

*Minutes*  
CONWAY SELECT BOARD  
Town Office, 32 Main Street  
Monday, November 27, 2017 6pm

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*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 6 p.m.**

*Minutes*

*November 13, 2017*

- **On a motion from John O'Rourke to approve the minutes of November 13th, seconded by Robert Baker, the vote was unanimous in favor.**

*Warrants*

- **On a motion from John O'Rourke to approve the vendor warrant of \$156,536.44; the payroll warrant of \$109,057.80; the payroll deduction warrant of \$27,842.81; and the payroll deduction correction warrant of \$34.00, seconded by Robert Baker, the vote was unanimous in favor.**

*Meetings Attended by Select Board Members*

Bob Armstrong attended an FCAT board meeting switching over to new server but otherwise it's going great. Chris Collins would love to do interviews with Select Board members on current events. Bob Armstrong also went to Franklin County Chamber of Commerce breakfast meeting where a woman from the Cannabis Control Commission spoke about writing regulations, and to the Franklin County CDC ribbon-cutting for opening of new freezer, a tremendous resource for farmers in Franklin County and the children in Franklin County schools who will benefit from the food processing activities of the CDC. Robert Baker commented on Mike Haley's story time which raised money for GCC engineering student scholarship fund. John O'Rourke also attended the FCAT board meeting.

*Citizens' concerns*

*None.*

*Old Business*

Vote on support for shade tree law revision

After reviewing the information about the new law, and after hearing a recommendation in favor of the revision by Walter Goodridge, a motion was made to sign a memorandum in support thereof.

- **On a motion from John O'Rourke that the Select Board support the shade tree law revision, seconded by Robert Baker, the vote was unanimous in favor.**

*New Business*

Appoint Henry Horstmann to Council on Aging for a term ending June 30, 2018

Henry was highly recommended by Patricia Lynch of the Council on Aging, and Robert Baker also spoke highly of him from his past experience with the fire department.

- **On a motion from John O'Rourke that the Select Board appoint Henry Horstmann to the Council on Aging, seconded by Robert Baker, the vote was unanimous in favor.**

Appoint representative to School Committee subcommittee on repairs for a term ending June 30, 2018

An appointment needs to be made by December 8. Robert Baker volunteered to be the representative.

- **On a motion from John O'Rourke that the Select Board appoint Robert Baker as the representative to the School Committee subcommittee on repairs, seconded by Robert Armstrong, the vote was unanimous in favor.**

*Items Not Anticipated 48 Hours in Advance of the Meeting*

Sign stipend forms for Select Board member and for Emergency Management Director.

- **On a motion from John O'Rourke that the Select Board sign stipend forms, seconded by Robert Baker, the vote was unanimous in favor.**

Re-consideration of "Safe Community" article on annual warrant

In light of considerations that have been raised by community members regarding dissatisfaction with the tabling of the "Safe Community" article at Special Town Meeting on October 30, 2017, John O'Rourke makes the following motion (reads text of the motion). Robert Baker asked whether, by voting this, in the future anybody could get something automatically placed on the town meeting warrant if it gets voted down at a town meeting? It's clear this result only applies to this particular motion, it's a procedural issue.

- **On a motion from Robert Baker that the Select Board place the article entitled "A Bylaw Declaring Conway to be a Safe Community" introduced by citizens petition from the special town meeting held on October 30, 2017 on the warrant for the annual town meeting scheduled for May 14, 2018 by the Board of Selectment without need for a petition by citizens", seconded by Bob Armstrong, the vote was unanimous in favor.**

*Town Administrator update*

Regarding the Commission on Disability, I will note that to be properly constituted, it requires Town Meeting acceptance of Chapter 40, Section 8J. That section in turn requires five members, among other requirements (monthly meetings, etc.). I have made a note to include it for consideration on the annual Town Meeting warrant.

I've started work on the preliminary FY 2019 budget, including sending budget worksheets and capital request forms to all departments heads and committees. FYI, next year is the year I should get re-trained in three areas of procurement, which is every five years, so that is an added professional development cost in my own budget, about \$1,900. I'm also proposing \$200 for Lisa to get training (this would be beyond the MIIA trainings, which are free, except for mileage).

Speaking of budgets, the first presentation of the School Committee budget will be Thursday, January 18, 2018. I will note that this is the evening before the Massachusetts Municipal Association annual meeting, so some of you may not be able to make it. I know Alan Singer is intending to attend and has urged other members of the Finance Committee to do so as well.

The Treasurer and I are continuing to discuss health insurance with MIIA. There is significant uncertainty, as MIIA includes a portion—20%—of an individual Town's claim history in its premium calculation, whereas Hampshire's rates are based on the pool as a whole. That said, MIIA does have a \$75,000 maximum it would apply for any claim, which is their method of spreading out the cost. I am keeping both the school unions and the retirees informed, and am aiming for an informal meeting of all staff around January to get some initial feedback before the formal process starts.

Some of the Frontier towns may be writing in some Frontier projects as part of their Green Communities plan. Given that our own program is not proceeding smoothly, it would be premature at best for Conway to think about that approach at this point (we are still trying to resolve a dispute over the installation of insulation and finish the project).

The Planning Board is considering requesting clerical help regarding postings, minutes, notification of abutting towns in special permitting, etc. I have given them our current clerical job descriptions and will bring it up when the Personnel Committee meets, probably later in the winter.

In other Human Resources news, a letter came in from the FRCOG I thought I'd distribute to each of you, proposing a new Human Resources function, similar to the accounting program. Before the Personnel Committee was reduced in size, and having trouble meeting quorum, I had expressed interest in this initiative. At this point, with a full Personnel Committee and both my assistant and the Assistant Treasurer/Collector able to assist in some

administration, I do not think Conway needs this program, at least for now. If it gets established, and the make-up of the Personnel Committee changes, though, it might be worth participating in sometime in the future.

*Concerns of the Selectmen*

Robert Baker related his concern that department heads do not have a budget balance sheets from accountant yet this year; Tom Hutcheson said they will be getting the bottom lines for their budgets, they won't have sub-accounts and won't have them for this budget season. They'll be getting the capability of having them again in the future. TH said they can get the detail but not the assignment to sub-accounts. FRCOG has been requesting this information of their vendor since the summer. These concerns have been expressed.

*Mail:*

A letter from a citizen was sent regarding the safe community bylaw situation. John O'Rourke read the entire letter.

*Announcements:*

The Town Holiday party will be held on December 21<sup>st</sup> from 5 to 7 pm at the Conway Inn, for all Town staff, their partners, and volunteers.

*Documents and Other Exhibits Used at the Meeting*

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

*Letter from Frontier Regional School Superintendent Lynn Carey re: subcommittee on repairs*

*House No. 1088, An Act to update the public shade tree law*

*Chapter 87, Shade Trees Proposed Revisions*

*Massachusetts Shade Tree Law; <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter87>*

*Massachusetts new tree warden qualifications*

*Motion to place the article entitled "A Bylaw Declaring Conway to be a Safe Community" on the warrant of the Annual Town Meeting without the need for a citizen petition*

Scheduled for Monday, December 11, 2017 at the Town Office, 32 Main Street, 6:00 p.m.

**At 6:42p.m., on a motion from John O'Rourke to adjourn, seconded by Robert Baker, the vote was unanimous in favor.**