

Minutes
Selectboard
Monday, September 13, 2021
Town Hall, 5 Academy Hill Road
Via Zoom
<https://us02web.zoom.us/j/7091130284?pwd=L2hlUnRCNWFIRktWRE5yQnhrSEd6dz09>
Meeting ID: 709 113 0284 - Passcode: conwayFC

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

Others Present: Laurie Lucier, Town Clerk; Jan Warner, Treasurer; Véronique Blanchard, Town Administrator; Louise Beckett, Assistant to the Town Administrator

Call to Order Phil called the meeting to order at 6:00 p.m. The roll was called with all present.

Minutes **On a motion from Phil to approve the Minutes of 08/30/21, Bob seconded and Phil said aye, Bob said aye and Erica said aye and the vote was unanimous in favor.**

Warrants **On a motion from Phil to approve the Accounts Payable Warrant W22-07 for \$81,231.05, the Payroll Warrant PW22-07 for \$111,917.05 and the Payroll Deduction Warrant PDW22-07 for \$27,032.29, Bob seconded, the roll was called, and the vote was unanimous in favor.**

Meetings Attended by Select Board Members Bob had a road trip with Veronique to visit an official awarding of an MVP grant with the Governor and other officials in Easthampton. One Conservation site visit this week. Phil did not attend any meetings.

Public Comments None

Old Business None

New Business

Approve Single Precinct Authorization Form, from Town Clerk

Laurie explained that there is no option to change the number of precincts, since our population is under 5,999. The state requires that this form be submitted every two years. **On a motion from Phil to recommend that the selectboard sign the document, Erica seconded, and Phil said aye, Bob said aye, and Erica said aye and the vote was unanimous in favor.**

Board of Health vote to recommend the appointment of Laurie Lucier to serve as Temporary Clerk

On a motion from Erica to support the appointment of Laurie Lucier as Temporary Clerk for the Board of Health, Bob seconded, and Phil said aye, Erica said aye, and Bob said aye and the vote was unanimous in favor.

Approve Journal entry to reduce the 2021 CPA receivables by \$207.16

The Treasurer explained that the request is being made in the interest of transparency, to balance the Accountant to the Tax Collector's figures. A glitch occurred between the new software of the Assessors and the tax collection software so that three taxpayers were over-refunded on their CPA balance. **On a motion from Phil to approve the Treasurer's request, Erica seconded and Phil said aye, Bob said aye, and Erica said aye and the vote was unanimous in favor.**

Decision on Returning to full Zoom Selectboard

On a motion from Phil to recommend that meetings be held via Zoom until the mask mandate is repealed, Bob seconded and Bob said aye, Erica said aye and

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Meetings

Phil said aye and the vote was unanimous on favor.

Items Not Anticipated 48 Hours in Advance of the Meeting

There was some discussion at the Transfer Station about the Stop sign that has been placed at the entrance. Due to not having enough attendants able to work, Phil and Erica had volunteered to work at the Station on the weekend and found it an enjoyable experience. Erica said she would go through training to be a backup. Phil said that some people not from town had purchased stickers on-line, and some of these non-residents were dumping contractor demo to the Conway transfer station and suggested that on-line purchases be discontinued until this problem can be corrected.

Town Administrator update 8-30-21

Personnel: The Board of Health and the Town Clerk have agreed to switch offices, so the Board of Health will move into the Town Office Building and the Town Clerk will move into the Board of Assessors/Board of Health office at Town Hall. Now that Laurie Lucier has been hired as the new Board of Assessors Clerk, she will have both her offices located in one building. This also means that she will be able to serve Conway residents five days a week at the Town Hall, which will be a huge help and create much better access to services for Conway residents. I thank Laurie, Lee Whitcomb, and the entire Board of Health for their help and willingness to make this happen.

Website Working Group: We have had a first meeting to discuss the current layout of the website and suggestions for improvements. I will be obtaining information from both CivicPlus and RocketFusion, the two companies which most of the surrounding towns use for their website. Roy will be helping us with a breakdown of the costs associated with creating, maintaining, and hosting a website, and we will be researching the costs and details of maintaining the required backup data.

FRTA Representative: Donald Walker has resigned from this position, and FRTA would like us to appoint a new representative, in case someone is willing to step in to this position.

Recap: The financial team has had a first meeting to begin the process for setting the tax rate, and Lee Whitcomb will be providing background articles in the Currents to help explain the process to residents.

Training: I have signed up for the first class in the MCPPO Designation, Public Contracting Overview, which is a pre-requisite for the next two classes. I will be taking the class at home, as it is all day on October 5th, 6th and 7th. The next class I can sign up for, once I pass, is Design and Construction Contracting, which I could take on December 14th, 15th and 16th. The final in the designation series is the Supplies and Services Contracting Online, which I can take at my own pace over about 8 weeks.

9-13-21

Personnel: Laurie Lucier has agreed to fill in temporarily as the Board of Health Clerk until the job is posted and filled. She has moved all her files except for her computers to the Assessor's office, and we will wait to see if the BOH office moves into the Town Offices until after the Clerk's position has been filled permanently. The Personnel Committee is currently inoperative and all positions are unfilled. I have many issues I would like to review and revise in our personnel policies, and would very much appreciate having a full Personnel Committee membership. Any person wishing to join the Personnel Committee may not be an employee or elected

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**Town Administrator
update (continued)**

official of the Town for three years prior to the appointment. If anyone is interested, please contact me.

Financial: I have submitted the 5th quarter expenses for Covid related materials to the State. There will be one more submission due in December.

The Town has already received \$98,000 of the \$568,000 in ARPA due to the Town. The funds are coming in in two ways, one portion as a direct payment to the municipality, and the rest as a portion funneled through what would be a county portion, but since we have no county, comes through separately. I would like to create a working group to help manage these funds, with at least one Selectboard member and one Finance Committee member, and perhaps a member of the Planning Commission.

Schools: I have had my first meeting with the Town Administrators from Whately, Deerfield and Sunderland, as well as Darius Modestow and Shelley Poreda. We discussed methods for ensuring the towns are notified if students attending Smith Vocational change their majors after the first year, along with upcoming capital expenditures and upcoming union negotiations. We will meet again sometime in late October or early November to begin pre-budget discussions.

**Select Board member
comments and concerns**

Phil commented on how disappointing it is to have the mask mandate once again in place but all observed that it is necessary.

Mail

None

Announcements

Véronique will be on vacation next week, but back on Monday, so send agenda items for the next Selectboard meeting to Louise. Phil announced the Board of Health mask order effective September 8.

Next Meeting

Monday, September 27, 6 p.m. via Zoom. Erica will be away.

Adjourn

On a motion from Phil to adjourn at 6:40 p.m. Bob seconded, and Erica said aye, Phil said aye, and Erica said aye and the vote was unanimous in favor.

This meeting of the Selectboard will be held in-person at the location provided on this notice. Members of the public are welcome to attend this meeting via Zoom. Those with particular interest in any specific item on this agenda should make plans for virtual attendance accordingly