

Minutes
SELECT BOARD
Monday, July 23 2018 6:00 p.m.
Town Office 32 Main Street

Select Board members present: John O'Rourke, Chair; Philip Kantor

Others present: Dan Fentin-Thomas, FCAT; Tom Hutcheson, Town Administrator; Lisa Turowsky, Assistant to the Town Administrator; Elizabeth (Betsy) Cobb, new hire; Gemma Vanderheld, Ambulance Department

John O'Rourke called the meeting to order at 6:10 p.m.

Minutes

- **On a motion from O'Rourke to approve the minutes of Monday, July 9, 2018, seconded by Kantor, the vote was unanimous in favor. Armstrong abstained.**

Warrants

- **On a motion from O'Rourke to approve the vendor warrant for \$114,226.50; the payroll warrant for \$114,662.65; and the payroll deduction warrant for \$28,978.02, seconded by Kantor, the vote was unanimous in favor.**

Meetings Attended by Select Board Members

Kantor attended the School Building Finance Committee meeting and said they're making progress and the additional interviews for principal's position. Armstrong also went to the School Building Finance Committee meeting, where he said there was a good discussion about how much money should be paid vs. should be taken out in bonds/notes, and an FCAT meeting, where Chris Collins' health issues were discussed; Collins anticipates doing much better in the fall. O'Rourke attended the selectmen's association regional meeting, where the subject was harassment, an HGIT advisory committee meeting at which he learned they're leaving the current plan in place for next year, and a FRCOG council meeting which was well-attended.

Public Comments

None.

New Business

Appoint Elizabeth (Betsy) Cobb as Administrative Assistant

- **On a motion from O'Rourke to appoint Elizabeth (Betsy) Cobb as Administrative Assistant for a term ending June 30, 2019, seconded by Kantor, the vote was unanimous in favor.**

Ambulance Department: requests for abatement

Gemma presented list of noncollectable bills from Coastal Medical Billing. This is a list of bills that are "dead in the water;" patients have already received 6 collection letters and have been contacted by phone by the hospital and insurance companies. O'Rourke asked if any of these cases are Conway residents. Gemma said some were but no longer are. These bills are for emergency calls over a 19-month period. It takes Select Board approval to abate the bills. There is a total of 7 unpaid bills, a relatively small percentage of ambulance bills.

- **On a motion to approve the requests for abatement by O'Rourke, seconded by Kantor, the vote was unanimous in favor.**

Old Business

Sign MVP certificate of adoption

Kantor stated that he doesn't want to sign this. Due to news on Thursday that there was a line item of \$600,000 in the Governor's budget funding repairs to the Ashfield dam, Kantor wanted references to the dam to be deleted from the MVP. Tom Hutcheson said he doesn't think we time for a rewrite and that the Select Board should go ahead with the plan. O'Rourke pointed out that this is very important for us because we're down river. Armstrong pointed out that Ashfield has

already signed it. Hutcheson stated that this isn't a proposal for funding; there will be opportunities for further discussion and we can say we want parity in what's being funded; he reminded the Select Board that the plan was very much public-input based.

- **On a motion from Armstrong to sign the MVP certificate of adoption, seconded by O'Rourke, the vote was unanimous in favor.**

Temporary Assessors' assistant position: clarification on term of appointment; thirteen weeks

- **On a motion from O'Rourke to limit the appointment of the Temporary Assessors' assistant position to the a term of thirteen weeks, seconded by Armstrong, the vote was unanimous in favor.**

Sign document not exercising right of first refusal on 40 Fournier Road

Hutcheson was asked to draw up a more formal document stating that the Town was not going to exercise its right of first refusal on 40 Fournier Road.

- **On a motion from O'Rourke to sign the document not exercising the Town's right of first refusal on 40 Fournier Road, seconded by Armstrong, the vote was unanimous in favor.**

Sign contract for Conway Grammar School water tank cleaning and liner installation

- **On a motion from O'Rourke to sign the contract for Conway Grammar School water tank cleaning and liner installation, seconded by Armstrong, the vote was unanimous in favor.**

Wastewater Committee: approve MassWorks grant application

- **On a motion from O'Rourke to approve the Wastewater Committee's MassWorks grant application, seconded by Armstrong, the vote was unanimous in favor.**

Highway Department: approve MassWorks grant application

- **On a motion from O'Rourke to approve the Highway Department's MassWorks grant application, seconded by Armstrong, the vote was unanimous in favor.**

Sign contract for Assessors' Geographic Information System support

Festival of the Hills one-day liquor license *Tabled*

Special Town Meeting: set date, review draft warrant

The Planning Board's preference is September 24, which works for the Town Clerk as well.

- **On a motion from O'Rourke to schedule the Special Town Meeting on September 24, 2018, seconded by Armstrong, the vote was unanimous in favor.**

Items Not Anticipated 48 Hours in Advance of the Meeting

Hire Emily Stockman as consultant to ConComm for Nexamp project

If it's possible to get scope of work etc., to put together a contract, this would be helpful for John Gates.

- **On a motion from O'Rourke to..... TOM, I didn't get this because I was trying to deal with Beth Girshman who came in looking for an OSC meeting.**

Make Clerk of the Board of Health a special municipal employee; appoint Virginia Knowlton as a member of the Board of Health until May 16, 2019

BOH has gotten into a situation where there are not enough members for quorum and they need another member ASAP. O'Rourke read the letter to the Select Board about BOH member appointment.

- **On a motion from O'Rourke to make the Clerk of the Board of Health a special municipal employee, seconded by Armstrong, the vote was unanimous in favor.**
- **On a motion from O'Rourke to appoint Knowlton to the Board of Health until May 16, 2019, seconded by Kantor, the vote was unanimous in favor.**

(O'Rourke will swear Knowlton in this week.)

Second letter to Lane Construction regarding the Corrective Action Plan for Mathews Road

Corrective Action Plan and amended CAP were submitted; but Lane's response was still not satisfactory.

Hutcheson presented additional items to include in the CAP. Kantor said we've never asked to be made whole from their mistakes and have only asked for restitution of materials, not for wages. Hutcheson said this is asking them to correct the things they've done wrong and asking them to acknowledge in writing that they've made the enumerated mistakes.

- **On a motion from O'Rourke to sign the amended Corrective Action Plan along with additional items proposed by the Town, dated July 23, 2018, seconded by Armstrong, the vote was unanimous in favor.**

Town Administrator update

Committees and Boards

Both the House and Senate have passed short-term rental bills (for Airbnb and similar services) and it's been in conference committee since April 11th. The House voted in March, passing their bill 118-30, and the Senate voted in April, passing their bill 31-6, but they had differences, and were sent to conference, also in April, with no activity since then. In order to take advantage of it, the Town would need to adopt the local room occupancy excise; as you saw, I included language for the Fall Town Meeting to that effect. The Planning Board should also adopt language regarding lodging houses, which would assist the Board of Health in inspections.

The Planning Board has scheduled a public hearing on the marijuana by-law in the Town Hall general purpose room on Monday, September 17, 2018 from 7-9 p.m.

Departments

At Phil's urging, I have asked everyone with a Town of Conway e-mail to include as an automatic electronic signature the following text:

NOTICE: All electronic Messages sent from the Town of Conway are archived in conformance with Massachusetts and federal Public Records law. Town of Conway email messages are public records except when they fall under one of the specific statutory exemptions. This message and the documents attached to it, if any, are intended only for the use of the addressee and may contain information that is PRIVILEGED and CONFIDENTIAL. If you are not the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please delete all electronic copies of this message and its attachments, if any, destroy any hard copies you may have created, and notify me immediately.

New cherry sheets are out based on the legislative budget conference committee's budget. Total aid was originally estimated at \$1,039,545, and charges at 200,736, for a net aid figure of \$838, 809. With substantially increased school choice receiving tuition, along with smaller increases, and reduced charges from choice and charter schools, the conference committee's local aid would total \$1,101,794, with charges of \$93,155, for a net aid figure of \$1,008,639. This is \$169,830 higher than expected in January.

We have been approached by the Community Action Youth Programs summer intern program. I am reviewing possible tasks suitable for interns.

The Town Clerk was given a painting for the Town by a past resident. It is a detail of the Library.

We have received an application form for the new Housing Choice Small Town Capital Grant program. I've looked through the application and don't find it a good fit for Conway, at least this year. If we want to get into developing or improving housing stock, I'd be more than happy to talk with any Select Board member; please let me know if you'd like to see the application form.

The transition to Comcast as our IT provider went very smoothly, thanks to our IT consultant's preparation and on-site assistance. Download speeds are noticeably quicker.

Select Board Comments *None.*

Mail *None.*

Next Meeting Scheduled for Monday, August 6, 2018 at 6:00 p.m. at the Town Office.

- **On a motion from Kantor to adjourn at 7:33, seconded by Armstrong, vote was unanimous in favor.**