

*Minutes*  
CONWAY SELECT BOARD  
Town Office, 32 Main Street  
Monday, August 22, 2016 7:00 p.m.

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Select Board present: John O' Rourke (chair); Robert Baker, Bob Armstrong

Others present: Tom Hutcheson, Town Administrator; Rebecca Stone, Assistant to the Town Administrator; Ron Sweet, Highway Superintendent; Dan Thompson, FCAT; Melissa Patterson, Open Space Committee; David Chichester, Emergency Management Director; Michelle Duguay

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

*Minutes*

**On a motion from John O'Rourke to approve the minutes of August 8, 2016, seconded by Robert Baker, the vote was unanimous in favor.**

*Warrants*

**On a motion from John O'Rourke to approve the vendor warrant of \$135,832.46, the payroll warrant of \$72,356.73, and the payroll deduction warrant of \$18,393.46, seconded by Robert Baker, the vote was unanimous in favor.**

*Meetings Attended by Select Board Members*                      None.

*Citizens' concerns*    None.

*Old Business*

*Meet Melissa Patterson, recent appointee to the Open Space Committee*

Selectboard met with Melissa Patterson who explained her background and experience and is looking forward to serving on the Open Space Committee.

*Offer position of Clerk for the Highway Department to Michelle Duguay*

SelectBoard met with Michelle Duguay. Tom Hutcheson reported on the application process for the Clerk for the Highway Department position. **On a motion from John O'Rourke to appoint Michelle Duguay to the position of Clerk for the Highway Department, seconded by Robert Baker, the vote was unanimous in favor.**

*Sign revised contract with Davenport for the South River floodplain lowering project*

Awaiting contract. Project is moving ahead as reported by Tom Hutcheson. Tabled for future meeting.

*New Business*

*Presentation: Town Geographic Information System; Lee Whitcomb, Administrative Assessor*  
Rescheduled for next month.

*Drought Watch management: recommended and mandatory measures*

David Chichester came before the Selectboard and explained initiatives and concerns by the Massachusetts Emergency Management Association (MEMA) and other agencies within the Commonwealth with respect to the 5 consecutive months of drought. MEMA officials working with local town public safety and public health officials to keep them apprised of conditions, and water conservation enforcement and encouragement within towns. Teleconference held last week with over 400 participants to discuss remedial efforts in the event an emergency situation develops. Discussed issuing a Statement on Drought. The Select Board asks Conway residents to adopt water saving techniques into their daily routines and follow best water conservation practices to help reduce the threat and enable ground water and reservoirs to rebound more quickly if conditions improve. These may include limiting outdoor water use, avoiding watering plants and lawns, covering swimming pools when not in use to minimize evaporation, sweeping driveways, walks, patios, and other outdoor areas with a broom rather than hosing them off. Other conservation techniques include reducing shower times, washing only full loads of laundry and dishes, turning off the tap when brushing teeth or shaving,

and fixing water leaks in household items. David to issue a Press Release on the drought conditions to the area newspaper and discussed utilizing telephone announcement system. The Statement on Drought will be posted to the Town website. David indicated that the Emergency Response Team will be meeting tomorrow.

*Set dates for Community Development Strategy meetings*

Reviewed draft Community Development Strategy as presented by Tom Hutcheson. The Selectboard to review the draft and get comments back to Tom by August 31<sup>st</sup> in preparation for issuing the draft to various Town boards/committees for a tentative October 5, 2016 meeting.

*Review Community Compact long-term financial planning meeting dates and plans*

As part of the development of a long range financial plan, the financial team will meet to discuss further on September 7<sup>th</sup> and September 15<sup>th</sup>.

*Sign letter of support for Town of Deerfield MassWorks application*

The Town of Deerfield is submitting an application for a Water Pollution Control Facility Headworks Upgrades Project (WPCF) through the MassWorks Infrastructure Program which will provide assistance with the wastewater treatment infrastructure and possible economic development for the area. **On a motion by John O'Rourke to sign the letter of support for the Town of Deerfield's MassWorks application, seconded by Robert Baker, the vote was unanimous in favor.**

*Review public safety costs for the Festival of the Hills*

Discussed Public Safety costs for the privately held Festival of the Hills event. Costs will be for Town Police, Fire, and Ambulance services. Town labor costs, at a minimum, are projected to be \$2,141.18. Rental costs for equipment are not included in this projection. John inquired to what amount of money is raised and Tom indicated that the figure is unknown, however, that a large portion of the funds raised are given out in scholarships to Conway residents. Robert will contact the Fire Department and Ambulance staff to see if their services can be offered at no charge and/or reduced. It was noted that the Police Department FY17 budget includes these services. John in favor of trying to reduce the costs if possible. The Town Accountant recommends not spending Town funds on private events. Tabled.

*Items Not Anticipated 48 Hours In Advance of the Meeting*                      None.

*Town Administrator Update*

**Committees and Boards**

Alan Singer has been appointed to the vacant Finance Committee slot.

**Departments**

We are looking for a new laborer for the Highway Department; the current laborer has submitted his resignation (August 10), effective August 19. Our new Highway Department Clerk will be working with the Highway Supervisor on that posting.

**Projects**

On the Community Compact IT project, I met with Linda Dunlavy of the FRCOG and Northeast IT, who won the bid for a cybersecurity template for small towns. We set a general timeline, and will meet again September 1<sup>st</sup> to go over a proposed outline.

Work has started on the South River floodplain lowering project. The major work will start Friday and will continue through the end of September. I've posted a notice on the web site to let people know.

I am working on the Community Development Block Grant application process with FRCOG and FCRHRA, specifically for housing rehabilitation funds, as our current revolving fund is not meeting the needs of current applicants on our wait list. I'll be starting the public portion of the Community Development Strategy process

soon, asking for input in August and September on Conway needs from all committees, boards, commissions, and also the general public, in September or October. These will be prioritized and submitted to the Franklin Country Housing and Redevelopment Authority for their Community Development Block Grant application, which is necessary for continued and improved support for our housing rehabilitation program. We have a housing rehabilitation wait list already but should publicize the opportunity to get maximum participation. Tom explained that this is a 0% interest loan.

I delivered the framed proclamation to Helen Reed this morning; she was very happy with it.

#### *Concerns of the Selectmen*

Bob Armstrong announced that a pipeline press release is being discussed by MCAP (Mass Coalition Against the Pipeline) that are in support of the pipeline protest.

MBI/MassTech have finalized an agreement with Comcast to extend broadband coverage in nine communities, inclusive of Buckland, Chester, Conway, Hardwick, Huntington, Montague, Northfield, Pelham, and Shelburne.

#### *Mail*

John O'Rourke announced that a letter of resignation has been received from a Highway Department employee.

#### *Announcements*

None.

#### *Next Meeting*

Scheduled for **Tuesday, September 6, 2016** at 7:00 p.m. at the Town Office, 32 Main Street

#### *Executive Session*

To be held under Reason #3, to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body, and for Reason #7, to comply with, or act under the authority of, any general or special by-law (review and approve minutes of previous meetings.)

Not held.

To be held under Reason # 2, to conduct negotiating sessions with non-union personnel.

**On a motion at 7:52 p.m. from John O'Rourke to go into Executive Session for Reason #2, to conduct negotiating sessions with non-union personnel, then to immediately adjourn from open session, seconded by Robert Baker, Bob Armstrong voted yes, Robert Baker voted yes, and John O'Rourke voted yes.**

Respectfully Submitted,

Robert Baker, Clerk