

Selectboard Meeting
Monday, November 8, 2021, 6:00 p.m.
Joint Meeting with the Board of Health, 6:30 p.m.
Via Zoom

Present for the Selectboard:	Phil Kantor, Chair; Bob Armstrong, Erica Goleman
Others Present:	Kathy Llamas, Chair, Board of Health, Jackie Choate, Devon Whitney-Deal, Members, BoH; Laurie Lucier, Clerk, BoH; Janice Warner, Véronique Blanchard, Town Administrator, Louise Beckett, Assistant to the Town Administrator
Minutes	On a motion from Phil to approve the Selectboard Meeting Minutes of October 25, 2021, Bob seconded, all said aye and the vote was unanimous in favor.
Warrants	On a motion from Phil to approve the Accounts Payable Warrant W22-11 for \$187,235.91, the Payroll Warrant PW22-11 for \$109,960.52 and the Payroll Deduction Warrant PDW22-11 for \$27,916.22 Bob seconded, all said aye and the vote was unanimous in favor. On a motion from Phil to approve the Conway Grammar School Student Activities Warrant W22SAF01 for \$769.00, Bob seconded, all said aye and the vote was unanimous in favor.
Meetings Attended by Select Board Members	Bob attended a few conservation commission meetings and a few cable advisory committee meetings and the Fournier Town Forest hike with Mary Wigmore on Saturday. Phil attended some union negotiations meetings as well as the Fournier Town Forest hike. Erica had no meetings since the last Selectboard Meeting.
Public Comments	None
Old Business	None
New Business <i>Appoint town administrator as Americans with Disabilities Act (ADA) Coordinator</i>	Véronique explained that Tom Hutcheson had been the ADA Coordinator and that it made sense for her to continue as Town Administrator in that position. On a motion from Erica to appoint Véronique as ADA Coordinator, Bob seconded, all said aye and the vote was unanimous in favor.
<i>Consideration of a letter of support for legislation promoting Extended Producer Responsibility (EPR)</i>	Véronique explained that the idea was to move the cost of disposing of various wastes to the producer, rather than the towns in the form of recycling, along with encouraging producers to make packaging more reusable rather than disposable, including printed paper and packaging, paint, mattresses and electronics. On a motion from Bob to sign the letter of support for legislation of the EPR act, Erica seconded, all said aye and the vote was unanimous in favor.

Discuss Transfer Station Fee Increase

Phil went over the list. There was discussion as to whether it made more sense to increase the annual fee and have one price for disposal of bulky items, or if a schedule increase should be imposed. People sometimes remove items from the bulky waste, so if people are charged and the item doesn't go out in the bin, there could be some pushback.

*Joint Meeting with the BoH:
Discuss Mask Mandate*

Kathy Llamas, Chair of the Board of Health, thanked the Selectboard for agreeing to hear the BoH at this meeting. MA General Law Ch. 111, Section 31 states that the BoH may make reasonable regulations. The county remains in the 'substantial risk' category. Since Halloween there have been 4 positive COVID cases, which puts Conway also in the substantial risk category. An end-date can't yet be projected for the Selectboard without a specific benchmark having been met. The BoH has been using the FRCOG's statistics in determining when to impose the mask mandate. There was a question in regard to the method the FRCOG uses to compute statistics. When the risk becomes 'moderate' it seems the mask mandate, upon reevaluation, may be repealed. We need to be aware that people can go out of town and bring the virus back with them. The town nurse is working with Meg Burch on getting the schoolchildren vaccinated: There will be a mobile vaccination clinic on November 17th, with children a priority. In closing, Kathy thanked the Selectboard for its support and help,

*License Renewal for the
Conway Inn: Sign license
renewal form*

On a motion from Bob Armstrong to lower the fees for all businesses in Conway this year by half Phil seconded, all said aye and the vote was unanimous in favor.

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

Appointment of Interim Emergency Management Director. On a motion from Erica to appoint Phil Interim Emergency Management Director Bob seconded, all said aye and the vote was unanimous in favor.

**Town Administrator update
10/25 & 11/08**

Transfer station: We are adding two 55-gallon drums for cooking oil. It'll probably be located right next to the compost when that gets started back up again in November. Fuss & O'Neill monitor the old wood waste landfill underneath the transfer station. Jan Ameen used to do our third-party landfill inspections, but she no longer does them, and they are due by December 31st. I have asked Fuss & O'Neill to fit us in quickly in order to stay in compliance this year. The 20th was our MassDEP inspection, conducted by Jan, and also our first OSHA inspection at the transfer station, conducted by Lynn Rose. We're doing well overall, although we will need to update our electricity in the attendant's shed and make a few other safety modifications. I have also purchased a new heater for the attendant's shed which meets legal requirements, and George Propane will come on the 15th to set up the tank and then Ken Ouimette will install it for us.

Grants: I completed the final revisions to the scope for the MVP grant, which included the addition of another \$4,000, and will begin working with Kimberly Noake McPhee on next steps in the project. I have also applied for an MIIA grant for funds to cover OSHA materials and training for the transfer station attendants who have joined us after the last training was held.
CvRF CARES ACT reporting: I have submitted the reconciliation report which will allow Conway to receive the remainder of the funds. The final close out report is due on December 3rd.

ARPA Working Group: Our first meeting will be November 19th.

Town Hall Renovation Committee: Our first meeting will be November 9th.

Website update: The working group had a presentation from RocketFusion, which is a company used by many surrounding towns including Greenfield. Next we will have a presentation from CivicPlus, and also spend time identifying those components of a website of most importance to those who update it daily.

Financial Team: Jan, Lee, Phil, Mike, Alan and I met to review the management letter from the FY20 audit. On the whole it was a very good review, and they do mention that cyber security is considered a high priority.

Cyber Security: The FRCOG has been holding a series of webinars on cyber security. The next one will provide towns with a sample incident response packet. Roy and I have been attending these webinars, and at the end of the cycle will begin the work of creating an incident response protocol. This project will take a fair bit of time and effort to complete, and will need to be kept updated. Having this protocol could also have a positive effect on the Town's cyber insurance.

**Select Board member
comments/concerns**

None

Mail

Vote whether to continue as members of the Upper Pioneer Valley Veterans' Services district for the next three years.

Greenfield pays 56% of the budget. The question was asked as to what the Upper PV Veterans' Services district does, but no-one was exactly sure of how Conway benefits. There are about 25 towns in the district, which is a resource and referral source for vets. **On a motion from Bob to continue our membership, Erica seconded, all said aye and the vote was unanimous in favor.**

Announcements

None

Next Meeting

Monday, November 22, 2021 at 6:00 p.m. via Zoom

Adjourn

At 7:17 p.m. on a motion from Phil to adjourn Bob seconded, all said aye and the vote was unanimous in favor.