

**Minutes**  
**SELECT BOARD**

Monday, March 22 2021, 6:00 p.m.  
Via Zoom

Bob called the meeting to order at 6:00 p.m.

*Present for the Selectboard:* Bob Armstrong, Chair; Phil Kantor, Erica Goleman

*Others Present:* Alan Singer, Roy Cohen, Steve Dinkelaker, Rhyanna McLeester, Tom Donovan for the Finance Committee; Ron Sweet, Highway Superintendent, Tom Hutcheson, Town Administrator, Louise M. Beckett, Assistant to the Town Administrator

*Minutes*

*Approval of minutes of March 15, 2021*

**On a motion from Bob to approve the minutes of March 15, 2021 as amended, seconded by Erica, the vote was unanimous in favor.**

*Meetings Attended by Select Board Members*

Erica attended the Interim Town Administrator meeting, and the joint meeting with the Conway Grammar School and the Finance Committee. Phil and Bob also attended the joint Selectboard meeting with the CGS and the Finance Committee. Bob and Phil also attended a Frontier Capital Committee meeting on Wednesday the 17<sup>th</sup>. The bids for the track project were opened and the low bidder (Mountain View Landscaping) @approximately \$630k was voted/awarded the contract.

*Public Comments*        *none*

*Old Business*

*Sign contract with Mary Wigmore for carbon credit market feasibility study*

Mary Wigmore has been hired to create the carbon credit market feasibility study, and the contract needs to be signed.

**On a motion from Bob to sign the contract, Phil seconded, and the vote was unanimous in favor.**

*Question of “designated” versus “appointed” members on the Community Preservation Committee*

The language of the bylaw is ambiguous, and people use these terms interchangeably. For most committees the Selectboard appoints on the recommendation of the committee chair who goes out and recruits members. Ultimately, the Selectboard gets the appointment forms. There are a few committees, however, where that’s not the process. The CPC is one, as is the Personnel Committee: one person is appointed by the Selectboard, one by the Finance Committee, and the third is appointed by the moderator. When such appointments are made they don’t come to the Selectboard’s attention. They should be sent to the Town Clerk so the appointees can be sworn in. The CPC has two members appointed by the Selectboard, but the other members are appointed by other committees. For example, when the Council on Aging makes an appointment, it doesn’t come to the Selectboard. Yet the word ‘appointment’ is not used in the bylaw. This misunderstanding has perhaps made some committees feel that their appointments have been stolen from them. Phil spoke in favor of the Selectboard appointing all the members of the CPC. Tom said maybe both options to change the bylaw should be put on the town meeting warrant and see what people vote for. It would allow the bylaw to be clarified, and people need to know that it does need to be clarified.

Tom reminded the Board that a good practice would be for the Selectboard first to take votes to place articles on the warrant, and then have a second vote on whether or not to recommend it. Townspeople look to their committees and boards to do make recommendations. Tom will go ahead and write up the warrant article.

*Appoint Carolyn Thayer as a Council on Aging representative to the Community Preservation Committee, for a term expiring June 30, 2022*

Tabled at this time.

*Update on Interim Town Administrator position*

Tom said we got two new applications for the permanent position and expects another for the interim position by next Monday. Bob suggested that a Doodle poll or other means of scheduling interviews at least for the two we know of.

Erica agreed. Steve Dinkelaker said the committee has already spoken with a very good candidate for the permanent position. Bob said after the 29<sup>th</sup> we will know how many candidates there are in total.

*New Business*

*Approve participation in MIIA for Property, Liability, and Workers Compensation programs for FY 2022*

Tom said he wanted to clarify one thing: we did make progress on the police and fire injured on duty, something lined up to satisfy that. We don't have the final cost, but it won't be more than the agency we were working with under MIIA. Phil suggested that maybe next year we can explore other options, as it isn't good to stay with the same company year after year.

**On a motion from Bob to approve contracting with MIIA for Property, Liability, and Workers Compensation programs for FY 2022 for \$70,619 Erica seconded and the vote was unanimous in favor.**

*Reappoint Laura Nichols-Shaw, Yulia Stone and Malcolm Corse to the Historical Commission for a term ending June 30, 2024.*

**On a motion from Bob to reappoint Laura Nichols-Shaw, Yulia Stone and Malcolm Corse to the Historical Commission for a term ending June 30, 2024, Erica seconded and the vote was unanimous in favor.**

*6:30 P.M. Joint Meeting with Finance Committee*

*Finance Committee vote on Council on Aging request for a transfer from reserve fund for foot care program*

**On a motion from Alan Singer to approve the transfer of \$1,500 from the reserve fund for the foot care program, the members of the Finance Committee were roll-called, and the vote was unanimous in favor.**

*FY 2022 Budget and warrant*

*General update: \$5,000 for grant match fund from free cash, any other items*

Tom said we spent \$1,875 for a local match for a FEMA grant for the hazard mitigation plan and have a \$4,775 deficit from the Emergency Management Planning Grant. This article would go a long way in covering the deficit. If a grant comes up that requires a town match, we can apply for it without having to call a special town meeting.

The cost for the generator at the Conway Grammar School has gone from \$60,000 to \$71,000 (Article 6). The amount to bring the Capitalization Stabilization Fund back is \$34,000. That leaves us with a little over \$37,000 remaining. If we don't do the shelving requested by the assessors, there's another \$20,000.

*Recommendations for operating budgets: Public Works and Public Safety*

Bob said as far as he knows no one has raised any questions. Tom said that the Highway Department has asked to make the custodial position full-time with added responsibilities. There were questions on the revised custodial position. Ron said that the position would be 50/50 working for the highway department, at least during the winter, and the other work would be custodial and maintenance. Currently, the custodian handles trash, vacuuming, cleaning the bathrooms, and snow removal. Bob said that right now there is a lot of building maintenance that isn't being done. When asked, Ron said that the hourly rate would be \$18/hour. Health benefits are already in the budget.

**On a motion from Alan for the Finance Committee to recommend the Article 2 accounts 192 and all 200 and 400 budgets as presented, Roy seconded and the vote was unanimous by roll call.**

**On a motion from Bob for the Selectboard to recommend the Article 2 accounts 192 and all 200 and 400 budgets as presented, Erica seconded and the vote was unanimous by roll call.**

*Recommendations on money articles*

*Agreement on non-controversial items*

Money articles on OPEB, Frontier capital, Assessors re-certification, grant match fund, prior year expenses for Tyler Technologies and Baker Office Supplies, the Library, and Board of Health payroll for FY21.

**On a motion from Alan for the Finance Committee to recommend the money articles on OPEB, Frontier capital, Assessors re-certification, grant match fund, prior year expenses for Tyler Technologies and Baker Office Supplies, the Library, and Board of Health payroll for FY21, seconded by Roy, the vote was unanimous in favor.**

**On a motion from Bob for the Selectboard to recommend the money articles on OPEB, Frontier capital, Assessors re-certification, grant match fund, prior year expenses for Tyler Technologies and Baker Office Supplies, the Library, and Board of Health payroll for FY21, seconded by Erica, the vote was unanimous in favor.**

*Further discussion:*

Next week we will cover the rest of the Town operating budget.

*Items Not Anticipated 48 Hours in Advance of the Meeting*      *none*

*Town Administrator update*

I am very happy to report that FEMA has finally obligated funds for the Delabarre Avenue streambank stabilization project. Engineering work started on this project in 2016. FEMA is providing \$262,930, 75% of the cost of the project, to Conway's 25% match of \$87,650, which will be provided in in-kind labor and equipment use for \$350,580 project.

The Executive Office of Energy and Environmental Affairs (EEA) has developed a process for the State Reclamation and Mosquito Control Board (SRMCB) to permit municipalities to opt out of mosquito control spraying, including aerial or other, conducted by the SRMCB. Towns must secure approval to opt out via a certified vote by the Select Board, and to submit an alternative mosquito management plan; all plans are subject to approval by EEA.

If an eventual permanent Town Administrator needs to overlap with the interim for the month of July, we should have a Town Meeting warrant article for Interim TA pay, about \$6,250.

*Select Board member comments and concerns*      *none*

*Mail*      *none*

*Announcements* *none*

*Next Meeting:* Scheduled for Wednesday, March 24 with Rep. Natalie Blais and Sen. Adam Hinds, via Zoom. Next regular Selectboard meeting will be on Monday, March 29, 2021, at 6 p.m., via Zoom

Adjourned at 8:05 p.m.