

Minutes
CONWAY SELECT BOARD
Town Office, 32 Main Street
Monday, August 21, 2017 6 p.m.

Select Board present: Bob Armstrong; Robert Baker

Others present: Tom Hutcheson, Town Administrator; Lisa Turowsky, Assistant to the Town Administrator; Alyssa Tan, FCAT; Ron Sweet, Highway Superintendent; Ken Ouimette, Police Chief; Mary McClintock, Planning Board

Robert Baker called the meeting to order at 6:00 p.m.

Minutes Tabled.

Warrants

On a motion from Robert Baker to approve the FY 2018 vendor warrant of \$97,893.32; the FY 2018 payroll warrant of \$ 79,165.27; and the FY 2018 payroll deduction warrant of \$ 20,273.08, seconded by Bob Armstrong, the vote was unanimous in favor.

Meetings Attended by Select Board Members None.

Citizens' concerns None.

Old Business

Report on long-term financial plan: Town Administrator

Tom Hutcheson had an interim report. Final revenue/expense reports should be available at next meeting.

Interim report on ADA self-evaluation and transition plan

Tom Hutcheson reported that there will be an Executive Summary after public comments. Ron Sweet, Rusty Blossom and Tom McCarthy met with ICHD in June. The transition plan contains cost estimates, which lets everybody know what's needed. Robert Baker had a comment on the Town Office building regarding accessibility; he recalled that doors were widened when the ramp was installed. Robert Baker asked whether ADA rules have changed; Tom Hutcheson will ask the ICHD consultant about this. Tom Hutcheson asked for any comments by the end of the week so he can get back to ICHD. ICHD will give the Town priorities in the Executive Summary of the final report. The Capital Improvements Planning Committee will need to be involved, though some money for minor adjustments can be added to the Building Maintenance budget. Tom Hutcheson was pleasantly surprised that the lift ICHD recommended was just \$80,000. Leverett Town Hall has a similar lift.

New Business

Sign three Chapter 90 reimbursement forms for Highway Department

Ron Sweet brought in forms related to North Poland Road #2 bridge, for engineering design on the bridge. Now there's a plan for what it's going to take to fix it. The engineering design reimbursement request is for \$9508. The second form relates to East Guinea Road which was reclaimed and new blacktop was put down. Reimbursement request is for \$164,259. Tom Hutcheson asked if there's good information about easements and center line, Ron Sweet said there is. Can Ch. 90 pay for survey work? Yes, said Ron Sweet, this was done in these projects. The third project was South Ashfield Road, milled surface 1 ½' and put 1 ½" down on the surface. Ron Sweet said this still must be relined. Total was \$162,370. Robert Baker asked if they'll be painting lines on Shelburne Falls Road, a lot of people have asked about that. Ron Sweet said yes.

Policy on paying for police details

Ken Ouimette spoke to the Select Board about the current situation with paying for police details. Trying to clean up the process so they don't have confusion about details for contractors who come into Town. The rate of payment has been \$40/hour for about 10 years; several surrounding towns have gone up to \$45/hour or even \$50/hour. Ken Ouimette would like the hourly rate for Conway to go up to \$45. Ken Ouimette recommended that this policy be reviewed annually.

A second policy is about off-duty detail policy, a guide for officers. This policy clarifies that officers' first obligation is to the Town of Conway. One of the problems recently came about because Greenfield is going through some bookkeeping issues. Until further notice officers who accept details in Greenfield will be responsible for billing Greenfield. That policy should be reviewed annually also. The Town pays officers for details within 10 days of receiving payment from the vendor. A revolving account will be discussed before the next Special Town Meeting at the end of October. A decision will be made before October. These policies apply to police only, not to fire, and not to emergency situations.

Set Special Town Meeting for Monday, October 30: open warrant, consider items:

- **On a motion from Robert Baker to open the warrant for Special Town Meeting on October 2, 2017, seconded by Bob Armstrong, the vote was unanimous in favor.**

Zoning moratorium for retail marijuana operations

Mary McClintock came in to apprise the Select Board of the Planning Board's recent discussion of a moratorium. The idea is to buy Conway time to create zoning rules for retail marijuana operations. Law regulating retail operations is completely different than those relating to individual use. The fact that these operations are a 100% cash business raises security issues, and the Town needs time to consider how to regulate these businesses. The moratorium can last until April 30, 2019. At their September 7th meeting the Planning Board will need to discuss removing a phrase about Table of Contents. The Planning Board has scheduled a public hearing on the moratorium for October 5th. Are there steps Conway could take if they want to block marijuana from being sold recreationally in town? This could be done at Town Meeting according to Tom Hutcheson. The State hasn't written regulations implementing the law yet. Cultivation is done inside buildings and not considered agriculture.

By-law revision: Reducing number of Finance Committee members to five

The Moderator has no problem with this reduction. Currently the Committee has five members. The reduction would make it easier to have a quorum.

By-law revision: Reducing number of Conservation Commission members to three

The Chair asked SB to consider reducing number of members to three. Tom Hutcheson suggested saying that it can be either three or five members; he wants to run this by Town Counsel.

Establishing revolving account for Medicaid

This would simplify payments for retirees from Conway Grammar School.

Establishing revolving account for police details

This was discussed with Ken Ouimette; see above. \$20,000 would come from free cash.

Town Administrator update

Committees

The Moderator has appointed Andrea Bowdoin of Shelburne Falls Road to the Finance Committee. She is a business owner and very interested in getting involved with the Town.

Departments

Following up on a question from the last meeting about the FY19 health plan changes, the Treasurer has found that the copay and prescription deductible increases will be the same for both the HMO and PPO plans.

On the health care plan changes, I have identified and contacted the new Union #38 representative, Emily Tynan of South Deerfield. I'm going through the same notification steps I did with Sue Siegel to make sure it's all by the book. I've also offered to meet with her, or for her to meet with Jan, to go over the particulars so that we're all on the same page.

I understand that some land in Chapter might be up for sale soon. The Town has the right of first refusal on that land, which abuts the Fournier property and land being considered for the solar project; also, the owner has a right of way through the Town land.

Nelson Shifflet has informed me that he intends to have a petition for a Special Town Meeting article regarding the issue of the status of immigrants about which he spoke to you before. I informed him we had one scheduled for October 30.

There is another round of Community Compact funding for 1) adopting best practices; 2) regionalization; and 3) IT, including hardware. Of the two we chose before, the long-term financial practices project is within days of completion, and the IT project is being refined by the FRCOG prior to distribution to other small towns. I have also forwarded the IT information to the Assessor, as they might have some ideas on improving the Town's GIS site.

I'm having a website update meeting for staff and committees with a strong web presence this Thursday at 1 p.m. at the Town Hall. Roy Cohen, who is creating the new website, will be there, and we will go over some of the changes we're planning and ask for input. Plan is to allow departments and committees to have control over their own web pages with some review for consistency, which will result in a much more usable and friendly web site. There will be all kinds of new capabilities to address concerns of the public that came up during Housing Committee discussions. They would like to have ideas within two weeks. Will have to come up with training for people, password protocols, etc.

You'll see in the mail that the Festival of the Hills is looking for ideas and for any Town-related expenses. I've let the public safety departments know, and will compile those answers and let the Festival know what expenses the Town would plan to charge. I will plan to propose a policy to the Select Board regarding charging for any public services required by non-Town events.

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

Concerns of the Selectmen: *None.*

Mail:
FOH letter asking for ideas/information for 2018 event
Comcast letter re: business account

Announcements *None.*

Documents and Other Exhibits Used at the Meeting
Vendor, Payroll, and Payroll Deduction Warrants (FY 2018)
Chapter 90 Reimbursement Requests
Conway Police Department Policies and Procedures (Off Duty Detail and Conway Police Officers Detail Policies)
Chapter 90 Reimbursement Requests (three forms)

Next Meeting
Scheduled for Tuesday, September 5, 2017 at 6 p.m. at the Town Office, 32 Main Street.

- **At 7:10 p.m., on a motion from Robert Baker to adjourn, the vote was unanimous in favor.**