

**Minutes**  
**Selectboard Meeting and Joint Meeting of Selectboard and Finance Committee**  
**Tuesday, February 22, 2022, 6:00 p.m.**  
**Via Zoom**

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

**Others Present:** Lee Whitcomb, Assessor; Janice Warner, Treasurer-Collector; Laurie Lucier, Town Clerk; Alan Singer, Roy Cohen, Rhyanna MacLeester, Finance Committee; Chris Larabee, Greenfield *Recorder*; Véronique Blanchard, Town Administrator; Louise Beckett, Assistant to the Town Administrator

**Meeting called to Order** At 6:02 p.m. Phil opened the meeting.

**Minutes** **On a motion from Phil to approve the Minutes of 02/14/22, Bob seconded, all said aye and the vote was unanimous in favor.**

**Warrants** None

**Meetings Attended by Select Board Members** Bob had a Conservation Commission meeting and visited the Nexamp site. Phil had no meetings.

**Public Comments** None

**Unfinished Business** None

**New Business**

*Open Space Letter of Support* Véronique explained that the letter was to go along with the application for the updated Open Space Recreation Plan through FRCOG. **On a motion from Phil to send a letter in support of the updated Open Space Recreation Plan to the Executive Office of Energy and Environmental Affairs in Boston, Bob seconded, all said aye and the vote was unanimous in favor.**

*Highway Department request for pay raise for Jason Stone* Ron explained that Jason has been a very good worker and takes pride in his work; he proposed to reinstate him to his foreman's position with a raise of \$1.50/hour as to replace him would be difficult. **On a motion from Phil to move Jason Stone back to the position of foreman and to increase his pay by \$1.50/hour Bob seconded, all said aye and the vote was unanimous in favor.**

*Dedication of Annual Report* Bob read the names that had been suggested by former longtime Town Clerk Ginny Knowlton: Judy Loughlin; Tony Borton; Marie Iken; Mary Merriam and Ann Hawkes. **On a motion from Phil to nominate all five individuals as dedicatees for the FY21 town report Bob seconded, all said aye and the motion was unanimous in favor.**

*ARPA Discussion* Phil said we are soliciting business owners to assess their losses due to the pandemic and asked how we would prioritize those 'brick and mortar' retail businesses - those with payrolls. Bob said he thought that this is exactly what the state intended it (ARPA) for, and that it should be extended to smaller businesses. He noted that we have given some of our businesses a break by reducing their license fees this past year. There was discussion on ADA compliance in terms of the lift for town hall, and for the emergency drilling of a new well to supply the building across from OESCO.

**Finance Committee, 6:30 p.m.**

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

*Treasurer-Collector: 145, 710, 751, 752, 900*

Jan said the only substantial change in her budget was training so that when she retires, someone will be trained. Because some overlap will be needed she budgeted one month at \$20/hr. at 18 hours/week for training. Other items she noted are that she is starting to use a mailing service so postage will go down and service charges will go up. But using the service allows the treasurer-collector to devote more time to more important work. Otherwise, there is not a lot of change from last year's budget. The 5-year note on the firetruck has been paid.

*Assessors: 141, 142*

Lee said the most important thing was that they split up salary components for easier tracking. Stipends are \$1,600 for each assessor to recognize meeting time, etc. The Administrative Assessor is appointed and does clerical work as well as site visits. Calculated at 30 hours/week at \$23.99 for 52 weeks. Included in that is 10 hours/week for training. Laurie is learning quickly but will have to go through a few annual cycles before she is truly comfortable with everything. The clerical position gets the mail, processes it, receives mailings, prepares materials for the meeting. We would like to push that up to \$18.00/hour for 15hours/week for a total of \$14,040. Previously the position was for 18 hours, but Laurie gets more work done in less time. Clerical: Site visits estimated at 6.0 hours week is a reasonable figure to start with. Requesting \$70,728 which is down from last year. The storage problem has been solved. Much old information was able to be legally shredded according to Mass Archives regulations because though the treasurer or others may need to keep information longer, the assessor is not required to do so. Lee agreed that perhaps she could budget a slightly higher amount for training, as both she and Laurie could take advantage of it. Revenues: total local receipts are estimated to come from sources other than taxes, including state aid, motor vehicle excise, fees and fines, and things like that. They are estimated very modestly so that actual receipts are at least what you have estimated. Motor Vehicle over the past few years is estimated at \$240,960: Other revenues \$1.1 million is about what we can expect for state receipts. Estimated charges are about \$244,400 +/- (the state charges); Education (Ch. 70) is up \$440,000; school choice is up \$60,000 in total education to \$500,000.

*Town Clerk: 161, 162, 163*

Laurie said her budget is virtually the same as last year. Mileage includes lodging for conferences out of town, usually 3 or 4 each year. Postage went up a bit. Advertising went down a bit because there has been little need for it. There was some discussion on how to increase town meeting attendance. Board of Registrar's stipends have increased by \$200/year (\$50 each). Elections budgets are basically the same as last year, salaries, office supplies, etc. are all the same. It's gone down because we don't have the equipment purchases we had last year. The Board of Health Vector-Borne Disease line is for rabies testing, mostly for bats.

**End Joint Meeting**

**At 7:56 p.m. Alan called the Finance Committee Meeting adjourned. Phil called the Joint Meeting of the Finance Committee and the Selectboard adjourned.**

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

None

**Town Administrator update**

Pat Lynch will be researching methods of restoring the quilted Conway flag which is currently housed at Field Memorial Library. Once she has quotes, CPA funds could be sought to restore and preserve the flag, whose twin resides at the statehouse.

The Conway Board of Health has voted to lift the mask mandate as of Monday, February 28th. It is still recommended to wear a mask if one wishes to, is unvaccinated, or has a compromised immune system.

This week and last week I am having two COMMBUYS trainings on posting of bids, and exploring what other municipalities typically purchase through COMMBUYS.

Bruton Strange and I interviewed a candidate for the position of Administrative Assistant to Boards & Committees, and we both agreed she would be a great hire. Unfortunately, she has since taken another position. We will now have to advertise again. Ashfield's Town Administrator Paul McLatchy and I have been speaking about the similarity of the positions each town is seeking to fill and the fact that each town needs the staff member on different nights, so we are advertising the positions together in hopes of attracting more candidates. Each position would absolutely remain separate and apart, only the advertising is being done together.

**Select Board member  
comments/concerns**

None

**Mail**

None

**Announcements**

None

**Next Meeting**

February 28, 2022, **5:30 p.m.**, via Zoom

**Adjourn**

**At 8:00 p.m. on a motion from Phil to adjourn, Bob seconded, all said aye and the vote was unanimous in favor.**