

Minutes
SELECT BOARD
Monday, November 26, 2018 6:00 p.m.
Town Office 32 Main Street

Present: Bob Armstrong, Phil Kantor, John O'Rourke

Also present: Dan Fentin-Thomas, FCAT; Tom Hutcheson, Town Administrator; Lisa Turowsky, Assistant to the Town Administrator; Denise Allard, Mark Cappadona, Colonial Power Group; Sue Bridge, Brice Hereford, Energy Committee; Leah Bowden, Resident; Steve and Jeanne Thomas, Residents; Katherine Robertson and William Sheehan, Residents; Emily Boss, Franklin Land Trust; John and Jan Maggs, Residents; Alexis Fedorjaczenco, Administrative Assistant candidate

Minutes

- **On a motion from Kantor to approve the minutes of November 13, 2018, seconded by Armstrong, the vote was unanimous (2-0) in favor.**

Warrants

- **On a motion from Kantor to approve the vendor warrant of \$159,676.14, the payroll warrant of \$106,524.76 and the payroll deduction warrant of \$26,389.64, seconded by Armstrong, the vote was unanimous in favor.**

Meetings Attended by Select Board Members

Kantor reported that he went to the Frontier/Union 38 meeting on its capital improvement plan. Our town is in favor of the plan.

Armstrong attended an Energy Committee meeting and a ConComm meeting.

O'Rourke had a Mass Municipal Association board meeting. There was discussion of the experience in Leverett which is benefiting greatly from the renewable energy market.

Public Comments

Leah Bowdoin came in to introduce herself to the Select Board. She and her husband hope to establish a recreational marijuana business in town.

Old Business

Consultation letter for electricity aggregation: next steps, public review process

Things went extremely well with the Colonial Gas phone call, said Mark Cappadona. There is a complete filing now that is going forward to the DPU which will then issue an order on it. Cappadona had bad news about the timing of the filing; the DPU is totally immersed in dealing with the gas crisis in the Merrimack Valley. Cappadona said we won't see much out of the filing until February or thereabouts, but he will let everyone know the date of the public hearing once he learns it.

Kantor noted that according to May's Town Meeting resolution, Conway supports moving toward 100% renewable. Kantor asked what Colonial's commitment to public outreach is in the electricity aggregation process. Cappadona spoke about having the ability to push out information to residents; everyone that's going to be enrolled gets a mailing. It can be difficult to get people's attention. Cappadona is willing to have in-person meetings if that's what would be helpful; inundation is the most effective method. It would be useful to have a common meeting with several of the 14 towns that are aggregating.

Consider letter opposing expansion of Chinese immersion charter school

This letter was voted on previously. Hutcheson distributed the letter for signature; the deadline for comments is December 3, 2018.

- **On a motion from O'Rourke to sign the letter opposing expansion of the Chinese immersion charter school, seconded by Armstrong, the vote was unanimous in favor.**

New Business

Appointment as part-time Administrative Assistant (for boards and committees): Alexis Fedorjaczenko

Hutcheson noted that the Select Board had reviewed her application materials. Kantor asked why she was interested in working for the town; she said she is enjoying a similar position in Ashfield, and had no questions for the Select Board.

- **On a motion from O'Rourke to appoint Alexis Fedorjaczenko as part-time Administrative Assistant, seconded by Kantor, the vote was unanimous in favor.**

Conservation restrictions (2): Sheehan and Robertson

Emily Boss (Franklin Land Trust) and Bill Sheehan and Katie Robertson (landowners) discussed the conservation restrictions for two parcels of land which will be sold to John/Jan Maggs and Steve/Jean Thomas. Boss said this is a unique project; Pumpkin Hollow Brook crosses through the land which has turtle habitat and agricultural land. The upper, northern part of the property would be owned by the Thomas's, with the southern parcel being owned by the Maggs's. There was discussion of the characteristics of each parcel. Current/future owners would continue to have privacy rights. Steve Thomas is proposing a community garden, and also has ideas about a community walking path. Kantor asked what impact would be on the tax rolls; the Sheehan/Robertson maintenance of this property as open space has resulted in the conservation and improvements on these parcels. The property makes a great wildlife corridor to the Conway State Forest. Armstrong asked about solar which was highlighted in yellow in the restriction documents that Hutcheson sent around. Boss said there's no solar allowed on this land. Franklin Land Trust will hold the restriction on both parcels, check in with owners, and notice/work with landowners if restrictions aren't being lived up to. Some agricultural use will continue (hay, gardening). Franklin Land Trust requested that the Select Board vote to approve these restrictions and sign the documents.

- **On a motion from O'Rourke to accept both restrictions, seconded by Armstrong, the vote was unanimous in favor.**

Energy Committee: next steps for cooperative solar project *Tabled.*

Report on FY 2018 and budget process for FY 2020

Hutcheson distributed a spreadsheet of budgeted/expended amounts for FY 2018, plus the free cash certification and notes on FY 2018-2020. The Town's finances are in very good shape.

For FY 2019 free cash has been certified in the amount of \$438,000; major factors in producing this amount of free cash were receipts came in over what was conservatively estimated due to Medicare reimbursements, motor vehicle excise taxes, and extra fees and investment income. Also, there was a one-time amount for closing out old special revenue funds, plus free cash rolled over from FY 2017. Hutcheson said that his target for free cash was \$250,000 free cash which is reasonable for a budget the size of Conway's; subtracting the non-recurring free cash for FY 2018, we still have \$272,627, up from FY 2018's \$205,000.

Regarding the FY 2020 process, the usual budget memo, with a timeline, was sent out to department heads; Hutcheson also sent out budget worksheets, (deadline is Dec. 21st) and capital request forms, which are due Dec. 14th. Hutcheson will be setting up budget meetings. Hutcheson would like to roll over as much free cash as possible as there are some capital expenses coming up. In response to a question by Kantor, Hutcheson noted that the long-range financial plan on website shows budgeted-to-expended comparisons of previous years.

Sign Green Communities annual report

There were no changes from last year except changes in energy use. Now Conway can apply for competitive grants.

- **On a motion from O'Rourke to sign the Green Communities annual report, seconded by Armstrong, the vote was unanimous in favor.**

Alcohol licensing: Conway Inn

Waiting on fire inspection certificate from Jim Hawkins, per Barbara Lammas.

- **On a motion from O'Rourke to grant inn holder license and common victualer license for Conway Inn, seconded by Kantor, the vote was unanimous in favor pending receipt of the fire inspection certificate.**

Items Not Anticipated 48 Hours in Advance of the Meeting

Letter to Frontier/Union 38 negotiating committees re: sick pay/buyback contract language

- **On a motion from O'Rourke to sign a letter provided by Kantor to the negotiating committees regarding sick pay/buyback contract language, seconded by Kantor, the vote was unanimous in favor.**

Contract for fuel oil/diesel

- **On a motion from O'Rourke to sign diesel and heating oil buy offers at particular prices and to authorize the Lower Pioneer Valley Educational Collaborative to act as our agent, seconded by Armstrong, the vote was unanimous in favor.**

Town Administrator update

Committees

The next meeting of the Highway Facility Committee will be Wednesday, December 5, at 6 p.m., and will focus on procurement. Andrea Lammas, Town Administrator of Buckland, and Andrea Woods, chief procurement officer of the FRCOG, will be there to discuss any and all procurement issues related to designing and building a highway facility.

Departments

The Conway Grammar School is planning to have the water tank re-lined by Mass Tank Inspection starting December 21, over the winter break, due to continued taste and odor concerns. Our water consultant, Michael Blaine, is notifying state regulators of the proposed plans.

I have signed up for a procurement class for next week, Monday through Wednesday. This is the first in a series of three sessions to get my full certification as a Massachusetts Municipal Certified Procurement Officer (I came to Conway with the associate level, as I had not yet worked five years in municipal procurement).

Other

Jon Gould, from Sen. Hinds' office, will be holding office hours in Conway on December 12, from 11 to 1. He'll be at the Town Hall from 11-12 and in the Town Office from noon-1. All Conway residents are invited to meet with him to discuss state issues.

Select Board Comments *None.*

Mail

*Two letters from Jay Ash informing SB that Conway was not selected for Mass Works grants
Annual report from the regional housing authority*

Announcements *None.*

- **On a motion at 7:30 from O'Rourke to go into Executive Session under Reason #6, to consider the purchase, exchange, taking, lease, or value of real property if such discussion may have a detrimental effect on the negotiating position of the governmental body, and to adjourn from open session immediately thereafter, Armstrong voted yes, Kantor voted yes, O'Rourke voted yes.**

Next Meeting

Monday, December 10, 2018, Town Office, 6:00 p.m.