

March 4th & 11th, 2024 Town Administrator Update:

Grants

The Massachusetts Office of Disability (MOD) grant comes out May 1st, and I will meet with the Public Buildings committee to discuss applying for a lift for town hall. The first step is to get an estimate for engineering the shaft and place an article on the warrant to pay for it. Then the town would apply for the grant for the lift and installation. The FRCOG also has a contract for maintenance which the board could consider joining after the lift is installed.

I reached out to the state to ask if the town could use some of its opioid funds to purchase AED's for town hall, town offices and the police cruiser. Care Mass then reached out to me to discuss the proper procedures for using the funds. It turns out best practices are for the town to create a five year plan and do some outreach to residents first. The Board of Health would also like to use some of the funds to put in narcan stations in the town office and old highway garage. I will work with the Board of Health on this issue; please let me know if the board has any directives for me as well on the use of these funds.

There was a Municipal Local Cybersecurity Grant last week; however I did not apply as it turns out Conway is already very well situated with respect to cybersecurity. The five areas covered by the grant are:

- Migration of the local municipality to the .gov internet domain (*I did this last year*)
- Implementation of multi-factor authentication – MFA (*Roy set us up with this last year*)
- Cybersecurity awareness training (*This year is the third year I have applied for and been granted this free training through EOTSS*)
- Development of an IRP (*we are finalizing that currently, through free help I obtained through EOTSS*)
- Tabletop exercises to exercise, test and refine the IRP. *Roy and I still have much work to do on creating our work aids and procedures for dealing with cyber security, and so I will apply for this next year once we have all our protocols in place.*

I do have assurance from EOTSS that we will have help with our tabletop exercise once we are ready. I was just given login credentials for this year's cyberawareness training and will be communicating very soon with all employees who use a conwayma.gov email on this year's program.

Departments

Emergency Management

Phil and I met with Amanda Herrmann and Nathan Moreau and Kathleen Shepherd of MEMA last week. One main concern discussed was about communication issues in town and how to inform residents in a timely fashion. One of the options reviewed was a town facebook page, which would be helpful for communicating to residents. I would therefore like to ask permission of the selectboard to create a page which can be used when news items are posted on the website or to 'push out' timely information. There are already several facebook pages associated with the town, such as Fire, Highway and Town Clerk. This one would simply say 'Conway, MA'. We also discussed holding a tabletop exercise this fall where a disaster will be simulated and we will respond. This will likely be done in conjunction with Ashfield.

Information Technology

Adam and I met with the team from NuHarbor to finalize the draft incident response plan (IRP). Once the NuHarbor team has completed their final review and Roy and I have spoken more about a detailed flow chart, I will bring the plan to the selectboard as there are some decisions to be made about official contacts.

Transfer Station

I met with transfer station volunteers Kathy and Doreen to discuss ways to 'save the mall'. There are not enough volunteers to keep the mall running smoothly, so we discussed having a large memo board with a Wednesday, Saturday and Sunday schedule of time slots for volunteers to sign up to help take care of the mall. Randall and I met today to

discuss upgrades to both the mall and the attendants' shed, and Peter Martin will be looking into getting poles to attach to some of the buildings so as to post lighting up high for evenings and the darker winter months.

Jan Ameen created a draft schedule to fill the trash compactor closer to 1500 psi and thereby save some pulls. I spoke with Tim, and with the selectboard's approval would like to give Jan's schedule a trial run. There is the potential to have up to 2 fewer pulls per month, which could save the town a fair bit of money.

Committees

Public Buildings

There was a mandatory pre-bid meeting on the 27th at the firehouse, and six vendors came to view the public safety office building plans and ask questions. Bids are due on March 20th and the committee will meet on the 21st to review the bids, and then bring a recommendation to the board.

Festival of the Hills would like permission to hold the Un-Tagsale on the Pumpkin Hollow Green again this year. The plan is for Saturday, May 18th with rain date of Sunday, May 19th. It went well there last year with folks parking all around and grabbing up customers heading to the Transfer Station.

Miscellaneous

Maureen Chase came to my office with concerns about about handicapped parking being only available in the rear of the building but having to walk to the front to be able to come up a ramp. Would the board like me to begin conversations with MassDOT about reinstalling the old handicapped parking space which was out front before the Streetscape project?