

*Minutes*  
CONWAY SELECT BOARD  
Town Office, 32 Main Street  
Monday, January 8, 2018 7 p.m.

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

*Others present:* Tom Hutcheson, Town Administrator; Lisa Turowsky, Assistant to the Town Administrator; Dan Fentin-Thomas, FCAT

**Robert Baker called the meeting to order at 7 p.m.**

*Minutes*

*December 26, 2017*

*Tabled.*

*Warrants*

**On a motion from Robert Baker to approve the vendor warrant of \$101,137.31; the payroll warrant of \$30,294.29; and the payroll deduction warrant of \$26,570.85, seconded by Bob Armstrong, the vote was unanimous in favor.**

*Meetings Attended by Select Board Members*

Robert Baker attended the Frontier Regional School District maintenance committee meeting.

*Citizens' concerns*

*None.*

*Old Business*

Annual Town Meeting warrant & Budget  
Review and discussion of draft.

Tom Hutcheson distributed some notes on the warrant. Some things of note: Assessors and Police items are due to be revised. For all of the capital requests, Tom Hutcheson noted that Capital Improvements Planning Committee still hasn't met. Discussion of putting OPEB liability on balance sheets to recognize general accounting standards. An article is needed to create a Commission on Disability in a way that is consistent with State Law. Discussion of allowing Town Clerk to codify by-laws. Discussion of changing the way Town Report is distributed; perhaps not everyone in town needs to get a copy in the mail. Draft budget was distributed. Tom Hutcheson cautioned that this is very preliminary and does not include salary adjustments; there's a new radio system with a new band, increasing the cost of radios. Police and Fire budgets won't be finalized until the radio fees are finalized.

Open warrant

- **On a motion from Robert Baker to open the warrant for the May 14, 2018 annual Town Meeting, seconded by Bob Armstrong, the vote was unanimous in favor.**

*New Business*

Business license renewals:

Costigan (J & J Auto): Class II Auto sales

- **On a motion from Robert Baker to approve the renewal of the Class II used car sales license of J & J Auto Sales, to expire December 31, 2018, seconded by Bob Armstrong, the vote was unanimous in favor.**

Set date for Citizens' Caucus: March 5, 2018, 8 p.m. at the Town Hall

- **On a motion from Robert Baker to approve the Citizens Caucus on March 5, 2018, seconded by Bob Armstrong, the vote was unanimous in favor.**

Discussion: draft marijuana regulations

Tom Hutcheson sent links to Select Board and composed a summary of the things that affect local governments. There is going to be a hearing on Feb. 6<sup>th</sup> from 10am to 1pm by Cannabis Control Commission to accept public comments on the regs. There are limited, but real, actions that the Town can take to impact the regs. Tom Hutcheson would like to see a place for the Boards of Health in the regs for inspecting production of edibles. He will be preparing comments and plans to attend the session on February 6<sup>th</sup>. Deadline for comments is February 15<sup>th</sup> at 5pm.

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

*None.*

*Town Administrator update*

### **Committees**

The Ag Commission is proposing Right-To-Farm roadside signs, and has made progress on a design, thanks to the talent and generous donated time of Amy Anderson. They are working on sign locations with the Highway Superintendent and the State and have estimates for the sign costs and are asking for funds in their budget request.

The Board of Assessors is preparing a grant request for IT work through the Community Compact—not a Best Practice but through their dedicated IT grant program.

### **Departments**

Departmental and committee budgets are almost all in. There is some delay related to new radio equipment; the new radios will be much more expensive than the old ones.

I'm working with the Highway Supervisor to ensure the prioritization of clearing access to the South River for fire equipment. This points to the need for the development a more formal policy for Highway support for several non-road Town activities, which I've begun to draft.

I've uploaded the emergency procurement policy and some other documents to the FEMA Grants Portal website, which could save time in filing paperwork after an emergency. I'll continue to pre-populate the site as appropriate.

### **Other**

We have received the annual salary survey from the Franklin Regional Council of Governments and a new Municipal Directory; they are available if you'd like to look at them.

Berkshire County Assessors and Administrators are spearheading a six-year plan to re-value some utilities in hopes of providing better assessed values. Our Administrative Assessor is our point person on this.

Draft regulations implementing the law legalizing marijuana have been released. I've shared some initial thoughts with both you and the Planning Board, who I expect will look closely at the draft regulations and prepare a by-law for Conway. The timeline for public comments has not yet been set, but I expect it to be announced soon.

The MMA is proposing three resolutions for the annual meeting January 18-20. They are written in the latest Beacon. Please review them for deliberation next week so that the Town can participate in the vote at the annual meeting. Although such motions are expected to pass, there is sometimes a discussion regarding specifics.

There will be a public hearing on the marijuana regulations on Tuesday, February 6, 2018 10:00-1:00 PM at the Franklin Regional Council of Governments. I'm planning to offer comments in support of local Board of Health overseeing the production of edibles, and perhaps other issues.

### *Concerns of the Selectmen*

It was established that the problem with odors in the Town Office. Work was done to identify a broken pipe behind the building; yet there was still a noticeable odor which was related to a clogged (frozen) vent. The clog was cleared, and the odor has diminished.

Another item relates to building maintenance; can't get into the fire house through the walk-out door. The door appears to be frozen shut. Tom Hutcheson will notify Ron Sweet.

*Mail:*

Franklin County Selectman's Association meeting at GCC on January 11th at 5:30pm; topic will be regionalization in Franklin County.

*Announcements:*

*None.*

*Documents and Other Exhibits Used at the Meeting*

*Vendor, Payroll, and Payroll Deduction Warrants*

*Notes on FY2019 Annual Town Meeting Warrant*

*FY2019 Annual Town Meeting Warrant DRAFT*

**At 8:10 p.m., on a motion from Robert Baker to adjourn, seconded by Bob Armstrong, the vote was unanimous in favor.**

Next meeting is scheduled for Tuesday, January 16, 2017 at the Town Office, 32 Main Street, 6:00 p.m.