

Minutes
CONWAY SELECT BOARD
Town Office, 32 Main Street
Wednesday, September 6, 2017 4 p.m.

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

Others present: Tom Hutcheson, Town Administrator; Lisa Turowsky, Assistant to the Town Administrator; Alyssa Tan, FCAT

John O'Rourke called the meeting to order at 4:00 p.m.

Minutes

August 7, 2017

August 21, 2017

- **On a motion from John O'Rourke to approve the minutes from August 7th, seconded by Bob Armstrong, the vote was 2-0-1. On a motion from John O'Rourke to approve minutes from August 21st, seconded by Robert Baker, the vote was unanimous in favor.**

Warrants

- **On a motion from John O'Rourke to approve the FY 2018 vendor warrant of \$54,019.27; the FY 2018 payroll warrant of \$89,348.16; and the FY 2018 payroll deduction warrant of \$24,034.72, seconded by Bob Armstrong, the vote was unanimous in favor.**

Meetings Attended by Select Board Members *Bob Armstrong went to the meeting with Roy Cohen about the new website.*

Citizens' concerns *None.*

Old Business

Report on long-term financial plan: Town Administrator

Tom Hutcheson stated that the plan has been completed and is being sent to the state so it can be crossed off Community Compact checklist.

Report on ADA self-evaluation and transition plan

Tom Hutcheson stated he's still waiting on the executive summary. Some priorities will include relocating offices such as that of the Police Department. Total for what can be done at Town Office building is just under \$10,000; if you take out the lift, Town Hall improvements would be about \$14,000. Conway Grammar School has about \$16,000 worth of work to reach compliance; it was built under 1991 ADA guidelines, which have been updated. Conway Grammar School work would be performed under their capital plan. The lift at the Town Hall would cost about \$80,000 (without including shaft construction), much less than an elevator would cost. A lift would be slower and only capable of transporting riders up one story but would not require any excavation. The lift would make that aspect of the Town Hall compliant. Tom McCarthy, Rusty Blossom, Ron Sweet, and Tom Hutcheson were involved in reviewing the self-evaluation and transition plan process.

New Business

Council on Aging: appoint Carolyn Thayer

The Council on Aging has recommended that Carolyn Thayer be appointed.

- **On a motion from John O'Rourke that the Select Board accept the recommendation of the Council on Aging that Carolyn Thayer to be appointed to the Council on Aging for a term expiring June 30, 2020, seconded by Bob Armstrong, the vote was unanimous in favor.**

Upcoming Eversource right-of-way work: regular clearing plus clearing to right-of-way edge

General discussion of why Eversource is changing its clearing practice. Clearing to the edge of their right-of-way will involve clearing an additional area twice the size of what is cleared now, which will be a major change for abutters.

Special Town Meeting for Monday, October 30, including but not limited to:

1) Moratorium on commercial marijuana operations

The Planning Board did some tweaking of the marijuana moratorium article.

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

There is a new resident who is interested; there is one vacancy for a six-person committee, but reasons to reduce it to five include having an odd number and making it easier to obtain quorum.

3) By-law revision: Changing number of Conservation Commission members to five or three

Town Counsel would prefer to see a set number rather than a range for membership.

4) Establishing revolving account for Medicaid reimbursements

There are no changes proposed for this article.

5) Paying a bill from a prior fiscal year

There are no changes proposed for this article. There is a bill for a February delivery according to the water company that has been submitted.

6) Communication from Nelson Shifflett regarding possible petition

Memorandum was distributed to Select Board concerning local law enforcement and cooperation with ICE agents. We don't have a copy of the petition yet.

7) ADA improvements ballpark cost. There's an implementation grant with a November application deadline, so Tom Hutcheson would like to ask the Town for 40% matching funds.

The total need (without a lift) is about \$24,000, but rather than ask for that now, Tom Hutcheson suggested asking for \$6,000 for the matching 40%, for \$15,000 in first-year project funds. FY 2018 free cash has not been certified yet but should be by Special Town Meeting. This grant is a continuation of the self-evaluation and transition plan grant, and is supposed to be on-going.

The Treasurer and Police Chief have requested that the warrant article for a revolving fund for paying police details be withdrawn. Considering the realities of the various situations that have contributed to the concept, it is not the main priority regarding details—the recent policies have covered those; and, the implementation would be somewhat burdensome given the additional policies that would be required.

School facilities study: continue with the project as it stands, change the focus, or cancel the agreement.

The project report is quite long. Tom Hutcheson reported that it includes much background information but almost no analysis of system efficiencies. The study is late and the Superintendent has said they're not going to pay their portion; other Frontier-town Administrators were in general agreement. No date for deliverables was included in contract but the investigator has not done adequate or timely work, or communicated well about the project or its delays. The Superintendent's office has already relocated, so that is no longer a consideration. Tom Hutcheson suggests that Select Board review the report to decide whether to spend the \$3,000. Other towns are taking it back to their Boards. A re-designed study would cover shared services as well as shared facilities, but this might not be right contractor. The Select Board will review the document, and Tom Hutcheson will check with Town Counsel on how to proceed.

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

Town Administrator update

Boards and Committees

The Planning Board has been working with the FRCOG on a survey on economic development, which they are slated to publish in a couple of weeks. The main part of the survey asks about people's preferences for additional in-town business, and it also includes a business-to-business section.

We have sent out a notice to committee and board chairs and staff regarding the October 2 All-Committee meeting. Copying last year's, we gave the time as 7:00 p.m.

Departments

The FEMA Hazard Mitigation grant is open again, and we have re-started our work with GZA (engineering firm who helped to submit grant proposal) to try to get funding for stabilizing the slope from Delabarre Avenue to the South River.

I had a meeting with Eversource representatives; they will be trimming trees in their right-of-way farther than before—to the edge of the right-of-way. They are contacting all households that will be affected, but want to give a general heads-up as well. Regular brush cutting will begin next week, and tree cutting will begin in December.

Comcast's work is proceeding. There have been a couple of citizen concerns; one, regarding the siting of a power supply, which I understand has been resolved, and one regarding the seemingly low height of some of the lines, about which I have a call in to Comcast.

Lisa and I are preparing public service announcements to be sent out with the November tax bills—one on winter roads and one on vacancies for boards, committees, and commissions. We will bring that to your next meeting for approval.

Lisa Turowsky has completed a guide for town appointees, which has been posted on the web site.

I hope to have a new version of the Town of Conway website for you to look at within the next month—staff previewed it and made a number of suggestions. It will be better organized and most importantly completely compatible with mobile devices (including being editable from mobile devices in cases of emergency).

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

Concerns of the Selectmen: *None.*

Mail:

Conway Hills Sanctuary walk tomorrow, Sept. 7th

Announcements

FRCOG meeting re: marijuana regulations on Sept. 7th.

Documents and Other Exhibits Used at the Meeting

Vendor, Payroll, and Payroll Deduction Warrants (FY 2018)

Nelson Shifflet memo concerning local law enforcement and ICE support

Special Town Meeting Draft Warrant

Eversource right-of-way documents

Next Meeting

Scheduled for Monday, September 18, 2017 at 6 p.m. at the Town Office, 32 Main Street.

- **At 4:45 p.m., on a motion from John O'Rourke to adjourn, the vote was unanimous in favor.**