*Town Administrator update*

**Committees and Boards**

The Planning Board is considering a common driveway issue that may require the advice of Town Counsel. A resident is requesting valuation on two building lots that are on a private road that has three dwelling units on it, though they were built before the common driveway by-law was passed in 1993. The question is whether two other back lots are buildable based on the common driveway by-law; if the Planning Board cannot determine that themselves, they will need to engage Town Counsel on the question.

The Personnel Committee is considering proposing changes to the Personnel section of the by-laws. A number of sections are no longer applicable now that the committee is up and running and there is a working HR function in the Town Office.

Dave Chichester was chosen as the Recorder's Citizen of the Year after having been nominated by Mary McClintock. He served as chair of the Board of Health, Emergency Management Director, and as a member of the Planning Board in Conway. In response, the **Select Board proclaimed December 18, 2018, as David I. Chichester Day** in the Town of Conway.

**Departments**

The Town Office copier is not functioning well. I’ve gotten quotes on new copiers, some of which are under $5,000, so I did not submit a request to the Capital Planning Improvements Committee.

The Highway Department has had some trouble mowing the Bigelow field. For conservation reasons, they can’t mow till after October 1, and it was a wet fall, which makes it impossible to mow highly-sloped areas without digging in and running the risk of overturning equipment. We are aware of the problem and seeking a long-term resolution.

**Budget and Town Meeting**

The Highway Superintendent submitted five requests to the Capital Improvement Planning Committee; the Board of Health is also proposing a new compactor for the Transfer Station. For Highway, one is for a new six-wheel truck with plows; that’s the largest item, for $200,000. There is also a new mini-excavator, for $45,000, a new compact loader, for $20,000, a new one-ton pick-up, for $20,000, and a new tractor with cab for $6,000. These total $291,000; with the Board of Health compactor, that’s 311,000. The Fire Department is also asking for $85,000 to replace self-containing breathing apparatuses. The current balance in the capital stabilization fund is 405,085, with liabilities of 79,677, leaving 325,408 available for expenditures. If the current requests were fully funded through capital stabilization, we would be $70,592 in the red, though we do usually put $125,000 in each year, which would leave us with $54,408.

The Franklin County Technical School offered to come and present their budget at a Select Board meeting; I proposed a Monday evening in late January or early-to-mid February and am waiting for a response. Typically, we would not cover the Frontier and Grammar School budgets till mid-February at the earliest.

Out of 33 budget worksheets to be submitted, we have 20 as of today (December 26), though the deadline was this past Friday (December 21). Lisa sent out reminders, so I expect we’ll have most of the major budgets soon.