

Minutes  
CONWAY SELECTBOARD  
Town Office, 32 Main Street  
January 9, 2017, 7 p.m.

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Select Board members present: John O'Rourke; Robert Baker, Bob Armstrong

Others present: Tom Hutcheson, Town Administrator; Lisa Turowsky, Assistant to the TA; Matt Carlson, FCAT; Ron Sweet, Highway Department; Pixie Holbrook, Housing Committee; Roy Cohen, Finance Committee; Jim Bosman, Finance Committee; Tom Donovan, Finance Committee; Sheila Harrington, Finance Committee

John O'Rourke called the meeting to order at 7:01 PM

*Minutes*

- **On a motion from John O'Rourke to accept the minutes of January 4, 2017, seconded by Robert Baker, the vote was unanimous in favor.**

*Warrants*

- **On a motion from John O'Rourke to sign the vendor warrant for \$47,314.83, the payroll warrant for \$101,416.41, and the payroll deduction warrant for \$26,678.59, and Student Activity warrant for \$1,958, seconded by Robert Baker, the vote was unanimous in favor.**

*Meetings Attended by Selectboard Members*

None.

*Citizens' Concerns*

None.

*Old Business:*

***Sign Intent to Purchase for land for Senior Housing –***

Intent to Purchase for land for Senior Housing at 201 Maple Street, including 4 acres of land, one house and one barn, was presented to the Selectboard for signature. First contingency is that the land percs for 12 units. John O'Rourke added language "See Addendum #2" to the document, which sets forth all the contingencies that must be met. Pixie Holbrook will provide Tom Hutcheson with the name of the vendor for the requisite \$1000 warrant. Tom Hutcheson will then prepare the warrant.

- **On a motion from John O'Rourke to sign the Intent to Purchase, seconded by Robert Baker, the vote was unanimous in favor.**

***FY2018 budget updates:***

*Highway Department –*

Ron Sweet presented a draft of the FY2018 highway budget. The proposed budget contains noteworthy changes to hourly wages & salary of approximately 4 ½% and an addition to the highway repair line item of \$40,000 for repair to the grader transmission. Ron Sweet got a quote of \$35,000 for replacing the transmission. If grader gets replaced, the \$40,000 will not be needed for grader repair.

*Treasurer and Collector FY2018 budgets –*

These are level-funded; no discussion was necessary.

*Board of Health –*

A significant increase in the FY2018 budget is in the item for hourly employees. The increase is the result of additional hours to staff the transfer station with two people on every shift.

*Police Department –*

Increases in the FY2018 result from portable radio fees, new radio, and required training for part-time officers.

*Fire Department –*

The only increases in the FY2018 budget are in the communication items.

*New Business:*

***FRCOG/DLTA survey –***

FRCOG sent request to communities to complete surveys prioritizing Local Technical Assistance funds. The survey should be completed by ***January 19, 2017.***

*Items Not Anticipated*

None.

*Town Administrator Update  
Committees*

There was some question as to whether the right-to-farm by-law being proposed by the Agricultural Commission should be a general by-law or a zoning by-law. After polling the membership of the Small-Town Administrators of Massachusetts, only two out of twenty respondents said their towns had it as a zoning by-law, so we're in good company if we continue to consider it as a general by-law.

***Departments***

Tom Hutcheson has received two proposals to upgrade our injured-on-duty insurance coverage. One would raise the cost from the current \$12,204 by \$1,476; the other, by \$1,728. Both of these would be less than the approximately \$3,000 we saved by switching providers. Tom Hutcheson will provide copies to the Police, Fire, and Ambulance, and will make a recommendation for FY 2018 as I develop the insurance budget.

Tom Hutcheson is working with the Treasurer on the need for a Fiscal Year 2017 audit, which she recommends as a good financial practice. Our borrowing for the Fire Truck does not necessitate an annual audit, but any other borrowing—for a wastewater system or a grader, for example—might require this. Our auditors have been asked for their estimates of future costs; they had expressed displeasure at having to do the extra work required for a biennial audit at their usual fee, and might charge a bit more if we waited a year.

The Franklin County Animal Shelter did not have a link to the newsletter on their website, for technical reasons, but Tom Hutcheson got an electronic copy of the newsletter and posted it on the Town web site.

The Franklin Land Trust made two errors in the text of the Dashevsky conservation restriction that were approved some time ago. The maps were correct, but the owners decided to leave more land in the exempted acreage for a house lot. They are going to get us a clean copy. Tom Hutcheson will put it on the agenda for next time.

*Concerns of the Selectmen*

None.

*Mail*

The MMA Selectman's Association annual business meeting will be held at January 21<sup>st</sup> during the trade show in Boston. Bob Armstrong and John O'Rourke will attend.

*Announcements*

None.

*Documents and Other Exhibits Used at the Meeting*

*Next Meeting*

- *Scheduled for Tuesday, January 17<sup>th</sup> at 6:00 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 8:30PM.**

Respectfully submitted,

Robert Baker, Clerk