

Minutes
SELECT BOARD
Monday, December 23, 2019 6:00 p.m.
Town Office, 32 Main Street

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

Others present: Dan Fentin-Thomas, FCAT; Tom Hutcheson, Town Administrator; Lisa Turowsky, Assistant to the Town Administrator

Minutes

December 9, 2019

- **On a motion from Armstrong to approve the minutes of December 9, 2019, seconded by Kantor, the vote was unanimous in favor.**

Warrants

- **On a motion from O'Rourke to approve the vendor warrant of \$548,119.25; the payroll warrant of \$118,857.54; the payroll deduction warrant of \$29,307.34; and the student activity fund warrant of \$1,965.80, seconded by Armstrong, the vote was unanimous in favor.**

Meetings Attended by Select Board Members

Kantor attended Planning Board site review hearing for a cannabis operation proposed by Roaring Glen Farms, the Special Town Meeting, the Town holiday party, and the Frontier Regional committee meeting. Armstrong attended a Conservation Commission meeting, a CIPC meeting, the Special Town Meeting, a Cable Advisory Board meeting re: Comcast capital spending and operating budget for next ten years, and the Planning Board site review hearing for Roaring Glen Farms. O'Rourke went to the Franklin County Selectmen's Association meeting where he heard a legislative update from Paul Mark, Natalie Blais, Jo Comerford, and John Gould from Adam Hinds's office.

Public Comments

None.

Old Business

Extend agreement with FRCOG for procurement services

Hutcheson said this is specifically for work on the highway maintenance facility. The proposal is to extend the agreement to March 1, 2020.

- **On a motion from Armstrong to extend the agreement with FRCOG for procurement services, Kantor seconded, the vote was unanimous in favor.**

Nexamp – sign decommissioning agreement

This was a requirement of the Planning Board for giving Nexamp a special permit. The agreement has been approved by the Planning Board and Town Counsel.

- **On a motion from O'Rourke to sign the decommissioning agreement, seconded by Armstrong, the vote was unanimous in favor.**

License: Maggs and Maggs

- **On a motion from O'Rourke to sign license for Maggs and Maggs through Dec. 31, 2020, seconded by Armstrong, the vote was unanimous in favor.**

Snow day pay policy – discussion

Hutcheson noted that the Town doesn't have a policy. He would find it helpful to have some guidelines. Some concerns regarding not having a policy: Town wants to keep its employees safe and give them sufficient notice when roads in Town will be closed by a storm.; give highway what they need to do their work (e.g. they don't want people driving on the roads when they're trying to plow). Hutcheson asked what does it mean for the Town to say "stay home" to its employees? He read out loud the draft policy that he distributed to the Select Board. Other towns look to whether state has declared a state of emergency; some towns give their Town Administrator authority to call a closure during the day. Some towns let part-time people stay home and make up their hours at another time. If snow results in a statewide emergency, many towns pay employees who stay home. Hutcheson would add this same outcome if Conway Grammar School closes due to storm. Kantor doesn't agree; he reminded

everyone that school employees unions always ask to be compensated for snow days, but the Town has always said no. To change this policy would create a problem for the next contract. Kantor said there's a cost to this that should be estimated and be put in the policy. He also suggested that the Town survey Department heads, especially Highway Department who would be significantly impacted. In general Kantor finds the concept of paying hourly employees when they don't come to work is problematic. Hutcheson wondered how much of a risk we want to ask people to take. Kantor wants more information from department heads.

Sign certificates for Town Academy attendees

- **On a motion from O'Rourke to sign certificates for Town Academy attendees, second by Armstrong, the vote was unanimous in favor.**

New Business

Support Mohawk Trail Woodlands Partnership Program grant proposal through FRCOG for Town Forests management plan

Four towns (among them Buckland and Ashfield) are part of the Mohawk Trail Woodlands Partnership are being included in this grant proposal. Hutcheson said this project would provide Conway and other towns with a free forest management plan. The proposal calls for two public meetings and two meetings with the Select Board. Two Town forests could be affected, one by the Fournier property and another near the Town cemetery. FRCOG would be managing logistics and getting contractual agreements done.

- **On a motion from O'Rourke to support the grant proposal through FRCOG, seconded by Armstrong, the vote was unanimous in favor.**

Review draft budget meeting schedule

Are there departments who are not represented here that Select Board wants to hear from? Hutcheson stated, and O'Rourke agreed, that this timeline is similar to last year's timeline.

Assign voting delegate for MIIA annual meeting

Hutcheson has been the delegate in the past; he'll go again this year.

- **On a motion from O'Rourke to assign Hutcheson as the voting delegate for MIIA this year, seconded by Armstrong, the vote was unanimous in favor.**

Items Not Anticipated 48 Hours in Advance of the Meeting

Hutcheson has drafted a letter to DOT re: fluorescent school bus signs.

- **On a motion from O'Rourke to request MassDOT to put fluorescent school bus signs up on Rte. 116, seconded by Armstrong, the vote was unanimous in favor.**

Town Administrator update

Committees

The Board of Health reports that the impact of the new MRF contract is going to cost the Town an increase of \$18,364 to process recycle material. Waste Management (WM) will want that much to process the recycling going forward, and there are many other nuances and considerations that will have to take place. They note that you are going to have to sign the contract by the end of January 2020 in order for the Town to get on board [before the FY 2021 budget is passed]. They do not have all the materials yet to do a presentation to the Select Board but request time at a board meeting in the near future to help you understand this new contract.

Departments

With the expected formal addition of an existing de facto policy requiring pre-employment physicals, I expect to institute full firefighter pre-employment physicals for the Fire Department. Because of the risks inherent in the job I believe that we should also require the full firefighter physical for all existing personnel, as well as new hires going forward, so as to create a realistic baseline.

I'm working with the Ambulance Director on job descriptions for Clerk and First Responder, as those were not active when we had the job descriptions done and she'd like to distinguish their roles and compensation from EMTs.

I met with MIIA's risk management staff and am working with them and the Highway Supervisor on some risk management activities, which could bring MIIA's driving simulator into town and giving all Town staff who drive municipal vehicles the chance to see what driving their vehicles is like in various conditions.

Terry Walker, the new Highway clerk, is applying for a grant from the Federal government for funds gained from the Volkswagen settlement. Conway could get over a half a million dollars for Highway trucks and equipment.

I plan to work with the Chair to set up times soon for re-negotiating my contract.

Other

Paulette Levchuk, for The Conway Grammar School Moves and Grooves Committee, notified the Town that she would like to hold the annual 5K Fun Run/Walk through the center of Conway on Sunday, May 17, 2020. The race is scheduled to start at 9 a.m. and end by 11 a.m., with some time beforehand to set up. The route would be the same as last year. She also notes that the event is only for school families.

We have received the FY 2020 Wage and Salary Survey from the FRCOG, and a copy of it is here for your review. I also have an electronic copy (pdf) if you'd like to receive that.

There was a diesel spill of up to 60 gallons from an oil delivery truck from the Dead River Company on Main Poland Road on Thursday, Dec. 12. DEP was notified and the company is responsible for all remediation.

Full firefighter pre-employment physicals for existing personnel and new hires. Special physical for public safety officials. H considering how to budget for that. Would not be an annual event. Kantor doesn't see the need for this. Lots of back and forth between Kantor and Hutcheson. Some new laws at state level that could result in long-term liability for the Town.

Concerns of the Selectmen

Some people said that they didn't get notification of the Town holiday party, said Kantor.

Mail

FRCOG Municipal Officials Workshop
Second letter from Barbara Ware about school bus signs.

Announcements

None.

Next Meeting: Scheduled for Monday, January 6, 2020 at the Town Hall, 5 Academy Hill Road, 6:00 p.m. (then once a week until Town Meeting)

The listing of agenda items includes matters reasonably anticipated by the Chair to come under discussion at the meeting. Not all items listed may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.