

*Minutes*  
SELECT BOARD  
Monday, April 1, 2019 6:00 p.m.  
Town Hall, 5 Academy Hill Road

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

*Others present:* Alan Singer, Roy Cohen, Tom Donovan, Finance committee; Dan Fentin-Thomas, FCAT; Lisa Turowsky, Assistant to Town Administrator; Tom Hutcheson, Town Administrator; Walter Goodridge, Peter Jeswald, Highway Facility Committee

John O'Rourke called the meeting to order at 6:03 p.m.

*Minutes*

- **On a motion from O'Rourke to approve the minutes of March 25, 2019, seconded by Armstrong, the vote was unanimous in favor.**
  
- **On a motion from O'Rourke to approve the vendor warrant of \$63,636.83; the payroll warrant of \$106,408.91; and the payroll deduction warrant of \$26,901.63, seconded by Kantor, the vote was unanimous in favor.**

*Meetings Attended by Select Board Members*

Kantor attended several union negotiating meetings; a Highway Facility Committee meeting; and a telephone conference with the Mass Association of Regional Schools' consultant to work on language for the warrant.

Armstrong attended a ConCom meeting with Nexamp regarding the proposed solar array for southern Conway.

*Public Comments*                      *None*

*Old Business*

*Town Meeting and budget business*

*FY 2020 budget review: revisions*

Hutcheson distributed an updated Excel spreadsheet with the two revisions covered earlier: the mowing allowance for the Open Space Committee resulted in a rise in the 170 series; the Fire department budget has risen because they need to begin paying staff for mandatory training. There is still \$23,000 slated for Conway Grammar School capital improvements to the school security system; Kantor informed the Select Board that CGS has just said these improvements are going to be grant funded. Hutcheson noted that since CGS doesn't need any more funds put into capital stabilization; this money will stay in free cash. Hutcheson will delete these articles. Kantor will let Hutcheson know the final 4/4/19 CGS school committee votes.

*Warrant for the annual Town Meeting: revisions and recommendations*

Hutcheson made a few minor corrections to certain Articles. The Select Board still needs to recommend Article 27 (accepting MGL sections on consultant fees) pursuant to Kantor's request for more specificity.

- **On a motion from O'Rourke to approve Article 27, seconded by Kantor, vote was unanimous in favor.**
- **On a motion from O'Rourke to approve Article 7 as rewritten, seconded by Armstrong, the vote was unanimous in favor.**
- **On a motion from O'Rourke to approve Article 8 as rewritten, seconded by Armstrong, the vote was unanimous in favor.**

On March 28, 2019 and April 1, 2019, Finance Committee members Alan Singer, Chair, Roy Cohen, and Tom Donovan convened and made the following recommendations on the warrant articles for the annual Town Meeting, May 13, 2019:

By a 3-0 vote All voted in favor of the Article 2 (Section A, B, C and D).

*Finance Committee recommendations (cont'd):*

Article 3 – 3-0 unanimous vote in favor  
Article 4 – 3-0 unanimous vote in favor  
Article 5 Vote tabled subject to more information submitted  
Article 6 – 3-0 unanimous vote in favor  
Article 7 – 3-0 unanimous vote in favor  
Article 8 – 3-0 unanimous vote in favor  
Article 9 – 3-0 unanimous vote in favor  
Article 10 – 3-0 unanimous vote in favor  
Article 11 – 3-0 unanimous vote in favor  
Article 12 – No recommendation  
Article 13 – 3-0 unanimous vote all in favor  
Article 14 – 3-0 unanimous vote all in favor  
Article 15 – 3-0 unanimous vote all in favor  
Article 16 – 3-0- unanimous vote all in favor  
Article 17 – No recommendation  
Article 18 – No recommendation  
Article 19 – 0-3 Unanimous vote opposed  
Article 20 – 3-0 unanimous vote all in favor  
Article 21 – 3-0 unanimous vote all in favor  
Article 22 – 3-0 unanimous vote all in favor  
Article 23 – 3-0 unanimous vote in all favor  
Article 24 – 3-0 unanimous vote al in favor  
Article 25 – 3-0 unanimous vote all in favor  
Article 27 – 3-0 unanimous vote all in favor  
Article 28 – 0-3 unanimous vote all opposed  
Article 30 – 3-0 unanimous all in favor

*New Business*

*Sign discharge of mortgage for Claude Belair*

- **On a motion from O'Rourke to approve the satisfaction of mortgage as described in Franklin County registry of deeds Book 5840 Page 117 for property at 26 Cemetery Road, Conway, seconded by Kantor, the vote was unanimous in favor.**

*Letter to Sec. Beaton regarding Town approval of Mohawk Trail Woodlands Partnership*

- **On a motion from O'Rourke to sign the letter to Secretary Beaton regarding approval of Mohawk Trail Woodlands Partnership, seconded by Armstrong, the vote was unanimous in favor.**

***JOINT MEETING WITH FINANCE COMMITTEE, 6:40 P.M.***

*Warrant for the annual Town Meeting: recommendations*

*Recommendations on warrant articles*

Highway Facility Committee members Goodridge and Jeswald presented their recommendations regarding warrant articles concerning the new highway facility. Goodridge gave these recommendations to the Finance Committee. He discussed the advantages to breaking the overall project into two separate buildings. He described the conversation research he had with the Attorney General's office, which told him that a good faith estimate that a project is going to come in under \$1.5 million is all that's required to remove the project from the Owners Project Manager requirement. The proposed cold storage building easily comes in under \$1.5M. Sweet's crew can do a lot of the site preparation, saving a substantial amount on prevailing wages. The site work can start this summer and be completed by early fall. At that point all bidding with contractors will be done. Waiting to do the site work until next spring would make it harder to find workers and would increase the cost. Sweet has estimated \$190,000 for site work; he's built into that \$77,000 for blasting. He may have to go through a bid process if the cost for blasting is more than \$50,000. The design fee is \$7,000, making use of all

the plans and specs that were done last time. A lot of this will be supervision during site work and during construction. The maintenance building will be \$425,000, with a contingency of \$28,000. This number could be decreased slightly. By the time of Town Meeting firm estimates will be in hand and the committee will be on the road to going out to bid. Peter Jeswald summarized for the Select Board and Finance Committee all the ways the Highway Facility Committee has been able to save money. The cold storage building will be 7,500 sq. ft., costing \$53/per sq. ft. Kantor said the Highway Facility Committee has operated in a “gold standard” way. Just from a process point of view, Kantor said, this is “as good as it gets.”

*Recommendation on general staff pay raise*

Kantor informed the Select Board that there is still no clarity on union negotiations as they relate to pay raises. The Finance Committee recommended a 2.5% general pay raise.

- **On a motion from O’Rourke to recommend a 2.5% general pay raise, seconded by Armstrong, the vote was 2 in favor, 1 opposed.**

*Items Not Anticipated 48 Hours in Advance of the Meeting*

*None*

*Town Administrator update*

**Committees**

The company doing the solar field on Main Poland Road, Nexamp, has asked for the agendas and minutes of the Conservation Commission during the time their project was being deliberated. This suggests they are not happy with the way the ConCom is approaching their project and are searching for flaws in the process. I have spoken with the chair and have confidence that the ConCom has been upholding the usual community standards and has, in fact, given more leeway to the company than has often been the case.

**Departments**

We have received a “high-risk culvert” map from the FRCOG, for use by our Highway Department and the Multi-Hazard Mitigation Plan update team.

With this vendor warrant, we have closed out the escrow accounts for Tornado Mountain and Roaring Glen. Total charges for Tornado Mountain were \$412.50 and for Roaring Glen \$299.50.

One condition of the FEMA grant for updating the Multi-Hazard Mitigation Plan is that we file quarterly reports. I filed the required report on time and look forward to another meeting or possibly two with the team to update our identification of hazards and their priorities.

**Other**

We have received a number of code books from the International Code Commission as a perquisite of membership, if anyone would like to look them over. They are in the bookcase behind Lisa’s desk.

I would like to remind you of the “general mail” folder, in which I put less urgent and important items, which now including Comcast programming changes and Eversource’s plans for clearing their right-of-way. Please browse the items any time and let me know if you think any of the items in that folder should be elevated to a public reading.

We have received a list of information requests from the Department of Public Utilities and proposed responses by our consultant, with a very quick turnaround time. I received these too late to put on the agenda but have reviewed them. I would be happy to show them to Select Board members individually over the next day or two and respond to our consultant. On a related note, Bob Armstrong has worked with Sunderland on a community survey regarding electricity preferences, which I think we’d have time for next week.

I have not yet received word back from KP Law regarding the 32B process and so have started sorting out the timeline and responsibilities. I believe I am behind, but I need information from the HCGIT before I can send out the initial letter.

*Select Board Comments*

*None*

*Mail*

Email expressing concerns re: cultivation operation at Roaring Glen Farm from a religious leader. There was an update from regional housing and rehab authority, Conway has no outstanding loan applications.

**Announcements**

Kantor announced there will be a meeting at Frontier Regional on April 4 at 6 p.m., at which time there will be a chance to meet the new finance director.

**At 7:40p.m., on a motion from O'Rourke to adjourn, seconded by Armstrong, the vote was unanimous in favor.**

*Next Meeting* Monday, April 8, 2019, at the *Town Office, 32 Main Street* at 6:00 p.m.