Present: Robert Baker; Robert Anderson

Others present: Dan (FCAT; Tom Hutcheson

Robert Armstrong called the meeting to order at 7:00 p.m.

# *Minutes*: On a motion from Robert Baker to approve the minutes of the November 28, 2016 Select Board meeting, seconded by Robert Armstrong the vote was unanimous.

## Meetings Attended by Select Board Members

Bob Armstrong reported that he had been to four meetings: an FCAT Board meeting, noting they may move to a new location; a FRCOG-sponsored meeting on "modern wood heat," covering pellet or chip boilers, such as those used at the Transit Center and Charlemont elementary school; a meeting at McCusker's Market held by two UMass professors on river floods; and a legislative summit in Northampton that garnered much citizen input.

Citizens' concerns: None.

# Old Business

FY 2018 budget

Animal Control Officer stipend

Tom Hutcheson reported on regional Animal Control Officer stipends, using the FRCOG FY 2016 Wage and Salary Survey. He explained that our ACO makes much less than those of surrounding towns, and that he is planning to request additional funds for the ACO stipend for both FY 2018 and FY 2019. In part, this would be to make the position more attractive to another candidate for the position, should we need one.

#### Select Board stipend

Tom Hutcheson reported on regional Select Board stipends, using the FRCOG FY 2016 Wage and Salary Survey. Conway Select Board members make a comparable amount as some nearby towns, but not as much as others. On the whole, it is not out of line. Tom Hutcheson stated that he thought that for the time Select Board members put in, that a higher stipend would be reasonable.

#### Update: Tree Warden; possible appointment

Tom Hutcheson reported that the current candidate has not yet formally expressed a desire to be appointed. The item was tabled.

# New Business

# Appoint Highway laborer

Tom Hutcheson reported that the process is still moving forward, but he and the Highway Superintendent do not yet have a final name to bring forward. We hope to by next week.

#### Appoint representative to MIIA annual meeting at MMA conference

Tom Hutcheson explained that this was an annual event and that he had served as the representative in the past. On a motion from Robert Baker to appoint Tom Hutcheson the Town's representative to the MIIA annual meeting, seconded by Bob Armstrong, the vote was unanimous in favor.

#### Approve licenses (as received)

Tom Hutcheson reported that there were no problems with any of the licenses.

Llamas: common victualer, jukebox

On a motion from Bob Armstrong to approve the FY 2018 licenses for The Conway Inn, seconded by Robert Baker, the vote was unanimous in favor.

Langevin: common victualer Tabled. Baker: common victualer, fuel, packaged goods: Tabled.

## Review draft audit management letter

Tom Hutcheson reported on the FY 2016 audit's management letter, which has been finalized, going over some of the items that had been emphasized by the auditor. The audit was quite positive overall.

Items Not Anticipated 48 Hours In Advance of the Meeting:

## Town Administrator update

I have been working with the Housing Committee on real estate procurement issues and have a call in to the state for clarification on various fine points.

None.

I have been working on the Community Compact "best practices" for IT with the FRCOG, which is using the opportunity to create a manual for small towns, with Conway being the test case.

Concerns of the Selectmen:	None.
Mail:	None.
Announcements:	None.

Next Meeting: Scheduled for Monday, December 12 at 7:00 p.m. at the Town Office, 32 Main Street

## **Executive Session**

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

# On a motion at 7:45 from Robert Baker to adjourn, seconded by Bob Armstrong, the vote was unanimous in favor.

Respectfully submitted,

Robert Baker