: Winona Corse, Patricia Lynch
 - Historical Commission: Cynthia Bluh, Mary Merriam, Sarah Williams
 - Open Space Committee: Michele Turre
 - Parks, Recreation & Trails: Robert Anderson, Walter Goodridge, J. Jaclin Prusak
 - Zoning Board of Appeals: John O'Rourke
 - **On a motion from John O'Rourke to appoint these individuals [whose names and positions were read aloud] as committee members as indicated through June 30th, 2019, seconded by Robert Baker, the vote was unanimous in favor.**

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

Town Administrator Update

- Departments
 - As you know, the Rose property will have to be worked this summer to maintain its agricultural status, which provides a regulatory cushion for other uses of the property. Although there is some money in the FY16 Buildings and Grounds budget due to the mild winter, we will not be able to hire anyone to plant a cover crop, which USDA has said would be acceptable, before the floodplain lowering project is completed. A town resident has offered to pay for the cover crop in order to keep the land in agricultural status. This would be to plant winter rye or wheat which would then be plowed in. [Robert Baker commented that the 250th Anniversary Committee wants to shoot fireworks from the middle of that field and that the Fire Marshall has indicated that doing so in tall dry grass is hazardous. Tom Hutcheson said that he doesn't see a problem.]
- Projects
 - The grant proposal to FEMA for Delabarre Avenue has been submitted, with initial approval by MEMA, who have passed it on to FEMA. This would be a 75% Federal match, and as much as the entire remaining 25% could come through in-kind contributions—our Highway Department taking on some of the related work.
 - The bids for the South River project caused a bit of drama, as the lowest came in about \$25,000 above the maximum. But Kimberly Noake MacPhee of the FRCOG worked with MA-DEP and was able to secure the additional funds through another 319 project which has been put on hold.

- As you know, part of our Community Compact application was developing and adopting best practices for municipal information technology. MassIT, the state's IT department, reviewed our request and determined that the creation of a template document that is customized for Conway would best meet the "best practice" definition. MassIT, however, is at capacity and so has asked the FRCOG to find an IT tech company to assist with the project. The FRCOG drafted a scope of work for IT best practices, procedures and policies, which I reviewed, and which has gone out to several IT companies, as they have a very tight timeline, needing to have a contract in place for their own purposes by June 30.
- One of the bidders for the Town Hall insulation project required information related to EPA compliance that was delivered, but resulted in a postponement of the bid opening till Thursday, June 16.
- Other
 - Regarding the Frontier administrative offices, I have learned that this would be handled entirely within the Frontier budget, so there would be no need for towns to provide supplementary funds.
 - The revisions to the Public Records law that were recently signed into law by Governor Baker will require a number of changes in how towns respond to public records requests. To begin with, the Select Board will need to appoint a Records Access Officer by January 1, which should probably be the Town Administrator, who would work with the Town Clerk as necessary. We will learn more as the regulations are written, and MMA will have ample trainings on the topic.

Concerns of the Selectmen

Robert Baker and John O'Rourke agreed that the ballfield is looking good; Tom Hutcheson indicated that he has not received word from the contractor regarding problems with the pitch of ballfield or the pooling of water on the tennis court.

Mail

- Letter from Kinder Morgan regarding their withdrawal of their pipeline project proposal.
- Letter from resident regarding animal problem [to be referred to the Animal Control Officer and Police Chief.]

Announcements

None.

Documents and Other Exhibits Used at the Meeting

- *Minutes of Select Board Meeting of March 28, 2016, Amended*
- Solarize contract between Conway and The Solar Store of Greenfield, The Grenergy Solar Store, and Torrico Electric
- Appointment forms [held by the Town Clerk]

Next Meeting

- *Scheduled for Monday, June 27, 2016 at 7:00 p.m. at the Town Office, 32 Main Street.*

On a motion from John O'Rourke, seconded by Robert Baker, the meeting was adjourned at approximately 8:00 PM.

Respectfully submitted,

Robert Baker, Clerk