

Minutes
Joint Meeting: Selectboard and Finance Committee
Monday, February 14, 2022, 6:00 p.m.
Via Zoom

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

Others Present: Alan Singer, Roy Cohen, Rhyanna MacLeester, Finance Committee; Kathy Llamas, Laurie Lucier, Board of Health; Véronique Blanchard, Town Administrator; Louise Beckett, Assistant to the Town Administrator

Meeting 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 01/31/22 and 02/07/22 Bob seconded, all said aye and the vote was unanimous in favor.**

Warrants **On a motion from Phil to approve the Accounts Payable Warrant W22-18 for \$156,313.14, The Payroll Warrant WP22-18 for \$113,389.21, and the Payroll Deduction Warrant WD22-18 for \$28,356.39 Bob seconded, all said aye and the vote was unanimous in favor.**

Meetings Attended by Select Board Members Erica had no meetings this past week. Bob attended a Conservation Commission meeting and spent time with the lawyer on the Comcast franchise agreement contract. Phil had a Conway School Committee budget draft hearing and also a Frontier Budget hearing. He also sat in on the ARPA working group meeting.

Public Comments None

Unfinished Business None

New Business
ARPA Discussion Véronique put up a list from the ARPA working group meeting showing the items that had been discussed, rating them in terms of priority, projected costs, and alternate sources of funding. When we were using CARES funding, we added two Zoom accounts and conference call capability at \$90/month. Does the Selectboard want to continue covering those items under ARPA? When we were doing combined meetings conference calling was what made it work. We hooked up to the Zoom in the town hall to allow for hybrid meetings – people calling in – using the four speakers on the phone. Véronique can discuss the pros and cons of retaining that capability with Roy. Bob noted that the Conservation Commission was using conference calling but has now switched to Zoom. It might be worth it to see what Whately is doing – they’re using the OWL.

Call Finance Committee Meeting to Order **At 6:30 p.m. Alan Singer called the Joint meeting of the Finance Committee and the Selectboard to order.**

6:30 Joint Meeting with Finance Committee **Budget Presentations**

512 Board of Health

Kathy and Laurie looked back over the past five years and adjusted amounts based on what they were seeing as trends. The budget has gone down by about \$600. Different line items were explained. Some costs have gone down due to the FRCOG taking over some costs, and the Transfer Station having been removed from the BoH budget. Vector-borne disease costs may include tick testing and mosquito control. Bob pointed out that U-Mass will evaluate ticks for Lyme disease if you send them in. The cost is \$50 rather than the \$10 it used to be.

Could this be because Conway didn't join the program this past year?

*433 Transfer Station
(NEW account)*

When the Selectboard and the Board of Health voted to move the Transfer Station to the Town Administrator's budget, Véronique moved items that were only under the Transfer Station from the BoH. This accounts for differences/lower budget/expense amounts in the BoH budget. Alan asked about the Transfer Station stickers; if we were considering an increase. Véronique said it might take her this next year to figure out expenses/revenues and comparisons. She noted that there are a number of repairs needed at the Transfer Station, in particular the swap shed and the attendants' shed and excavation and repaving of the back portion of the site. On the subject of uniforms, Phil said he was against uniforms for TSAs because the IAs at the school don't get them. Erica said it's a safety issue and since the highway department gets them, TSAs should as well: The school is different. Véronique explained that the uniform allowance is not just distributed to the workers, they need to purchase items and get reimbursed. Phil said that uniform distribution has not been consistent. Véronique said we can make rules to assure equity in money is spent and how reimbursements are made. Safety is paramount and we have new regulations from OSHA to answer to as well.

159 IT

Roy wanted to clarify some of the items from last week. The increase from \$4,200 in FY22 to \$7,596 (Anti-Malware, Patching, Updating and Administrative Tools) he explained the increases – administration on servers due to heavier use; MailAsure increases because of increased amounts of storage and archiving emails; managing Windows updates (part of tools for administration and updating). But the increases are offset by decreases in phone, website, etc.

Adjourn Finance Committee

At 7:25 p.m. Alan made a motion to adjourn the Finance Committee Joint Meeting, all said aye and the vote was unanimous in favor.

**Town Administrator update
February 14, 2022**

- I have an interview set up this week for a candidate for the Assistant to Boards & Committees position.
- I have just begun the final class in the MCPPO certification process, which will take nine weeks to complete.
- I attended the MMA's Annual Meeting Workshop: Building a Culture of Cybersecurity: Ransomware and the Minimum Baseline of Cybersecurity for Municipalities and continue to explore best practices for protecting the town from cyber threats. MIIA has not yet released information about what will be required to procure cyber insurance for FY23 but I have been told there will be a new application this year, so work on this issue continues to be of high importance to the town.
- The Public Safety working group is working on a design for incorporating offices and possibly extra bays into the existing footprint of the old highway garage and getting quotes for drilling a new well and possibly a new leach field.
- The MVP grant awarded in FY22 has been officially declined due to lack of grant matching funds. The grant match was predicated on the purchase of 69 Main Street, but as that purchase fell through, so did the match the town was to put forward for the entire grant. The MVP team is now hard at work creating a new grant application for the upcoming grant cycle which will be due in May and hopefully awarded in June, so not much time should be lost in protecting the town center and other areas from flooding if the town is again awarded an MVP grant.
- Now is the time to order this year's stickers. We've been working with Hatfield Printing since beginning the annual sticker renewal program. Below is the color suggested for this year, and we order 1,200.

- I am still waiting for a quote for services to see if we can reinstitute the compost collection program at a reasonable cost.

Items not Anticipated 48 Hours in Advance

None

Select Board member comments/concerns

None

Mail

The Mohawk Trail Woodland Partnership grant cycle is starting in June, and Phil said his intention is to submit a grant application to continue with the next step of the carbon credit program, that being one management plan for all the properties.

Announcements

Bob said that FCAT is so important to the towns in Franklin County, and wanted to note the passing of Chris Collins, who was the General Director of FCAT for many years. Chris died yesterday due to health issues. Bob had notified (former state representative) Steve Kulick.

Next Meeting

Tuesday, February 22, 2022, due to President's Day on Monday,

Adjourn

At 7:30 on a motion from Bob to adjourn, Phil seconded, all said aye and the vote was unanimous in favor.