

SELECT BOARD
Monday, February 4, 2019 6:15 p.m.
JOINT MEETING with the FINANCE COMMITTEE -- 6:00 p.m.
Town Hall, 5 Academy Hill Road

Select Board present: John O'Rourke, chair; Bob Armstrong; Phil Kantor

Others present: Alan Singer and Bob Stone, Finance Committee; Dan Fentin-Thomas, FCAT; Leah and Phil Bowden, residents; Josh Skaller, Tornado Mountain; John Moore, resident; Beth Girshman, MTWP representative; Tom Hutcheson, Town Administrator; Lisa Turowsky, Assistant to the Town Administrator

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 January 28, 2019, seconded by Armstrong, the vote was unanimous in favor.**

Warrants

- **On a motion from O'Rourke to approve the vendor warrant of \$50,047.99, the payroll warrant of \$109,394.99, and the payroll deduction warrant of \$27,250.95, seconded by Kantor, the vote was unanimous in favor.**

Meetings Attended by Select Board Members

Kantor went to a Highway Facility Committee meeting; he has positive things to say about the composition of the committee. He also attended Union 38 teachers and IAs collective bargaining unit meetings and the Community Outreach meeting of Tornado Mountain, proposed marijuana cultivation/manufacturing business. Armstrong went to CIPC meeting where budgets were reviewed and approved. He went to a meeting concerning the public safety communication system. All radios in the region are well past their normal life and require a lot of maintenance. There was a discussion of whether to rebuild what the towns currently have or to go with the state system. Armstrong also attended the Community Outreach meeting of Tornado Mountain and taped the meeting for FCAT.

Public Comments

None

Old Business

Mohawk Trail Woodlands Partnership

Beth Girshman reported on the status of partnership activity. She presented the probably next steps for Conway as being either a vote by the Select Board to opt in to the partnership program, or to bring it up for a vote at Town Meeting. Girshman believes the wiser course is to have the Select Board vote on the Town's participation due to the complexity of the legislation. Eleven of the 21 towns will have to opt in before funding can start flowing to member towns. She described this as a totally voluntary program that private landowners can benefit from. It would give them a mechanism for conservation restrictions on their land; no requirement that the landowners manage their forests. The program also supports carbon sequestration in forested woodlands and economic development from forest products. The economic development aspect will really help places like Peru who rely on production of wood products. Girshman reported that wood pellet projection has been eliminated from the plan. Girshman suggested that the Select Board invite Peggy Sloan from the FRCOG to come and present to the Select Board.

Philip and Leah Bowden regarding potential cultivation operation

Explanation of online application process and related materials

Presentation of draft Host Community Agreement

Philip Bowden described the application process and the need to summarize it for the Select Board because the process involves clicking through screens online and can't be readily reproduced. Bowden distributed packets of materials to the Select Board and Town Administrator. He summarized the recent outreach meeting which took place on Saturday evening, February 2 at the Town Hall. There was a lengthy Q&A session at the end of the meeting which ran about two hours. The type of business being contemplated is organic low-impact cultivation and manufacturing of marijuana products for adult recreational use. The intended audience is people who are interested in sourcing local organic boutique marijuana products. No retail component is being considered. Various elements of the proposal to the CCC were presented including size of the operation (a 10,000 square foot greenhouse,) environmental impacts (no light pollution or noise;

presence of odor control system/technologies,) traffic impact (minimal, as it's a wholesale business,) impact on school bus route (none,) concerns about security (investors actively involved in navigating security concerns,) site plan of the cultivation business.

O'Rourke commended Bowden on the comprehensiveness of the plan. He asked questions about the business model. Skaller outlined the intention of keeping outside investing as low as possible and described the currently named investors as friends and family. The overall goal is to raise \$400,000 but that figure can be flexed up if needed. There are a lot of variables but Skaller felt confident in his initial projection. The business will be two LLCs, one for the cultivation of marijuana plants, the other for manufacturing of products. This will aid Tornado Mountain in their tax filings and investment structure. CCC will be looking into capitalization in greater detail as the project moves forward.

New Business

6:30 JOINT MEETING with the FINANCE COMMITTEE

FY 2020 budget review

Town Clerk

Virginia Knowlton, Town Clerk, reviewed the proposed budget which includes a line item for her to act as a consultant to help train the new Clerk as necessary; she anticipates spending eight hours a week for about six months, beginning after the first of the year, will be enough time to bring the new Clerk up to speed. She also included some money for tuition and meetings for the new Clerk in the budget. Finance Committee had no questions about the budget.

Knowlton also presented budgets for Elections, which has decreased \$2000 from last fiscal year, and Board of Registrars, which showed a slight increase to cover the cost of postage to produce the Town street list.

Non-capital special money articles

Other Town Meeting and budget business

Tom Hutcheson made a correction to the information that he distributed before the meeting. He learned that it is only necessary to authorize debt for Frontier Regional School District capital borrowing, this amount doesn't have to be paid through debt service. With all money articles, amounts, and fund sources listed, it still leaves \$100,000 in free cash to roll over to next year. Hutcheson remarked that this provides a buffer against levy limit. Conway Grammar School hasn't released its budget yet but it is expected that some draft numbers will become available at CGS's next meeting on Feb. 21. Kantor will get these numbers to Hutcheson after that meeting.

Items Not Anticipated 48 Hours in Advance of the Meeting

Request from Conservation Commission for expedited appointment of Tony Cappabianca and Leah Bowden

- **On a motion from Kantor to appoint Tony Cappabianca and Leah Bowden to the Conservation Commission for a term expiring June 30, 2020, seconded by Armstrong, the vote was unanimous in favor.**

Town Administrator update

Committees

The Highway Facility Committee made great progress Tuesday night in developing a proposal to bring two separate articles to Town Meeting, one for the cold barn and one for the maintenance building; these are not included in the Word file. The current idea is to have a simple barn (perhaps modular) built with the prep work being done by the Highway Department, thus saving money. This would be paid for fully out of Highway Stabilization, though we do not have an estimated cost for this yet. The second article would be to pay for the design and OPM for the maintenance building in preparation for future borrowing (much as the last proposal, but with the cold barn removed). These funds would also come out of Highway Stabilization. We have enough money to pay for both articles and have a substantial amount left over for reducing any debt for eventual construction.

This gives those townspeople who would prefer funding one building at a time to argue for that, while allowing the possibility that both buildings could be moved forward (though to different degrees). My current calculation, based on estimates by the previous designer, is that we would need \$196,000 for design, bidding, and construction management for the maintenance building; I'm not sure at this point how construction management is bid (whether and how it would be bid "contingent on further funding") but I'm pursuing the answer.

Departments

The HCGIT has voted to make some plan changes, though not as substantial as those proposed last year. This means we'll need to go through what's referred to as "the 32B process" again.

We are continuing to improve our internal accounting. As a result of discussion with the accountant, we are removing the debt service for the Frontier borrowing, as it is not a Town debt, and will include the capital service in the Frontier line item.

We have received word that the state has accepted the FRCOG's proposal for a regional municipal accounting training program and staffing it. As we signed on as a partner, we will be working with the state as part of the grant process, so I expect to bring you a Community Compact contract in the near future.

Eversource will be setting new poles and running new wires over the next few weeks. They will keep us informed of the work and any planned outages, and will also contact anyone who will be impacted by any planned outages.

Select Board Comments *None*

Mail *Beacons (MMIA publication)*

Announcements *None*

Next Meeting

Monday, February 11th, 2019, at the Town Hall, 5 Academy Hill Road, at 6:00 p.m.

- **At 7:30 p.m., on a motion from O'Rourke to adjourn, seconded by Armstrong, the vote was unanimous in favor.**