

Minutes
Joint Meeting: Selectboard/Finance Committee
July 19, 2021
Conway Town Hall, 5 Academy Hill Road

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

Others Present: Alan Singer, Roy Cohen and Rhyanna McLeester for the Finance Committee; Marilyn Webster, Forest & Trails Committee; Bob Dean, FRCOG Director of Regional Services; Kay Spencer, Marilyn Webster for the Forest & Trails Committee; Véronique Blanchard, Town Administrator; Louise Beckett, Assistant to the Town Administrator

Called to Order Phil called the meeting to order at 6:00 p.m.

Minutes **On a motion from Phil to approve the Minutes of 6/21/21 and 6/28/21 Erica seconded and the vote was unanimous in favor.**

Warrants **On a motion from Phil to approve the FY21, W21-28 Invoice Warrant of \$242,733.96; the FY22 W22-02 Invoice Warrant of \$83,253.86, Payroll Warrant of \$130,444.25 and Payroll Deduction Warrant of \$30,600.39; and the FY22 W22-03 Invoice Warrant for \$101,125.86, Payroll Warrant of \$84,939.98 Payroll Deduction Warrant of \$20,508.99 Bob seconded and the motion was unanimous in favor.**

Meetings Attended by Select Board Members Erica attended no meetings. Phil attended the final CGS committee meeting which focused on the playground. He also attended a FRCOG meeting where there was considerable discussion of the mosquito opt-out program. A number of towns voted to opt out though a few were denied because their plans did not meet the State's approval. Conway's plan was approved. FRCOG will be hiring an assistant executive director. Bob mentioned Ross' going-away gathering at the Conway Inn, an FCAT meeting and Conservation Commission meeting.

Public Comments None

Old Business None

New Business *FY21 Potential Deficits end of year line-item transfers*

Joint Meeting With Finance Committee

On a motion from Roy to approve the line to line transfer of \$6,764 from Assessors Employee Benefits to Assessors Salary & Wages, Alan seconded and the transfer was voted unanimously. On a motion from Phil for the Selectboard to approve this transfer, Erica seconded and the transfer was voted unanimously.

On a motion from Alan to approve the line to line transfer of \$225 from Animal Control General Expenses to Animal Control Salary & Wages, Roy seconded and the vote was unanimous. On a motion from Phil to approve this transfer, Bob seconded and the transfer was voted unanimously.

Cemetery Commission Reserve Fund Transfer

On a motion from Alan to transfer \$600 from the Reserve Fund to the Cemetery Fund Rhyanna seconded and the vote was unanimous. On a motion from Phil to approve this transfer, Bob seconded and the transfer was voted unanimously.

On a motion from Alan to approve the line to line transfer of \$2,700 to Selectboard Salaries & Wages from Employee Benefits, Roy seconded and the vote was

unanimous. On a motion from Phil to approve this transfer, Bob seconded and the transfer was voted unanimously.

06/30/21 Vocational Schools Reserve Fund Transfers

On a motion from Alan to transfer \$3,700 from the Reserve Fund to the Vocational Schools Reserve Fund, Rhyanna seconded and the vote was unanimous. On a motion from Phil to approve this transfer, Bob seconded and the transfer was voted unanimously.

Town Administrator training Reserve Fund Transfer

On a motion from Alan to transfer \$1,985 from the Reserve Fund to the New Hire Training reserve fund Roy seconded and the vote was unanimous. On a motion from Phil to approve this transfer, Bob seconded and the transfer was voted unanimously.

On a motion from Alan to approve the line to line transfer of \$355 from Town Clerk General Expenses to Town Clerk Salary & Wages, Rhyanna seconded and the transfer was voted unanimously. On a motion from Phil to approve this transfer, Bob seconded and the transfer was voted unanimously.

On a motion from Alan to approve the line to line transfer of \$5,000 from Employee Benefits to Fire Department Salaries & Wager, Rhyanna seconded and the transfer was voted unanimously. On a motion from Phil to approve this transfer, Bob seconded and the transfer was voted unanimously.

On a motion from Alan to approve the line to line transfer of \$52 from Public Building General Expenses to Salary & Wages Roy seconded and the vote was unanimous. On a motion from Phil to approve this transfer Bob seconded and the transfer was voted unanimously.

On a motion from Alan to transfer \$6,500 From Employee Benefits to Town Office General Expenses Roy seconded and the vote was unanimous. On a motion from Phil to approve this transfer Bob seconded and the transfer was voted unanimously.

End Joint Meeting

Sign FRCOG contracts for Accounting Services, MIP accounting software, Cooperative Inspection Services, and CoMIRS Interoperable Radio System addendum, Request to sign MOU For Community Compact Municipal Training Project

Bob Dean explained the agreements and emphasized the need for accounting training in particular. The goal is to provide training so that when the towns or FRCOG need to hire, hopefully someone who has had the training will apply. GCC is just finishing up this session's training.

On a motion from Erica to sign the Accounting Services, MIP Accounting Software, Cooperative Inspection Services and CoMIRS Interoperable Radio System addendum and MOU For Community Compact Municipal Training Project contracts Bob seconded and the motion passed unanimously.

Appoint Deborah Donaldson, Priscilla Lynch, Kay Spencer, and Marilyn Webster to the Forest and Trails Committee for terms expiring 2024, 2023, 2022 and 2024 respectively.

On a motion from Erica to appoint Deborah Donaldson, Priscilla Lynch, Kay Spencer, and Marilyn Webster to the Forest and Trails Committee for terms expiring 2024, 2023, 2022 and 2024 respectively, Bob seconded and the motion was unanimous in favor. Phil asked that the Committee find a 5th member for the committee, as there's no way to break a tie vote within the Town Bylaws.

Forest Legacy Letter of Support Template

Bob asked if it would have any impact on our other forest endeavors. Phil felt we could support it. **On a motion from Bob to issue the letter requested by the Planning Board, Erica seconded and the motion was unanimous in favor.**

Retainer Contract for Ross Perry

Phil suggested that the contract be implemented, as the mentorship Ross has provided has been excellent, and the terms of the contract are favorable. **On a motion from Erica to sign the retainer contract for Ross Perry, Bob seconded and the motion was unanimous in favor.**

Selectboard Chair annual reappointments

Louise said that she would like to go over the list with the Town Clerk to verify that the appointment names and terms are accurate. **On a motion from Erica to authorize the chair to make the annual appointments, Bob seconded and the motion was unanimous in favor.**

**Town Administrator
update**

- After reviewing multiple proposals from two providers, we have decided to select a new company for Injured on Duty coverage. VFIS with National Union Fire Insurance Company of Pittsburg, PA. They have the same or slightly better coverage than our previous carrier, plus no age limits on their policy which is important considering Conway has members of the Fire and Police Dept's over the age of 70. (per Ross)
- A group of residents and employees surveyed the landscaping in front and along the side of the Town Office and agreed that the bushes were so over grown that a complete removal was appropriate. In case you haven't noticed, all new shrubs and flowers are in place. Many thanks to Ron Sweet for arranging for this work. The Town Office Building looks much better. (per Ross)
- I have been meeting with Department Heads, Committee and Board Chairs one on one to introduce myself and review each department or committee's needs. I am also planning a professional development day for September 24th at the Town Hall to discuss cyber security. Roy Cohen will be presenting for us on how to keep the town's information safe.
- The town's mosquito opt-out program has been approved by the state. The Board of Health will be working with the FRCOG to provide educational materials to residents on mosquito control.
- Great news on the recycling front! In the new contract with the Springfield MRF the town was paying a base rate of \$93.50 per ton, which is offset by any revenues coming in. While revenues have been steadily rising, it wasn't until June that the revenues overtopped the base rate and we actually received net revenue and therefore a check from the MRF. Given how much markets have changed since China National Sword, this is excellent news. By the way, the market increase has been driven mostly by the demand for recycled plastics as well as cardboard.
- Roy is working on the resident feedback form which we hope to have up on the website very shortly.

**Selectboard member
comments/concerns**

Phil said that the calendar did not show the Selectboard meetings and someone had complained to him.

Mail

Phil went over an anonymous letter that had been sent to the Selectboard. Someone

complained that the newly-planted town office property didn't have all local plantings.

Announcements

None

Next Meeting:

Due to vacations, the next meeting will be at 6 p.m. on August 9, instead of August 2.

Adjourn

At 7:30 p.m. on a motion from Bob to adjourn, Erica seconded and the motion was unanimous in favor.