

Minutes
CONWAY SELECT BOARD
Town Office, 32 Main Street
Monday, October 31, 2016 at 7:00 p.m.

Select Board Present: John P. O'Rourke, Chair; Robert Baker; Bob Armstrong

Others present: Tom Hutcheson, Town Administrator; Lisa Turowsky; Dan Denton-Thompson, FCAT; David Chichester; Brice Hereford; Joe Strzegowski

Minutes

October 17, 2016; October 24, 2016; October 25, 2016 (joint meeting with Energy Committee)

Warrants

Vendor warrant: \$40,328.48

Payroll warrant: \$98,696.43

Payroll deduction warrant: \$25,599.61

Meetings Attended by Select Board Members

Bob Armstrong attended the Governor's Economic Development Summit in Worcester; the All-Committee Meeting; and a joint meeting with the Energy Committee to which the Finance Committee and Planning Board were also invited.

Robert Baker attended the All-Committee Meeting.

John O'Rourke attended the Economic Development Summit; the All-Committee Meeting; and the Massachusetts Selectman's Association Fall Conference (MMA).

Citizens' concerns

Robert Baker reports police chief had questions about political display signs on town common. Tom Hutcheson will check by-laws to see what's allowed.

Old Business

Meet Katherine MacColl and Gisele Litalien: neither Ms. MacColl nor Ms. Litalien was present. Tabled.

Sign letter inviting descendant of Marshall Field to 250th Anniversary. The letter isn't ready yet. Tabled.

Discussion: Long-term agreement with FCAT, who wants a more formal agreement. Tom Hutcheson says the first draft of the agreement was discussed last year. There is now a second draft which is problematic for Tom Hutcheson for two reasons: (1) FCAT wants to sell proprietary rights to the content; (2) Town would promise to pay FCAT the difference between contract price and Comcast funding if Comcast doesn't continue to fund 4.8%. No further action necessary at this time.

Sign letter to owner of nuisance dogs: The letter was distributed; **on a motion from John O'Rourke to sign the letter, seconded by Robert Baker, the vote was unanimous in favor.** Tom Hutcheson will ask Chief Ouimette to deliver the letter to the dog owner.

New Business

Procurement Services for Wastewater Treatment System Design

Joe Strzegowski was present to discuss the status of the project. He suggests that the Town contract with FRCOG to prepare a bid package for selection of an engineer. Both he and Dave Chichester would like the Selectboard to approve a special town meeting to vote on funding for the bid so that funding for the project can be on the warrant for annual town meeting. Questions were raised about whether there is enough interest in the project among Town residents, as the response rate for the income survey that was done was quite low. Joe Strzegowski explained that the low response rate doesn't necessarily equate with lack of interest in the eventual project. There was discussion of the cost of holding a special town meeting. John O'Rourke believes \$1000 for the bid package is reasonable. **On a motion from John O'Rourke to sign the contract with FRCOG for the bid package, seconded by Bob Armstrong, the vote was unanimous in favor.** The Selectboard will wait until later to decide whether to call a special town meeting.

Sign engineering services for re-design of Green Communities Project

Sig change order for Green Communities Project

Brice Hereford presented a change order related to the Conway Town Hall EIFS project, as well as a proposal for the Highway Garage Energy Audit. The Energy Committee recommends that both proposals be approved by the Selectboard. After some clarification of the change order, **on a motion from John O'Rourke to sign the engineering services agreement and the change order, seconded by Robert Baker, the vote was unanimous in favor.**

FY18 Budget Process

Tom Hutcheson prepared a memo outlining his approximation of a workable timeline for the budget process. Robert Baker stated that he needs more information about how each department reaches its bottom line. Robert Baker described the "old" process where the Selectboard and the Finance Committee would meet with department heads to hear all the budget information. Tom Hutcheson explained the process as it currently exists and reminded the Selectboard that they can request any department to come in to discuss their budget request before meeting with the Finance Committee. The current process contemplates a "first run" on budgets followed by meetings with department heads if the Selectboard has questions. The memo was reviewed and it was agreed that it provided enough time to prepare for the annual town meeting.

Volunteer Recruitment

Dave Chichester initiated discussion about volunteer recruitment. There is a pressing need to form a program to get people more interested in town affairs. John O'Rourke recognized the importance of this issue and asked Tom Hutcheson to poll other administrators about how they recruit volunteers. The Selectboard will formulate something in the next three to four months. Dave Chichester suggested that there be a written strategy, marketing, etc. so people understand what opportunities are available, what's involved in volunteering, and what the payback is. People need to be recognized for the work that they do. It was agreed that someone needs to be responsible for volunteer recruitment.

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

Town Administrator update

The Board of Health phone, along with mine and Lisa's, are still out. Crocker does not stock the desk units, which I find unacceptable in a company providing telephone service. I am working with Roy to assess our options, and believe I can find a competitive price that will come with appropriate customer service. [Tom Hutcheson has communicated several times with Crocker but they do not keep handsets in stock so they haven't replaced the bad handsets yet. Everyone agreed that a phone that isn't working should be replaced the next day.]

We are in the final phase of the audit required to begin the borrowing process for the new fire truck. We expect the final results of the audit to be released within the next two weeks.

The Treasurer and Accountant are requesting the Select Board to consider moving their meeting night to Tuesdays. There is a very tight turnaround to process the warrants, and the payroll warrant in particular, which has to wait till Monday due to weekend hours being worked.

[The Selectboard took this request under advisement. Tom Hutcheson also reminded the Selectboard that there are several Monday holidays coming up which will require rescheduling the affected meetings for those weeks.]

Concerns of the Selectmen None.

Mail Items in mail folder were reviewed.

Announcements None.

Next Meeting Scheduled for Monday, November 7, 2016 at **7 p.m.** at the Town Office, 32 Main Street

Executive Session To be held under Reason #7

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Robert Baker, Clerk