

Minutes
CONWAY SELECT BOARD
Town Office, 32 Main Street
Monday, October 30, 2017 6 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; Janice Warner, Treasurer; Carolyn Shores Ness, Deerfield Select Board; Dana Goodfield, Capital Improvements Planning Committee; Greg Lewis, FRCOG; Ken Ouimette, Police Department

John O'Rourke called the meeting to order at 6 p.m.

Minutes

October 16, 2017

Robert Baker made correction to minutes;

- **On a motion from John O'Rourke that the Select Board approve the minutes as amended from October 16th, seconded by Bob Armstrong, the vote was unanimous in favor.**

October 19, 2017

- **On a motion from Robert Baker that the Select Board approve the minutes from October 19th, seconded by Bob Armstrong, the vote was unanimous in favor.**

Warrants

- **On a motion from John O'Rourke to approve the FY 2018 vendor warrant of \$99,771.91; the FY 2018 payroll warrant of \$107,271.30; and the FY 2018 payroll deduction warrant of \$28,497.97, seconded by Robert Baker, the vote was unanimous in favor.**

Meetings Attended by Select Board Members

Bob Armstrong attended a Capital Improvements Planning Committee meeting; an Opioid Forum that was put on by Richard Neal; an FCAT meeting; a hearing to set the tax rate for FY2018; a meeting with Frontier Regional School District to discuss their bond request for maintenance that has been let go for a long time; a forum of public health committees congratulating FRCOG for all they've done to advance public health issues; and Mike Haley's storytelling event that Robert Baker put on to raise money for charities. Robert Baker also attended the tax rate hearing, the Frontier Regional School District meeting; and Mike Haley's event. John O'Rourke attended a FRCOG Executive Committee meeting.

Citizens' concerns

None.

Old Business

Consider joining communities forming Pioneer Valley Mosquito Control District

Carolyn Shores Ness of the Deerfield Select Board spoke to the Select Board about the need for this initiative. Deerfield has been interested because the Department of Public Health (DPH) has captured mosquitoes in Deerfield carrying West Nile several times. This is the beginning of huge problems resulting from changing weather patterns, etc. West Nile disease exists up and down the Valley. Mosquitoes are carrying other diseases as well. In Deerfield there are a lot of ditches, so the idea is that if there's a public health need, these ditches can be cleaned out. The initiative would give permission to go onto people's property to remediate problems. Anyone over 60 could be at risk for West Nile. The initiative would carry no cost/minimal cost the first year. It would be up to the member towns to decide how they want to participate. Towns are creating salt marsh conditions because of the way roads are being treated with more salt and less sand. The initiative would be under the supervision of the District. Original communities that join in get first year free and will also help choose the Commissioner of the District. Carolyn Shores Ness took questions from Select Board. Carolyn Shores Ness is asking simply that Conway express its interest in the formation of the District. Robert Baker asked if there will be something to protect small communities that don't have many catch basins, etc. because of their size from being assessed disproportionately.

Carolyn Shores Ness said hopefully a lot of towns will participate; if Conway participates its membership would provide a certain amount of surveillance of disease-carrying insects. Greg Lewis of the FRCOG spoke about his role as a public health emergency planner. The funding model gives towns the ability to pay for just the services they want; membership fee will be split evenly among the towns. The Commission will look at whether there's a scale based on a locality's population to reduce its membership fee. The District will put forth nominees for the Commission. Bob Armstrong asked how big the District will be? The District ranges from the VT border to the CT border. Franklin County has a cluster of interest focusing on towns within two towns of the Connecticut River. Robert Baker asked if local Boards of Health have been involved. What the District offers is year-by-year surveillance of species to assess risk.

- **On a motion from John O'Rourke that Conway support the Pioneer Valley Mosquito Control District, seconded by Robert Baker, the vote was unanimous in favor.**

New Business

Capital Improvements Planning Committee: clarity on "New Equipment" Highway line item

Dana Goodfield spoke to the Select Board about this line item and what qualifies as a capital investment; it should be \$5000 and a life span of more than 5 years. Highway Department recently purchased a mower that didn't get submitted to CAPITAL IMPROVEMENTS PLANNING COMMITTEE. Tom Hutcheson felt that because it was purchased at end of June, this was last fiscal year. Dana Goodfield thinks it did qualify as an expenditure that CAPITAL IMPROVEMENTS PLANNING COMMITTEE should look at. It bothers Dana Goodfield that neither Tom Hutcheson nor ROBERT BAKER knew anything about it. Dana Goodfield questioned the purchase and the necessity of this piece of machinery. He asked if Ron Sweet had money in his budget? He's had money in budget for several years; if he has extra money he has been able to purchase equipment. This was a \$6200 mower. No money had been spent since 2014? Dana Goodfield thinks Highway Department already had the equipment to mow the grass. John O'Rourke pointed out that CAPITAL IMPROVEMENTS PLANNING COMMITTEE is not there to approve everything that's being purchased. John O'Rourke stated that they're looking at increasing amount of money to \$10,000 as part of its duty to approve all of town's financials. Policy is going to be fine-tuned.

Special Town Meeting: article review

Tom Hutcheson directs the Select Board's attention to the talking points for the motions. Discussion of Article 8, it's presented as a bylaw, so motion should talk about bylaw. Tom Hutcheson asked that something be said about each article before it's voted on at Special Town Meeting.

Appointments: Appoint Jason Hunter as Basketball Sports Director

He's already been appointed to Parks and Rec; this is a separate appointment as the Director.

- **On a motion from John O'Rourke to appoint Jason Hunter to Conway Youth Sports, Basketball Program Director for a term ending 6/30/2018, seconded by Robert Baker, the vote was unanimous in favor.**

Approve liquor licenses – Conway Inn

- **On a motion from John O'Rourke to approve innkeeper's (liquor), jukebox and common victualer licenses for Conway Inn for the calendar year January – December 2018, seconded by Robert Baker, the vote was unanimous in favor.**

Renew contract with Upper Pioneer Valley Veterans' Services District

- **On a motion from John O'Rourke to renew this contract, seconded by Robert Baker, the vote was unanimous in favor.**

Approve revised CORI policy. *Tabled until Ken Quimette reviews the revised policy.*

Discussion – free cash certification

Tom Hutcheson reviewed the recent certification and how it compares to past years.

Items Not Anticipated 48 Hours in Advance of the Meeting

Request from Treasurer/Collector to participate in process aimed at procuring new tax collection software

This item needs to be addressed before the next Select Board meeting so that's why it's brought forward today. Jan Warner described the tax collection software which is no longer being supported technically by the State. Collectors would like to use the person for support who wrote the software; others have questioned whether it makes sense to stay with a single individual. Jan Warner discussed the price of software support. If 11 towns participate this is the price that they'll get; it's a CT-based company that is looking to get into MA. The price is more than what the single individual is offering. Community software consortium offers a good deal for the first three years. New software also offers tax title/tax lien processing which Jan Warner now pays for. They need an MOU saying we're interested in this product. Jan Warner recommends this and we may be able to get a Community Compact grant.

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

Town Administrator update

Committees

Alan Singer, new chair of the Finance Committee, attended the annual meeting of the Association of Town Finance Committees, and is looking forward to budget season.

Departments

As you know, we have gotten the fall tax bills out, on Thursday, about a month later than usual. We had hoped for only a two-week delay, but there were a number of details to be worked out, which were finally dealt with between the Administrative Assessor, our accountant, DOR, and me. Details ranged from the methods for changing to the new per-parcel billing system to various forms that needed revisions to accounting for the tornado damage. I would like to thank everyone for their patience through what turned out to be a more difficult process than expected, and especially the staff, who put in a lot of overtime and worked hard to get all the details exact.

Along with the tax rate approval, FY 2018 free cash has also been certified; I have prepared a sheet detailing the amount and giving some context in light of past years. Due to a change in the accounting for the tornado damage, our free cash certification was revised upward, to \$208,685. With the \$42,342.45 that may be appropriated at the special Town Meeting later this evening, that leaves 166,342.55 in free cash for appropriation in May, certainly enough for the usual \$125,000 for capital stabilization, but just \$41,342 beyond that, which would not fully cover the now-usual Conway Grammar School request for \$50,000 for their capital stabilization fund.

More on finishing up cleaning the tornado damage: Pantermehl is done with tornado damage in the front of the Fournier property; they also cut down two trees by the school (leaving one for the Town to remove). The Highway crew will do the general clean-up. The cost for the tornado damage in the front of the Fournier property is about \$10,000. We and need to clear the trail in the back, but we should be able to leave some of the wood on the south side of the trail, requiring minimal removal from the hard-to-reach site; Pantermehl may be able to do that work as well. The total cost for this fiscal year's clean-up seems likely to stay under \$25,000, the figure I gave the Department of Revenue as an estimate, which will go onto next year's tax rate.

In preparation for the changing plan of the Hampshire County Group Insurance Trust, I have contacted MIIA to get an estimate of their health plan for Conway. Based on what I have heard from other town administrators, they will probably not be able to match HCGIT's plan.

We have submitted to MEMA a draft of the FEMA grant for Delabarre Avenue, and it is being reviewed and amended. Once MEMA forwards it to FEMA, we will have about a 2½ month wait before the grants are finalized, but that should still be in plenty of time to get the Town match on the warrant for the May Town Meeting.

I am working with the Town Clerk and Administrative Assessor on registering for the Local Update of Census Addresses in preparation for the 2020 US Census. After we get through the rather awkward registration process, the update itself should be relatively easy for Conway.

I got the final documents for the ADA self-evaluation and transition plan today, and will put that on the next agenda for your review.

Concerns of the Selectmen *None.*

Mail: Beacons and updated demographic data.

Documents and Other Exhibits Used at the Meeting

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

Special Town Meeting Motions, Articles 1 through 9

Pioneer Valley Mosquito Control District letter from South Deerfield Select Board and supporting docs

Upper Pioneer Valley Veterans' Services District contract

Revised CORI policy DRAFT

Next Meeting

Scheduled for Monday, November 13, 2017 at the Town Office, 32 Main Street, 6:00 p.m

- **At 6:50p.m., on a motion from John O'Rourke to adjourn, seconded by Robert Baker, the vote was unanimous in favor.**