

*Minutes*  
SELECT BOARD  
Monday, August 20, 2018 6:00 p.m.  
Town Office 32 Main Street

---

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

*Others present:* Alyssa Tan, FCAT; Tom Hutcheson, Town Administrator; Lisa Turowsky, Assistant to the Town Administrator; Daniel Sheff, Hanna Sherman, residents; Sheila Harrington, FOH committee; Tyler Nelson-Yarrows, Eversource; Alan Singer, Roy Cohen, Andrea Beaudoin, Tom Donovan, Finance Committee

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

*Minutes*

- **On a motion from O'Rourke to approve the minutes of Monday, August 6, 2018, seconded by Armstrong, the vote was unanimous in favor.**

*Warrants*

- **On a motion from O'Rourke to approve the vendor warrant for \$82,085.06; the payroll warrant for \$77,817.97; and the payroll deduction warrant for \$18,993.34, seconded by Kantor, the vote was unanimous in favor.**

*Meetings Attended by Select Board Members*

Armstrong attended Cable Advisory Committee re: renewal of Comcast franchise where they had an update on the recent cable extension; construction is 100%, according to Armstrong. He invited people to call him if Comcast tries to upsell them—it's possible to purchase only internet, for example. Also, he met with the Energy Committee, which is considering a solar array behind the Grammar School. Northeast Solar knows how to build a solar field coop; one is being built in Wendell. O'Rourke attended a meeting of a forum of candidates who are up for Rosenberg's Senate seat.

*Public Comments*

*None.*

*New Business*

*Appoint Jonathan Barkan to the Cable Advisory Committee for a term ending June 30, 2019*

- **On a motion from O'Rourke to appoint Jonathan Barkan to the Cable Advisory Committee for a term ending June 30, 2019, seconded by Armstrong, the vote was unanimous in favor.**

*Appoint Robert Baker to Emergency Dispatch Coordinator, Fire Warden for a term ending June 30, 2019*

- **On a motion from O'Rourke to appoint Robert Baker to Franklin Regional Planning Committee, Emergency Dispatch Coordinator and Fire Warden for a term ending June 30, 2019, seconded by Armstrong, the vote was unanimous in favor.**

*Festival of the Hills – possible Town engagement*

Kantor wants the Town to contribute financially to FOH. In the past, contributions were somewhat minimal; FOH returned some of the funds the Town. Kantor thought perhaps some funds could be taken out of the money that the 250<sup>th</sup> Committee returned to the Town to support FOH. Hutcheson stated the Town is going to give \$8,000 for the FOH once the Festival has been put on; the Town needs the certificate of insurance before the contract can be signed. Sheila Harrington stated that Sue McFarland is taking care of the certificate of insurance. O'Rourke said the Town will do everything it can within the law to support the FOH. Ambulance and Police departments have asked for money in the past to support the FOH; it's not known if the Police Department has put it in their budget. The Select Board will ask Chief Ouimette if he can get some voluntary coverage. Armstrong asked if the Select Board will march in the FOH parade. Harrington said that's Kate French's area.

*New Business*

**6:05 POLE HEARING:** Bardwell's Ferry Road, petition from Eversource to install one new pole approximately three feet from existing pole #25-1 and abandon pole 25-1 to Verizon, new pole to be 717 feet southwest of Elmer Road, for the purpose of re-feeding the house at #377 Bardwells Ferry Road.

Tyler Nelson-Yarrows of Eversource explained that a new pole is being installed which will be closer to the road. The pole that's existing is on private property; the new pole would be on a Town easement. The Verizon pole will be

removed and Comcast will switch over to the new pole. One advantage to homeowners to pole being moved off their property is that they will be able to save a sugar maple.

- **On a motion from O'Rourke to approve the petition from Eversource to install one new pole in front of 377 Bardwells Ferry road and for Verizon to remove the old pole within 60 days, seconded by Armstrong, the vote was unanimous in favor.**

#### *Old Business*

##### *Special Town Meeting warrant*

*Review changes in articles, make recommendations, receive other recommendations*

- Article 1: Hutcheson reminded the Select Board that there are two bills owing from 2013 and 2015 for portable toilets. We need town meeting vote to pay bills from prior fiscal year.  
Select Board recommendation: 3-0 in favor  
Finance Committee recommendation: 4-0 in favor
- Article 2: authority to Select Board to negotiate payment in lieu of taxes (PILOT) agreements:  
Select Board recommendation: 3-0 in favor  
Finance Committee recommendation: 4-0 in favor
- Article 3: authority to Select Board to approve PILOT agreement for Nexamp solar energy project  
Select Board recommendation: 2 in favor, 1 opposed  
Finance Committee recommendation: 4-0 in favor
- Article 4: adopt Mass. law re: local option room occupancy excise tax  
Select Board recommendation: 3-0 in favor  
Finance Committee recommendation: 0-4 opposed
- Article 5: raise and appropriate \$200,000 from Garage Stabilization Fund to hire project mgr/revise existing plans for Highway Garage  
Select Board recommendation: 2 in favor, 1 abstention  
Finance Committee recommendation: 0-4 opposed
- Article 6: replace existing zoning bylaw Article 11, "Temporary Recreational Marijuana Establishments"  
Select Board recommendation: 3-0 in favor  
Planning Board: will be available at Town Meeting

##### *Sign warrant*

- **On a motion from O'Rourke to sign the Special Town Meeting warrant, seconded by Armstrong, the vote was unanimous in favor.**

#### *New Business (cont'd)*

##### *Town Clerk: proposed policies on absentee ballot voting and early voting*

O'Rourke read the policies from Town Clerk. This is extending the prohibition on political signage during early voting period.

- **Motion to approve policies on absentee ballot/early voting, seconded by Armstrong, vote was unanimous in favor.**

##### *Leave of absence request for Tax Collector*

- **On a motion from O'Rourke to grant Lynn Kane, Tax Collector, a one-month leave of absence beginning retroactive to Monday, August 13, 2018 to September 8, 2018, seconded by Armstrong, the vote was unanimous in favor.**

##### *Send letter to Comcast requesting cost estimate for serving unserved addresses*

As part of the franchise agreement Armstrong wanted to know what the cost would be for serving remaining unserved addresses. Comcast asked that the request be made under the MBI agreement, not as part of the franchise agreement. O'Rourke reads the letter to Eileen Leahy of Comcast. Somewhere between four and six houses are affected.

- **On a motion from O'Rourke to sign the letter to Comcast requesting a cost estimate for providing service to remaining houses, seconded by Armstrong, the vote was unanimous in favor.**

##### *Sign election warrant for state primary election*

- **On a motion from O'Rourke to sign the election warrant for the state primary election, seconded by Kantor, the vote was unanimous in favor.**

*Set date for All-Committee Meeting*

- **On a motion from O'Rourke to set the date for the All-Committee Meeting for Monday, October 29, seconded by Kantor, the vote was unanimous in favor.**

*Items Not Anticipated 48 Hours in Advance of the Meeting*      *None.*

*Town Administrator update*

**Committees and Boards**

The Personnel Committee met with Kristen Gordon, principal of the Conway Grammar School, for a discussion including crossover personnel issues. They are also finishing a slate of formal revisions to the employee handbook. Over the next year, they will deliberate on possible changes not only to existing policies but also to the personnel by-law, which might need amendment now that the committee is fully functioning.

There are two committees planning to take advantage of some technical assistance from the FRCOG: the Energy Committee is going to be getting some assistance in planning how to move ahead with our Green Communities program, as we are now able to make competitive grant applications, and the Community Preservation Committee is going to be working on how to use the money set aside for affordable housing, though since the Housing Committee is inactive, they are unable to appoint a representative to the CPC.

The Board of Health has problems with a compactor, which may need repair before next year. It is currently not on the Capital Improvements Planning spreadsheet but will be once I have sent all notes to the Committee (the Highway Department was delayed by the Lane paving work).

**Departments**

We are working on setting up a "Town Meeting" page on the website that will have both current and historical information.

The Conway Grammar School water tank was successfully cleaned and lined on schedule. There was some problem with the portal hatch, but that was able to be replaced with no additional cost. Many thanks to Ouimette Plumbing and Heating for assisting on the Town side.

We have not heard a reply from Lane Construction as of Friday, our deadline, about being relieved of our part in the regional paving contract.

As you know, the FRCOG is planning to hold a workshop on succession planning. At this time, they are planning to hold a workshop in either October or November to begin the discussion but are still finalizing the date.

Both the Highway Department and the Wastewater Committee submitted applications for MassWorks grants. The Highway Department's is for roadwork under the former STRAP program (Small Town Rural Assistance Program), which is now just for roads; the Wastewater Committee's grant is for a downtown community septic system, which would mean the only costs would be operations and maintenance. Depending on how many houses signed up, the annual cost would be between \$400 and \$800. This would also allow for the expansion of commercial or mixed-use activity in the village center.

*Select Board Comments*      *None.*

*Mail*  
Select Board members received a copy of a letter to the Agriculture Commission and the Right to Farm by-law.

*Announcements:*      *None.*

*Documents and Other Exhibits Used at the Meeting*

- Special Town Meeting Warrant*
- Letter to Comcast requesting cost estimate for serving unserved addresses*
- Election Warrant for state primary election*
- Proposed policies on absentee ballot voting and early voting*

*Next Meeting*      Scheduled for Tuesday, September 4, 2018 at 6:00 p.m. at the Town Office.