

Minutes
CONWAY SELECT BOARD
Town Office, 32 Main Street
Wednesday, September 18, 2017 6 p.m.

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

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

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

Minutes

September 6, 2017

- **On a motion from Robert Baker that the Select Board approve the minutes from September 6th, seconded by Bob Armstrong, the vote was unanimous in favor.**

Warrants

- **On a motion from Robert Baker to approve the FY 2018 vendor warrant of \$388,399.99; the FY 2018 payroll warrant of \$25,611.53; and the FY 2018 payroll deduction warrant of \$100,394.70, seconded by Bob Armstrong, the vote was unanimous in favor.**

Meetings Attended by Select Board Members Bob Armstrong went to Conway Hills Sanctuary Hills walk, led by Mass Audubon. There was significant rain during the walk. It was well-attended by about 25 people. Later that night he attended marijuana meeting at FRCOG and looked at what little is currently known. Attendees talked about how to get ready/how to live with marijuana in our towns. Bob Armstrong also went to Recorder's 225th birthday celebration.

Citizens' concerns

None.

Old Business

Long-term financial plan: Town Administrator *Tabled.*

Tom Hutcheson still doesn't have a hard copy; should be getting some soon from FRCOG.

Special Town Meeting, October 30

Review existing and any proposed articles

One major change per Tom Hutcheson; he had not included debt service for fire truck in the FY18 Town Meeting warrant budget. It's now proposed to come from free cash. We expect free cash to be certified by the Special Town Meeting, but if it isn't, the Special Town Meeting will have to be postponed. DOR has asked towns that have Special Town Meetings coming up to let them know so they can prioritize. Tom Hutcheson has reordered the Articles; they go from the moratorium to money articles (highest cost to lowest cost), with non-money articles after that, and the citizen petition at the end. There is one new article: the removal of two dead trees at Conway Grammar School which would have to come from free cash; there are other downed trees that should be cleaned up as well. On Article 5 there are now four bills from FY2017. Tom Hutcheson is still waiting for a February-dated invoice for water; all representations from the company except one recently have said it was for a March delivery that was refused. Also, there are now two bills for the Police Dept., for fuel and for clothing. There will be Finance Committee recommendations on the warrant articles. Signatures for citizen's petition were submitted today.

Close special Town Meeting warrant

Tom Hutcheson recommends closing the warrant today, as scheduled.

- **On motion by Robert Baker to close the Special Town Meeting warrant, seconded by Bob Armstrong, the vote was unanimous in favor.**

New Business

Approve charity events

5k Road Race- this is the one being for the Festival of the Hills.

- **On a motion from Robert Baker to approve the 5K road race, seconded by Bob Armstrong, the vote was unanimous in favor.**

Sign letter to residents about winter parking

Ron Sweet talked about parking ban especially as it relates to on-street parking. Ron Sweet is trying to make residents aware of the parking ban and bylaw related to on-street parking by making a town-wide mailing.

- **On a motion from Robert Baker to approve winter roads letter to residents, seconded by Bob Armstrong, the vote was unanimous in favor.**

Approve Public Service Announcements for inclusion with November tax bill

- **On a motion from Robert Baker that the Select Board approve the PSAs for inclusion with November tax bill, seconded by Bob Armstrong, the vote was unanimous in favor.**

Approve cost-share commitment for updating to the Town's Multi-Hazard Mitigation Plan

Tom Hutcheson explained the need to update the Multi-Hazard Mitigation Plan every five years, which allows the Town to continue to apply for FEMA hazard mitigation grants. Tom Hutcheson has been working on this with FRCOG, who were tremendously helpful last time. In the Special Town Meeting warrant, Article 3 relates to transfer from free cash for matching funds for a grant to update the plan. There will be multiple public discussions of the plan. Commitment letter must be in before the Special Town Meeting. If free cash isn't certified by the date of the Special Town Meeting Tom Hutcheson says the funds could come out of the reserve fund.

- **On a motion from Robert Baker that the Select Board approve the cost-share commitment for updating the Town's Multi-Hazard Mitigation Plan, pending approval at Special Town Meeting of payment from free cash or as a transfer from the reserve fund, seconded by Bob Armstrong, the vote was unanimous in favor.**

Employee 5-year recognition letters: Christina Lankarge (Fire Department), Lynn Kane (Assistant Treasurer/Collector)

- **On a motion from Robert Baker that the Select Board approve 5-year recognition letters for Christina Lankarge and Lynn Kane, seconded by Bob Armstrong, the vote was unanimous in favor.**

Items Not Anticipated 48 Hours in Advance of the Meeting: CDBG annual report/summary of activity as of Dec. 31, 2016

Tom Hutcheson explained that this applies to revolving fund for housing rehabilitation for low-to-moderate income residents of Conway. The signature of Chair of Select Board is required but Tom Hutcheson would like the Select Board to vote on it.

Town Administrator update

Committees

FYI, the 250th committee reports that they have no specific plan for removing the anniversary signs. They have discussed the general timeframe of October/November; whenever they can get help to do it.

Mike Haley has withdrawn his request for Irish Road Bowling for the season, but says he expects to return in the spring. It will be a charity event separate from the Festival of the Hills, for an engineering scholarship.

Departments

Website update: while board, committees, and commissions will be able to take on the management of their page (they would receive their own password, just for that page), my office will be happy to continue to update any page as necessary.

I'm working with the Assessor and the Highway Superintendent on road acceptances: the 1989 list is only a list of standardized street and road names intended to appear on the first official Town map for valuation and other purposes. I had been under the impression that the list limited the number of Town ways by providing a positive list, with any roads not on that list becoming no longer Town roads, but it does not, and we need to have a complete and limited list in order to avoid people claiming "paper roads" as real roads the Town would then be obliged to maintain. I am working on a possible solution that would discontinue all roads not on a list without having to have boundaries for roads on the list.

Tax bills will be delayed this year, probably by a week or slightly more. We will put a notice in the Visitor and on the Town web site to try to help cut down on calls to the office.

I'm working on an article for the annual Town Meeting for approval of a special fund for mid-year grant matches, probably at \$10,000. This year we are fortunate to have a well-timed special Town Meeting so that it could allow for grant applications, but that may not be the case in future years.

I've been looking at Community Compact opportunities and one "Best Practice" seems attractive: costing out our collective bargaining agreement for our school unions—Conway Grammar School teachers, CGS instructional assistants, and Frontier Regional High School. (This is listed under the "Human Resources" category.) I'd also be interested in calculating what agreement numbers would result in a 2.5% increase in overall school costs (with some assumptions about health care); although that's not listed as a "best practice," the Administration is open to such related proposals under this program. That said, it's not at all clear what would be involved in such analyses, or what they would cost. My thinking is that they should not be very expensive, and that a methodology packet with a spreadsheet might be useful for other towns.

The final sign-off for the South River project happened Friday with a sign-off due by the Army Corps of Engineers at the end of October, a reminder that projects can involve much more than the actual work done.

Concerns of the Selectmen: *None.*

Mail:

Letter from Mike Haley re: Irish Road Bowling; question about meeting on 9/28 at Butterfly Conservatory re: marijuana moratorium (same date as regional planning board meeting); Town of Sunderland invitation to parade on 6/16/18 RSVP by Oct. 30th; FRCOG anniversary celebration on 10/13

Announcements

Free legal advice from Mass Bar Association; Mass Treasurers/Collectors Association letter re: Janice Warner's approval as certified Mass Municipal Treasurer.

Jan Warner received her certification as a Massachusetts Municipal Treasurer.

- **On a motion from Robert Baker that the Select Board write a note congratulating Janice Warner, seconded by Bob Armstrong, the vote was unanimous in favor.**

Documents and Other Exhibits Used at the Meeting

Vendor, Payroll, and Payroll Deduction Warrants (FY 2018)
CDBG annual report/summary of activity as of Dec. 31, 2016

Next Meeting

Scheduled for Monday, October 2, 2017 at 6 p.m. at the Town Office, 32 Main Street.

- **At 6:54 p.m., on a motion from Robert Baker to adjourn, the vote was unanimous in favor.**