

Minutes
SELECT BOARD and FINANCE COMMITTEE
Town Hall, 5 Academy Hill Road
Monday, February 12, 2018 6 p.m.

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

Others present: Alan Singer, Chair, Finance Committee; Roy Cohen, Finance Committee; Tom Donovan, Finance Committee; Virginia Knowlton, Board of Health; Alyssa Tan, FCAT; Tom Hutcheson, Town Administrator; Lisa Turowsky, Assistant to the Town Administrator; Dana Goodfield, Capital Improvements Planning Committee; Gemma VanderHeld, Ambulance Department; Carl Nelke, Board of Health; Peter Martin, Energy Committee; Brice Hereford, Energy Committee

John O'Rourke called the meeting to order at 6:00 p.m.

Minutes

- **On a motion from Robert Baker to approve the minutes of Monday, February 5, 2018, seconded by Bob Armstrong, the vote was unanimous in favor.**

Meetings Attended by Select Board Members

Bob Armstrong attended a meeting with representative from Comcast; about 30 residents were there. John O'Rourke attended an executive board meeting at Franklin County Selectman's Association where members discussed the need for interesting topics and speakers for the year's programs.

Citizens' concerns

None.

Old Business

Annual Town Meeting warrant

Review and discussion of draft

Tom Hutcheson spoke about the latest version of the warrant. The budget is not finished so the money articles are still in draft form, and without the article to put money into Ambulance Stabilization, some renumbering had to be done. At the end there is a citizen's petition supporting the Highway Department taking on the duties in the landscaping contract.

Energy Committee update on Town Hall insulation project

Peter Martin reported that the Energy Committee is satisfied with the insulation project contract at this point. There was a counteroffer to settle the contract which the Committee would like to accept. The energy savings of 24% have exceeded the 20% goal for the Green Energy grant. There is a slight possibility of an issue with moisture in the roof deck, according to the building inspector, but Peter Martin thinks it is very unlikely that an issue will occur; this would have occurred even if the contract was completely fulfilled. Someone will need to develop a way to monitor the moisture in the roof deck but otherwise, the Energy Committee is satisfied with the basic agreement.

Review Open Space Committee appointments

Appoint Melissa Patterson to Open Space Committee with a term ending 6/30/20

Related business

Two members of the Open Space Committee may not have received appointment letters; they were participating in meetings but didn't get sworn in. In light of this, Tom Hutcheson has asked the Select Board to unappoint Melissa Patterson and reappoint here for a new term, with the other re-appointment waiting till June to start a three-year term.

- **On a motion by John O'Rourke to unappoint Melissa Patterson to the Open Space Committee with term ending 6/30/18, seconded by Robert Baker, the vote was unanimous in favor.**
- **On a motion by John O'Rourke to appoint Melissa Patterson to the Open Space Committee with term ending 6/30/20, seconded by Robert Baker, the vote was unanimous in favor.**

Ambulance equipment from ambulance stabilization fund

Ambulance revenues have been declining markedly for several years, according to figures Tom Hutcheson presented to the Select Board. The department did not make its target for adding funds to its stabilization account last year, nor is it likely to this year. If revenue stays low, the Article 2 budget figure needs to increase to ensure sufficient funds are available in the stabilization account. The Lucas CPR unit that the ambulance department has requested can't be funded out of the stabilization account as was previously thought, without drawing that down. Gemma VanderHeld explained that the ambulance department only gets reimbursed for patients with Medicare/Medicaid a percentage of the cost of providing them with service. This is a widespread problem throughout Massachusetts. John O'Rourke stated that he would like Conway to get the Lucas CPR unit, which costs \$17,000. If the life of the unit is 10 years, that puts the annual cost to the Town for the Lucas unit at \$1,700, which is very reasonable. Maybe the cost of the Lucas CPR unit can be split between the capital stabilization and ambulance stabilization funds. John O'Rourke instructed Tom Hutcheson to "make it work."

New Business

10-Year Employee Recognition: Adam Baker

- **On a motion by John O'Rourke to sign the employee recognition letter for Adam Baker, seconded by Bob Armstrong, the vote was unanimous in favor.**

JOINT MEETING WITH FINANCE COMMITTEE, 6:40 p.m.

Review FY 2019 Proposed Budget

Board of Health

Carl Nelke explained that the Board of Health's budget will have an increase of about \$10,000 over last year. One of the haulers will have to bring trash to a distant incinerator instead of the Chicopee landfill; this will increase the Town's cost by \$9/ton, accounting for almost \$5,000 rise in cost just for trash disposal. The figure was not in the budget that was submitted to the Town Administrator because the Board just learned about it. There was already a \$2,000 increase in the budget for bulky waste. There was a budgeted amount of \$3,000 to cover public health nursing costs for last year as well as this year. Carl Nelke also discussed the ageing of the trash compactors. One of the compactors is going into its 13th year and has been repaired over the past year; no bills have been received for these repairs. Carl Nelke needs to coordinate with Dana Goodfield on the Capital Improvements Planning Committee to look at replacement of equipment at the Transfer Station. Carl Nelke will provide Tom Hutcheson with a revised Board of Health budget that reflects these increases.

Capital Improvements Planning Committee Report

The Committee met on January 21st and has recommended four items to be added to the long-term capital plan: police cruiser, Volvo excavator, hydraulic boom lift, and Kaboda tractor/snowblower. Dana Goodfield noted that the Highway Department was the only body that submitted its capital requests in a timely way. NO other capital requests are anticipated for FY2019.

General

Roy Cohen reviewed the IT budget; he noted that two categories of the budget (professional/technical expenses and maintenance) encompass his services. There will be an increase in the cost of the Office 365 licensing from \$450 to \$525. The main concern with this category is the email platform. The email capability needs to provide solid storage of email for a long time due to the legal requirements of municipal government. Another increase will be in the internet speed category. The current capacity is inadequate, so Roy Cohen's has proposed paying for doubling of speeds. Roy Cohen will have firm numbers later this week.

Items Not Anticipated 48 Hours in Advance of the Meeting

None.

Town Administrator update

Town Meeting and Budget

To clarify an item from last week, as I mentioned a couple of weeks ago, the Treasurer did get a Community Compact IT grant for software conversion, as, through the Community Software Consortium. Conway is not the lead town, though, so we should be eligible to apply for a grant this year.

Committees and Boards

Planning Board hearing on marijuana Thursday, 7 p.m. The Planning Board will explore in an information exchange with Conway residents on Thursday, February 15 at 7 p.m. in the Town Hall. Light refreshments will be provided. The information exchange will feature photos of the five types of commercial establishments currently allowed by state law (cultivation/growing establishments; edibles manufacturers; independent testing labs; retail sales outlets; and cafes for on-premises consumption), and the draft state regulations controlling those businesses. After the presentation there will be an opportunity for informal discussion, during which time attendees may share concerns/ideas on further regulating commercial marijuana establishments

Departments

Based on the Board's vote to include items over \$5,000 in capital planning, I've asked Ron to come up with a list of all the equipment over \$5,000 that should be added to the replacement schedule in the capital plan. As scheduled capital expenses should be paid for out of the Capital Stabilization Fund, it will be important to have a realistic annual funding level for that. I believe it will be substantially more than \$125,000 per year, as neither building items (HVAC, roofs, etc.), transfer station items (two compressors), or bridges are currently considered in the \$125,000 annual investment plan. FYI, this year's capital requests total \$115,000.

I commented to the Cannabis Control Commission, including both the Board's and my own comments, and also filed them electronically, as requested. If anyone is interested, I have a copy of the FRCOG's comments, which are mostly requests for clarification.

I understand from our accountant that he has posted the funds received from the UCC, discharging their lien to the Community Preservation account.

As requested, I contacted two additional audit firms. I have received one additional quote, which was the same for the first year, but higher for 2020 and 2022. I'm still waiting for the third quote.

Concerns of the Selectmen

None.

Mail

FRCOG budget was received; the net increase in their budget for Conway is less than \$100.

Department of Agricultural Resources letter regarding apiary program was received; Select Board will review the information and talk about it at next week's meeting.

Letter from Eileen Lahey of Comcast was received.

Announcements

None.

Next Meeting Scheduled for Tuesday, February 20th, 2018 at the Town Hall, 5 Academy Hill Road, 6:00 p.m. Joint Mtg. with Finance Committee, 6:30 p.m. (*Final votes on budgets and capital items if necessary*)

At 7:15 p.m., on a motion from John O'Rourke to adjourn, seconded by Robert Baker, the vote was unanimous in favor.