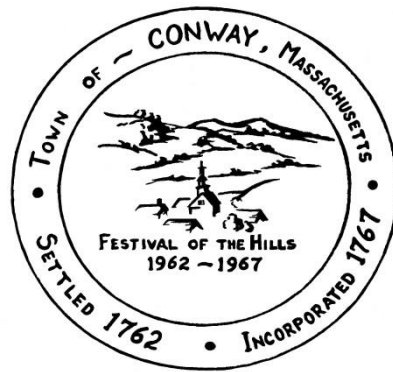


**Town of Conway**  
Commonwealth of Massachusetts  
2017 Annual Report



Fiscal Year 2017  
July 1, 2016 – June 30, 2017

## In Memory of Walter Kurkulonis (1930 – 2017)

Conway resident Walter Kurkulonis died on November 25, 2017 at Baystate Franklin Medical Center, Greenfield MA at the age of 87. With Walter's passing, Conway lost a person who contributed much to the Town. Walter resided in Conway from 1950 to 2017. During those 67 years, Walter was employed at Conway Manufacturing Company. He was also a Conway police officer for over 30 years. Walter started the Frontier Youth Baseball League in 1958 and also restarted Conway Boy Scout Troop 16 in 1965. He was Vice-President of the Conway Swimming Pool from 1962 to 1977, then served as President from 1977 to 1989. Walter's contributions are much appreciated by Conway residents, and he will be greatly missed by his family and friends.



### Frequently Asked at Town Meeting: What do the following terms mean?

<u>The term....</u>	<u>means...</u>
dismiss an article	defeat it
postpone an article indefinitely	defeat it
take no action on an article	defeat it
lay the question on the table	kill or postpone (depending on the town) a measure
table the question	kill or postpone (depending on the town) a measure
move the previous question	cut off debate and vote on the issue at hand

If you have more questions about procedure or how Town Meeting should proceed, please go to the following web site for the "Citizen's Guide to Town Meetings":

<http://www.sec.state.ma.us/cis/cistwn/twnidx.htm>

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## **MEETING SCHEDULES**

**(Subject to change; please see postings at Town Office/Town Hall or contact chair to confirm.)**

- SELECTBOARD:** Alternating Mondays – 6:00 p.m., Town Office; December-May, every Monday  
Chair: John O’Rourke, Selectboard@townofconway.com, 369-4235 x3
- AGRICULTURAL COMMISSION:** As scheduled by Committee  
Chair: Jason Silverman, jfsilverman413@gmail.com, 413-768-9437
- BOARD OF ASSESSORS:** Thursdays – 7:00 p.m., Town Hall  
Staff Assessor: Natalie Whitcomb, assessors@townofconway.com, 369-4235 x5  
Clerk hours: Monday, Tuesday, Wednesday 9-2; Thurs 10-2
- BOARD OF HEALTH:** 2<sup>nd</sup> and 4<sup>th</sup> Mondays – 7:00 p.m., Town Hall  
Chair: Carl Nelke, boardofhealth@townofconway.com, 369-4235 x8  
Clerk hours: Thursday 2-4; Sat. 9-noon

CONSERVATION COMMISSION: 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays – 7:30 p.m., Town Hall  
Chair: John Gates, [concomm@townofconway.com](mailto:concomm@townofconway.com)  
CONWAY GRAMMAR SCHOOL COMMITTEE: 3<sup>rd</sup> Thursday – 7:00 p.m., CGS Library  
Chair: Elaine Campbell, [drekiwi@gmail.com](mailto:drekiwi@gmail.com), 413-369-8089  
COUNCIL ON AGING: 1<sup>st</sup> Wednesdays – 9:30 a.m., Town Hall  
Chair: Patricia Lynch, [patricialynch@earthlink.net](mailto:patricialynch@earthlink.net), 369-4284  
FRANKLIN COUNTY TECHNICAL SCHOOL COMMITTEE: 2<sup>nd</sup> Wednesday – 7:00 p.m., FCTS  
Rep.: Brian Kuzmeskus, [bkuzmeskus@fcts.org](mailto:bkuzmeskus@fcts.org)  
FRONTIER REGIONAL SCHOOL COMMITTEE: 2<sup>nd</sup> Tuesday – 7:00 p.m., FRHS Media Center  
Chair: Cyndie Ouimette, 665-1155  
HOUSING COMMITTEE: 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays or as scheduled by Committee – 7:00 p.m., Town Hall  
PLANNING BOARD: 1<sup>st</sup> and 3<sup>rd</sup> Thursdays – 6:00 p.m., Town Office  
Chair: Mary McClintock, [planning@townofconway.com](mailto:planning@townofconway.com)  
WASTEWATER COMMITTEE: 2<sup>nd</sup> Wednesday – 7:00 p.m., Town Office  
Chair: Joseph Strzegowski, [planning@townofconway.com](mailto:planning@townofconway.com)  
ANNUAL TOWN MEETING: 2<sup>nd</sup> Monday in May, Conway Grammar School  
ANNUAL TOWN ELECTION: Thursday following Town Meeting, Town Hall

## **NATIONAL, STATE, AND REGIONAL OFFICIALS**

### UNITED STATES SENATORS

#### **Ed Markey (D)**

10 Causeway Street, Suite 55, Boston MA 02222  
218 Russell Senate Office Building, Washington, DC 20510  
[www.markey.senate.gov/contact](http://www.markey.senate.gov/contact), 202-224-2742

#### **Elizabeth Warren (D)**

1550 Main Street, Suite 406, Springfield MA 01103  
317 Hart Senate Office Building, Washington DC 20510  
[www.warren.senate.gov/contact](http://www.warren.senate.gov/contact), 202-224-2742

### UNITED STATES REPRESENTATIVE

#### **Richard Neal (D)**

78 Center Street, Pittsfield MA 01201  
2208 Rayburn House Office Building, Washington DC 20515  
[https://forms.house.gov/neal/webforms/contact\\_Forms.shtml](https://forms.house.gov/neal/webforms/contact_Forms.shtml)

### GOVERNOR

#### **Charlie Baker (R)**

State Office Building, 436 Dwight Street, Suite 300, Springfield MA 01103,  
Massachusetts State House, Office of the Governor, Room 280, Boston MA 02133  
<http://www.mass.gov/governor/constituent-services/contact-governor-office>, 617-725-4005

### REPRESENTATIVES IN THE GENERAL COURT

#### **Senator Adam Hinds (D)**

Berkshire, Hampshire, Franklin & Hampden District

100 North St. Suite 4, Pittsfield, Ma 01201  
adam.hinds@masenate.gov, 413-344-4561; 617- 722-1625

**Representative Stephen Kulik (D)**  
1 Sugarloaf Street, South Deerfield MA 01373  
Stephen.Kulik@mahouse.gov, 617-722-2380

**FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS**  
Executive Committee, 12 Olive Street, Suite 2, Greenfield MA 0130  
www.frcog.org, 413-774-3167

**CONWAY OFFICIALS – ELECTED**

**TERM EXPIRATION**

**BOARD OF ASSESSORS**

Malcolm Corse..... 2020  
Russell French..... 2018  
Natalie Whitcomb, Chair ..... 2019

**BOARD OF HEALTH**

Margaret Burch ..... 2018  
Devon Whitney-Deal ..... 2020  
Marie Iken ..... 2018  
William McLoughlin..... 2020  
Carl Nelke, Chair ..... 2019

**CONSTABLES**

Brian Blakeslee ..... 2019  
Ronald Hawkes ..... 2019  
James Recore..... 2019

**CONWAY GRAMMAR SCHOOL COMMITTEE**

Ira Band ..... 2018  
Elaine Campbell, Chair..... 2019  
Ashley Dion..... 2018  
Philip Kantor ..... 2020  
Michael Merritt ..... 2018

**FRONTIER REGIONAL SCHOOL COMMITTEE**

Cyndie Ouimette ..... 2019

**MODERATOR**

J. Nicholas Filler ..... 2018

**PLANNING BOARD**

David Chichester, resigned 6/30/17 ..... 2017  
Beth Girshman..... 2020  
Andrew Jaffe..... 2019  
Mary McClintock ..... 2018  
Sue McFarland ..... 2018  
Joseph Strzegowski, Chair ..... 2020

**SELECT BOARD**

Robert Armstrong..... 2019  
Robert Baker..... 2018  
John O'Rourke ..... 2020

**TOWN CLERK**

Virginia Knowlton ..... 2019

TREE WARDEN	
Walter Goodridge .....	2020

**CONWAY OFFICIALS – APPOINTED**

**TERM EXPIRATION**

*Unless otherwise noted, officials are appointed by the Select Board, there is no requirement pertaining to the number of members, and terms are for 1 year. (\* not sworn in for FY2017)*

**250<sup>TH</sup> ANNIVERSARY COMMITTEE (3-year terms)**

Helen Baker .....	2018
Nancy Bovio.....	2018
Candida Canepa*, Secretary.....	2018
Paul Charest .....	2018
Malcolm Corse, Vice-Chair .....	2018
Heidi Flanders, Chair .....	2018
Sheila Harrington.....	2018
Richard Pollet .....	2018
Amanda Pollock.....	2018
Jaclin J. Prusak, Treasurer.....	2018

**AGRICULTURAL COMMISSION**

Mary Parker.....	2018
Susan Schroder* .....	2018
Jason Silverman, Chair.....	2018
Vacancy	
Vacancy	

**AMBULANCE DEPARTMENT**

Robert Armstrong, EMT .....	2018
Adam Baker, EMT.....	2018
Robert Benson, EMT.....	2018
Christopher Herrmann, EMT, Assistant Director.....	2018
Conan Pelc, EMT.....	2018
Jesse Sobek-Rosnick, EMT, Clerk.....	2018
Gemma Vanderheld, Director .....	2018
Alexandra Williams, EMT.....	2018
Randall Williams, EMT .....	2018

**ANIMAL CONTROL OFFICER**

Joseph Colucci .....	2018
----------------------	------

**ANIMAL INSPECTORS (Appointed by the State upon the recommendation of the Board of Health)**

Joseph Colucci, Barn Inspector.....	2018
Joseph Colucci, Quarantine Officer .....	2018

**BOARD OF HEALTH STAFF (Board of Health-appointed)**

Virginia Knowlton, Clerk .....	2019
--------------------------------	------

**BOARD OF REGISTRARS (4 members including 2 Democrats and 2 Republicans, 3-year terms)**

Aina Barten (D) .....	2020
Lorraine Boyden (R).....	2020
Virginia Knowlton (R).....	2019
Jack Ramey (D)* .....	2018

**BROADBAND COMMITTEE**

Robert Armstrong.....	2018
Ronald Hawkes .....	2018
Vacancy	

**BURIAL AGENT (Board of Health-appointed)**

Virginia Knowlton, Burial Agent.....	2019
--------------------------------------	------

<b>CAPITAL IMPROVEMENTS PLANNING COMMITTEE</b> <i>(formed for FY16—5 member, representatives from Selectboard, Finance Committee, 3 at-large)</i>	
Robert Armstrong, Select Board representative.....	2018
Roy Cohen, Finance Committee representative.....	2018
Russell French.....	2018
Dana Goodfield, Chair .....	2018
Brian Kuzmeskus. ....	2018
<b>COMMUNITY PRESERVATION COMMITTEE</b> <i>(7 members, appointed by Conservation Commission, Historical Commission, Planning Board, Parks, Recreation &amp; Trails Committee, Housing Committee, and Select Board)</i>	
Aimee Anderson, Representative at Large.....	2019
Robert Anderson, Co-Chair; Secretary; Parks, Recreation & Trails Committee Rep. ....	2019
Malcolm Corse, Historical Commission Representative.....	2020
Dusty King, Co-Chair, Treasurer, Representative at Large .....	2019
Susan McFarland, Planning Board Representative.....	2018
Peter Zale, Conservation Commission Representative .....	2019
<b>CONSERVATION COMMISSION</b> <i>(3-year terms)</i>	
John Gates .....	2020
Marcelle Morgan .....	2019
Robert Nowak, Associate Member .....	2018
Bruton Strange .....	2018
Peter Zale .....	2018
Vacancy .....	2017
<b>COUNCIL ON AGING</b> <i>(3-year terms)</i>	
Julie Clark, resigned .....	2020
Winona Corse* .....	2019
Hank Horstmann .....	2018
Patricia Kocot .....	2019
Patricia Lynch .....	2019
Carolyn Thayer.....	2020
Margaret Tiley* .....	2018
<b>CULTURAL COUNCIL</b> <i>(3-year terms, 2 consecutive term limits, **indicates end of 2<sup>nd</sup> term)</i>	
Mary (Polly) Byers, Chair .....	2018**
Joanne Clapp .....	2020
Gisele L'Italien.....	2019
Julie Petty, Secretary .....	2018
Michelle Sanger.....	2020
Danielle Thompson.....	2020
Erica Wurtz, Co-Chair .....	2018**
<b>ELECTION WORKERS</b> <i>(regular &amp; alternates)</i>	
Robert Armstrong.....	2017
Linda Baker, Teller.....	2017
David Barten, Teller.....	2017
Joanne Clapp, Extra Teller.....	2017
Debra Craven, Teller - R.....	2018
Winona Corse, Warden - D.....	2018
Phylis Dacey, Clerk - R .....	2018
Lora Hanas, Extra Teller.....	2017
Dorothie Harris, Teller - D .....	2018
Marie Iken, Extra Teller.....	2017
Evelyn Kaweck, Teller – R.....	2017
Danielle Lochhead, Teller – D.....	2018
John Lochhead, Teller – D. ....	2018
Barbara Masson, Extra Teller.....	2017



Sydney Ramey, Teller – D .....	2018
Katherine Whitcomb, Teller – R. ....	2018
Natalie Whitcomb, Assistant Clerk – R. ....	2018
<i>Also assisting: Jeanne Boyden, Margaret Burch, Jennifer Coliskey, Judy Calafell, Karen Friedman, Roger Goshea, Denice Gray, Michelle Harris, Sandy Hay, Joanne Levenson, Sue McFarland, Vivian Zadroga</i>	
<b>EMERGENCY MANAGEMENT</b>	
David Chichester, Director, resigned 6/30/17.....	2017
George Murphy, Director.....	2018
Vacancy (Assistant Director)	
<b>ENERGY COMMITTEE</b>	
Susan Bridge* .....	2018
Brice Hereford .....	2018
Peter Martin, Chair .....	2018
Peter Rosnick*.....	2018
<b>ENHANCED 911 COORDINATOR</b>	
Robert Baker.....	2018
<b>FINANCE COMMITTEE (Moderator-appointed, 6 members, 3-year terms)</b>	
Andrea Beaudoin.....	2020
James Bosman*, resigned 07/25/17... ..	2017
Roy Cohen .....	2019
Thomas Donovan.....	2018
Sheila Harrington, resigned 07/25/17.....	2017
Alan Singer, Chair.....	2019
Robert Stone* .....	2018
<b>FIRE DEPARTMENT</b>	
Robert Armstrong.....	2018
Adam Baker, Deputy Chief .....	2018
Helen Baker.....	2018
Robert Baker, Chief .....	2018
Trevor Beaudet, Junior Firefighter.....	2018
Daniel Blakeslee.....	2018
Howard Boyden.....	2018
Matthew Boyden, Captain.....	2018
Willis Burnett.....	2018
Collin Burt.....	2018
John Conant II.....	2018
Debra Craven.....	2018
Alexa Deane.....	2018
Dakota Deane.....	2018
Douglas Deane.....	2018
Amanda Dunnell.....	2018
Ronald Hawkes, Deputy Chief, Deputy Town Forest Warden .....	2018
Christopher Herrmann, Captain .....	2018
Laura (Dove) Hutt, Clerk.....	2018
Christina Lankarge.....	2018
Michael O'Connell, Jr, Junior Firefighter .....	2018
Conan Pelc.....	2018
Joseph Peramba, Lieutenant .....	2018
Brooke Romanovicz, Junior Firefighter.....	2018
Thomas Romanovicz.....	2018
James Recore, Forest Warden.....	2018
Stephen Scala.....	2018
Kyle Stosz.....	2018

Matthew Sweet.....	2018
Gemma VanderHeld.....	2018
Nikolaus VanderHeld, Lieutenant.....	2018
Olivia Vicellio, Junior Firefighter.....	2018
<b>HIGHWAY DEPARTMENT</b>	
Adam Baker, Truck Driver/Laborer .....	2018
Deb Craven, Custodian.....	2018
Michelle Duguay, Assistant.....	2018
Jeremy Purinton.....	2018
Jason Stone, Truck Driver/Laborer .....	2018
Nicholas Sweet, Truck Driver/Laborer.....	2018
Ronald Sweet, Superintendent .....	2018
<b>HIGHWAY GARAGE COMMITTEE</b>	
Ken Ouimette.....	2018
Ron Sweet.....	2018
Olivia Wyatt.....	2018
<b>HISTORICAL COMMISSION (3-year terms)</b>	
Cynthia Bluh .....	2019
Willis Burnett.....	2019
Malcolm Corse.....	2020
Carl Darrow .....	2018
Laura Nicholls-Shaw* .....	2020
Yulia Stone.....	2020
Sarah Williams, Chair.....	2019
<b>HOUSING COMMITTEE (Moderator-appointed, 3-year terms)</b>	
Donna Crabtree* .....	2020
Pixie Holbrook, Chair .....	2019
Ellen Lomastro.....	2019
Vacancy	
<b>OPEN SPACE COMMITTEE (5-7 members, 3-year terms)</b>	
Elaine Campbell, resigned 08/15/17 .....	2018
Janet Chayes.....	2018
Jack Farrell.....	2019
Andrew Levchuk.....	2018
Melissa Patterson*.....	2020
Michele Turre .....	2019
<b>PARKS, RECREATION &amp; TRAILS COMMITTEE (3-year terms)</b>	
Robert Anderson .....	2019
Harry Bovio.....	2019
Paul Charest.....	2019
Heidi Flanders* .....	2020
Marguerite Gump, resigned 04/10/18 .....	2018
John Heffernan.....	2019
Julie Petty.....	2019
<b>PERSONNEL COMMITTEE</b>	
(Appointed by Moderator, Select Board, Finance Committee; 3 members, 3-year terms)	
David Barten.....	2018
Susan Fentin*(Moderator-appointed) .....	2020
Robert Stone* (Moderator-appointed) .....	2019
Vacancy	
<b>POLICE DEPARTMENT</b>	
Donald Bates, Reserve Officer .....	2018
James Bernier, Reserve Officer .....	2018

Christina Conklin, Reserve Officer .....	2018
Ronald Hawkes, Reserve Officer .....	2018
Nathan Jackman, Reserve Officer.....	2018
David Johnson, Reserve Officer.....	2018
Kenneth Ouimette, Chief.....	2018
Randall Williams, Reserve Officer .....	2018
<b>TOWN ADMINISTRATOR</b>	
Thomas Hutcheson, Town Administrator.....	2018
Elizabeth Jacobson-Carroll, Assistant to the Town Administrator, resigned 07/16/16 .....	2018
Rebekah Stone, Assistant to the Town Administrator, resigned 09/16/16.....	2018
Lisa Turowsky, Assistant to the Town Administrator.....	2018
<b>TOWN COUNSEL</b>	
John H. Fitz-Gibbon .....	2018
<b>TRANSFER STATION ATTENDANTS (Select Board-appointed)</b>	
James Allyn.....	2018
Leland Gray.....	2018
Paul Lloyd .....	2018
Leroy Rose .....	2018
James Wakefield.....	2018
<b>TREASURER/TAX COLLECTOR</b>	
Lynn Kane, Assistant Treasurer/Tax Collector.....	2018
Janice Warner, Treasurer/Tax Collector .....	2018
<b>WASTEWATER COMMITTEE</b>	
David Chichester, resigned 6/30/17 .....	2018
Marie Iken .....	2018
Carl Nelke.....	2018
Michele Nowak*.....	2018
Joseph Strzegowski.....	2018
<b>ZONING BOARD OF APPEALS (3-year terms)</b>	
Gary Fentin.....	2020
John O'Rourke .....	2019
Mark Silverman .....	2018
Vacancy	

## **CONWAY REPRESENTATIVES – APPOINTED TO REGIONAL ORGANIZATIONS**

	TERM EXPIRATION
<b>FRANKLIN COUNTY TECHNICAL SCHOOL DISTRICT (Moderator-appointed, 3-year term)</b>	
Brian Kuzmeskus .....	2018
<b>FRED WELLS TRUST</b>	
Kate French .....	2018
<b>FRANKLIN COMMUNITY ACCESS TELEVISION</b>	
Robert Armstrong, Delegate .....	2018
Michael Merritt .....	2018
<b>FRANKLIN COUNTY COOPERATIVE INSPECTION PROGRAM ADVISORY COMMITTEE</b>	
Thomas Hutcheson, Representative.....	2018
<b>FRANKLIN COUNTY EMERGENCY DISPATCH</b>	
Robert Baker, Representative.....	2018
Kenneth Ouimette, Representative .....	2018
Gemma VanderHeld, Representative.....	2018

FRANKLIN COUNTY SOLID WASTE MANAGEMENT DISTRICT	
Lynn Rubinstein, Representative.....	2018
FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS	
Glen Ayers, Regional Health Agent.....	NA
Meg Burch, Marie Iken, alternates, Cooperative Public Health Service Oversight Board.....	2018
James Cerone, Inspector-Local.....	NA
Andrew French, Inspector-Plumbing and Gas.....	NA
James Hawkins, Inspector-Building.....	NA
Thomas MacDonald, Inspector-Wiring.....	NA
John O'Rourke, Council Member.....	2018
FRANKLIN REGIONAL PLANNING BOARD	
Thomas Hutcheson, Select Board representative.....	2018
Joe Strzegowski, Planning Board representative.....	2019
FRANKLIN REGIONAL TRANSPORTATION AUTHORITY	
Robert Baker.....	2018
FRANKLIN REGIONAL SIGN-MAKING PROGRAM ADVISORY COUNCIL	
Ronald Sweet, Representative.....	2018
GREATER FRANKLIN REGIONAL COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY ADVISORY COMMITTEE	
Robert Armstrong.....	2018
UPPER PIONEER VALLEY VETERANS' SERVICES DISTRICT	
John O'Rourke.....	2018
Greenfield Area Veteran's Services District Director.....	NA
WIRED WEST	
Robert Armstrong, Delegate.....	2018
William Stathis, Alternate Delegate, resigned.....	2018

## REPORTS

### BOARDS, COMMITTEES, AND COMMISSIONS

#### 250<sup>TH</sup> Anniversary Committee

No report was submitted for FY2017 from this Committee.

Heidi Flanders, Chair; Helen Baker, Nancy Bovio, Candida Canepa, Paul Charest, Malcolm Corse, Sheila Harrington, Richard Pollet, Amanda Pollock, Jaclin J. Prusak

#### Agricultural Commission

During FY 2017, the Agricultural Commission finalized the draft of the Conway Right to Farm bylaw. There was an open forum held for public feedback, and a final draft was written. The Right to Farm was put to a vote at the 2017 Annual Town Meeting and ratified.

The Agricultural Commission has devoted the first half of FY 2018 to designing and selecting locations for right-to-farm signs to be placed on major roads entering Conway. Aimee Anderson, an artist who lives in town, has been donating her time to design these signs.

Respectfully submitted,  
Jason Silverman, Chair

#### Board of Assessors

Fiscal Year 2017's revaluation, tax levy and tax rate were reviewed in last year's Town Report. As this report is intended to cover FY2017, we will not copy it here and will review the FY2018 figures next year. (Our Town Reports had been running a year ahead of themselves - sorry!).

Conway's real estate market is seeing definite improvement. The average number of properties on the market at any given time has been about 15, with some selling quickly and others lingering, as usual. In FY2016, we had 16 valid, arm's-length residential sales and there were 12 in FY2017. There are already 10 valid sales in FY2018, and the fiscal year is not yet half over. More sales have occurred in the upper range of value than in the lower range.

There was one new house start in FY2017 and a replacement in FY2018 of a house destroyed by fire. New construction in the residential sector remains very low, but we will have industrial personal property new growth in FY2019 from the Comcast build-out to the areas of Conway not presently served by broadband.

The bulletin boards in the Town Hall continue to display Conway properties now on the market and recently sold, showing both the selling price and the property's assessed value.

We see an increasing number of enrollees in Chapter classification programs. Ten years ago, in FY2007, 89 property owners and 7,784 acres were enrolled in the various Chapter classification for agricultural/horticultural, managed forest, and open space/recreational land use. Five years later, in FY2012, that number of enrollees was 101 and 8,045 acres. In FY2017, that number is 115 enrollees and 8,571 acres. This shows an increase of 29.2% in the number of enrollees and 10.11% in the number of acres in Chapter classification in ten years. Land enrolled in Chapter classification is taxed at its value in that particular use, not at its higher value as potential residential land.

The properties which are exempt and pay no taxes to Conway have also increased. In FY2007, there were 93 exempt parcels, totaling 4,353 acres and \$9,998,763 in untaxed value. That rose to 5,039 acres and \$12,101,706 in FY2012 and stands at 5,400 acres and \$11,672,043 in untaxed value (or \$207,178.80 in actual taxes not received) over 110 parcels. The Comm. of Massachusetts alone has increased its holdings from 2,962 acres in FY2007 to 3,314 acres in FY2017.

These classifications as Chapter or exempt properties impact the revenue to the Town and, therefore, additions to these categories and to Conservation Restricted land lower the future tax revenues. We must be cautious to try to balance the benefits obtained through these programs with the impact on the Town's fiscal situation and tax rate.

Cyclical site visits will continue in the warmer months, focusing on the northern sections of Conway. These visits are both necessary and helpful, in maintaining current records and in catching any data errors that might exist. Accurate and complete data is the basis of and fair valuations.

Thank you, Ute, for your continuing volunteer work.

The Assessors' section on the town website at [townofconway.com](http://townofconway.com) has general information, instructions to access the GIS website, and downloadable forms. As always, you are welcome to stop by our office in the Town Hall or contact us with questions or concerns regarding the assessing process, your valuations on real estate, personal property, motor vehicles, personal exemptions, abatements, or any other assessing matters.

Respectfully submitted,

Natalie H. Whitcomb, Chair; Malcom J. Corse, Russell A. French, Laura Hutt, Clerk

Phone: 369-4235, x5

e-mail: [assessors@townofconway.com](mailto:assessors@townofconway.com)

### **Board of Health (This report is based on Calendar Year 01 January - 31 December 2017)**

WE START THIS REPORT with transfer station information because eighty-five percent of the funds expended by the BOH are used in the management of the transfer station services including transportation and disposal of solid waste, hazardous waste, and recyclables.

- During the 2017 calendar year, Conway residents produced 563.59 tons of combined compacted and bulky waste material, an increase of 18.5 tons over last year's total. This is the highest annual amount of trash that we have produced in Conway since 2009.

- About 257 tons of recyclable materials were shipped out of town or otherwise utilized. Unfortunately, the amount was 7 tons less than last year. The recyclables included 113 tons of paper (a decrease of about 8 tons from last year), 81 tons of mixed containers (an increase of 1 ton over last year), 53 tons of scrap metal (we actually collected more scrap metal than any other town in the District), tires, electronics, clothing, books, and other miscellaneous items estimated at about 62 tons.

So, here is the very scary part of our trash situation as we look into the future... If you studied the annual meeting warrant, you would notice that the Board of Health budget had an unusually large increase for the next fiscal year. There will be some big unknowns in costs for transfer station hauling and disposal for FY19. In the first week of January we learned that a very large national trash/recycling company (Casella) bought out one of our local haulers, Complete Disposal, as well as a regional transfer station run by Complete. Complete Disposal, a locally owned company in Westfield, has been a contracted hauler for Franklin County Solid Waste Management District (FCSWMD) for 15 years. We also learned from Waste Management that the Chicopee Landfill – where most trash and bulky waste has been going for years – is slated to close by June and Waste Management will start hauling to the Covanta incinerator. We already know that Waste Management’s tipping fee for trash will go from the current \$70/ton to **\$79/ton!** The cost for bulky waste disposal is unknown at this writing.

Our household hazardous waste vendor, Clean Harbors, has significantly increased its rates effective as of 01 January 2018. FCSWMD is looking at different options on the price list and how we can keep costs from soaring. This past year, our cost for the regional household hazardous waste collection was \$700. In addition to that, the town spent \$2,316.88 for Conway residents to dispose of materials at the monthly Super Site collection without charge. Free Super Site disposal for residents may have to come to an end.

Conway residents seem to be consistent in their disposal habits, and right now that is not a good thing. Last year our recycling percentage slipped below the recycling average for FCSWMD towns and this year our recycling percentage rate was very dismal as we placed third from the bottom of the list in our paper and mixed container collection. Without some major changes in our habits, next year we will be at the very bottom of the recycling list as the two towns below us have gone to a pay-as-you-throw (PAYT) trash disposal system, reducing their trash output and increasing their recycling by as much as 40 percent.

The Conway Board has always hoped to see the scales tip in favor of the recycling program as there are no disposal fees - the town pays only transportation costs and earns a return on recyclables. Revenue generated through the recycling program and other collections during the 2017 calendar year was about \$15,195. We should be able to do much better than that.

Conway and Rowe are now the only towns with transfer stations in the FCSWMD that do not have PAYT programs. The numbers are very telling! At 500 pounds per year, the per capita trash generation in both towns is double that of any of the PAYT towns. With 824 household units in Conway, that would amount to more than 22 pounds of trash per week for each household. Since every town surrounding Conway has a PAYT program, it would be highly unusual if some of the trash from PAYT towns was not finding its way into the households of well meaning Conway friends and relatives for “free” disposal at the Conway Transfer Station.

At least a dozen years ago the Board of Health explored the possibility of a PAYT program but held its ground on maintaining free access to trash disposal as long as the recycling rate didn’t backslide. Unfortunately, recycling numbers are not growing in Conway. While towns around us are averaging a 34 percent recycling rate, some reaching 45 – 50 percent, we have dropped to an embarrassing 29 percent. The theory is that a PAYT program would greatly enhance the recycling program in Conway.

Transfer station attendants deserve considerable credit for their efforts to encourage recycling and monitor the disposal of various materials. The BOH sincerely appreciates the dedication and commitment of all individuals that were part of the 2017 team - Butch Rose, Lee Gray, Jim Wakefield, Jim Allyn, and Paul Lloyd.

The Board also recognizes the efforts of volunteers who spend many hours organizing the items that move through the swap shop (a.k.a. the “Conway Mall”). The project has been very successful through the years,

benefitting many town residents. This community project can continue to succeed only through the commitment of everyone using the facility.

The town's participation in the MassDEP Sustainability Grant Program has been an effort to encourage reduction of organics in the waste stream by providing households with compost bins and kitchen scrap buckets, free of charge, on a first-come-first-served basis through an annual grant of \$500. The Board continues to look forward to the time when the town will be able to actively participate by offering recycling space for organic materials. The plan is to eventually create a space for disposal of compostables at the transfer station and a program for dealing with them without a large price tag. This past year the town received an additional \$2,450 grant through the Sustainable Materials Recovery Program. The amount was based on the town's current recycling program and is governed by guidelines and limitations as to how the funds may be spent.

In addition to the five-member Board of Health, there are many other sets of hands involved in fulfilling the larger scope of Board of Health responsibilities.

- Lisa White, our town nurse, monitors infectious diseases (including investigations and the filing of required reports with the state), provides community education on a variety of health matters, helps residents connect with health and social services and develops special clinics to respond to important health needs. She regularly provides a walk-in wellness clinic serving Conway residents on the first Friday of each month at the Town Hall. The clinic provides basic health screenings, information, and assistance with other health needs. Home visits are available for those in need. Feedback continues to suggest that this is a very valuable resource for many residents. (See Cooperative Public Health Services to Conway for additional details)
- Each year, state law requires the Board of Health to submit the name of a nominee to the Department of Agriculture for the State-appointed position of a town Animal Inspector. For the past three years, Joe Colucci has held the position in Conway. He acts as both Barn Inspector and Quarantine Officer and makes more than 100 site visits per year. In 2017, Mr. Colucci made 73 "barn" inspections where he is responsible for ensuring that animals housed on a property are in good health and free from disease, and that water, food and shelter are adequate. He must also create a census of the domestic animal population of the town. In recent years, the most significant duty of the Animal Inspector has been to act as Quarantine Officer in rabies control among the domestic animal population. There are several angles that the officer must cover to fulfill the charge of protecting the public including 1) monitoring domestic animals that may have had exposure to rabies; 2) making sure that a potentially exposed animal has a current rabies inoculation; 3) monitoring domestic animals that have bitten a person; and 4) preparing potential wild or domestic rabies carriers for lab testing. This year there were 7 rabies tests conducted on Conway animals with one positive test. The Board appreciates Mr. Colucci's efforts on behalf of the town as both Animal Inspector and Animal Control Officer.
- Tick testing through the Laboratory of Medical Zoology (LMZ) at UMass continued to be available for Conway residents in 2017. Thirty-eight ticks were tested during the last round. The program, originally paid by a grant, was free for FRCOG member towns in 2015. In July 2016, a \$30 standard testing fee was established, and Conway entered an agreement with LMZ to pay a \$15 portion of each test fee (the remaining \$15 to be paid by the resident submitter) in order to extend the testing program. Each testing package included 1) identification of tick species; 2) high resolution photomicrographs of the tick; 3) assessment of the tick's feeding status; 4) tests for presence of pathogens common to the determined tick species; and 5) a secure, private report delivered to the resident's email. Fourteen ticks carried the Lyme pathogen. Four ticks tested positive for Babesiosis and one for Anaplasmosis.

Multi-talented Board members are able to reduce operational costs by providing a large portion of the expertise required for many aspects of the regular duties that would otherwise need to be hired out, including soil evaluations, septic system (Title V) inspections, food service inspections, and camp inspections. This year, members have supported restricting age on tobacco sales per Tobacco 21 legislation and have explored Cannabis Control Regulations as they may apply to the Board of Health.

**Calendar year 2017 - Board of Health  
Licenses & Permits Issued**

<b>Permit Type</b>	<b># Issued</b>
<i>New Well Installation Permits</i>	<i>06</i>
<i>Septic Disposal System Construction Permits</i>	<i>06</i>
<i>Septic Installers Permits</i>	<i>05</i>
<i>Waste Haulers Permits</i>	<i>07</i>
<i>Recreational Camp Licenses</i>	<i>03</i>
<i>Annual Food Service Establishment Permits</i>	<i>04</i>
<i>Annual B &amp; B Kitchen Permits</i>	<i>06</i>
<i>Temporary Food Establishment Permits</i>	<i>12</i>
<i>Residential Kitchen Permits</i>	<i>03</i>
<i>Wholesale Food Permit</i>	<i>01</i>
<i>Outdoor Hydronic Heater Permits</i>	<i>0</i>
<i>Swimming Pool Permit</i>	<i>01</i>
<i>Beaver Remediation Permit</i>	<i>0</i>

<b>Type of Inspection</b>	<b># performed</b>
Percolation Tests – New Lots	0
Percolation Tests – Septic System Replacement	03
Septic System Installation Compliance Inspection	04
Property (Title 5) Septic Inspection	20
Other Septic Inspection	08
New Well Siting and Inspection Visits	0
Food Service/Establishment Inspection	40
Inspections and Follow-ups of Various type	05
Camp Inspection	03
Animal Inspector site visits	n/a

Members of the Board are grateful to the residents of Conway for their continued support and invite people to attend BOH meetings held every second and fourth Monday at 7:00 p.m. in the Town Hall.

**Appointments by the Board**

Animal Inspector	Joseph Colucci
Burial Agent & Clerk	Virginia Knowlton
Transfer Station Attendants	Leroy Rose
	Leland Gray
	James Wakefield
	James Allyn
	Paul Lloyd

Respectfully submitted, Carl Nelke, Chair; Margaret Burch, Marie Iken, Ann Gibson, William Mcloughlin



## Board of Registrars (This report is based on Calendar Year 01 January through 31 December 2017)

CALENDAR YEAR 2017 was pretty much of a traditional odd-numbered year for the Board of Registrars with the annual meeting, the annual town election, and a special town meeting. Extended voter registration sessions were held for each event for a total of 25 special registration hours plus an additional 5 hours for monitoring check-in at town meetings, handling absentee ballot applications and voter certifications.

Then there were the petitions – hundreds of sheets of paper, each one needing to have the date and time of receipt entered and all of the unused spaces crossed out, the signatures checked and entered in the computer, the date of certification noted, the number of signatures certified, the name of the town entered in at least two locations and the name of the county entered once. And then, every one of those pieces of paper had to be signed by members of the Board. Due to a misunderstanding by individuals collecting signatures on petitions, thousands of petition papers across the state were signed by only one voter. An estimated 50 hours were required for petition and nomination paper drop-offs and certifications.

A total of 59 new voters registered in 2017. Only 4 new voters actually registered during the 25 hours of special voter registration and another 12 new voters registered at the town offices during the Clerk's hours. Most new voters registered either by mail or through the Registry of Motor Vehicles.

Each new registrant and each deleted voter is mailed a notification regarding their standing. All individuals making changes in their voter status are also notified by mail as are voters placed on the inactive list.

Forty-six voters were removed from the list due to relocation or death and 31 voters were moved to the inactive list bringing our total of active registered voters to 1,419 as of 31 December 2017.

- ◆ The count of active voters includes 540 Democrats, 139 Republicans, 716 voters with no party affiliation, four Libertarians, six Green Rainbows, and nine United Independent Party and five voters of other political designations.
- ◆ About 97 changes including names, addresses and political parties were recorded among active voters – the number of party changes was more than double the usual number of changes in a busy election year.
- ◆ More than 60 voters submitted duplicate registrations through the RMV.

A total of 86 voters remained on the inactive list at the end of the year. Inactive voters may be removed from the voter list only in specific, clearly identified circumstances as described in Massachusetts General Laws chapter 51, section 38. The name of a voter cannot be deleted from the voter list unless:

- [1] the registrars have received a death certificate or death notice; or
- [2] the registrars have received a duplicate copy of an affidavit of registration from another community; or
- [3] the registrars have received a change of address notification from the registry of motor vehicles; or
- [4] the registrars have received a written request from the voter; or
- [5] the voter has not responded to a written notice and has not voted in the next two biennial state elections following that written notice, and has been notified in writing of the pending removal.

Since 1997, information for all town residents has been maintained through the Voter Registration Information System (VRIS) with the actual duties and responsibilities for maintaining the system falling to the town clerk. Respectfully submitted,

Virginia A. Knowlton, Chairperson; Aina Barten, Lorraine Boyden, Jack Ramey

## Capital Improvements Planning Committee

The CIP Committee's main focus this year was on long term planning. We have studied the anticipated future capital requirements for the Town of Conway. These requirements cover items that pertain to equipment needs, building maintenance, and bridge repairs and replacements.

We reviewed the requests for capital purchases in fiscal 2018. The definition of a capital request requiring CIP review is an item with an expected useful life of five years or more and costing \$5,000.00 or more.

The Highway Superintend has proposed a long-term plan for the replacement of specific pieces of equipment in shorter time periods than we have in the past. The large discounts available to municipalities on certain categories of equipment combined with high market values on used equipment in good condition with low operating hours seem to make this a sound financial plan going forward. We are going to take advantage of this opportunity in fiscal year 2018.

Respectfully submitted,  
Dana Goodfield, Chair; Robert Armstrong, Roy Cohen, Russell French, Brian Kuzmeskus

### **Community Preservation Committee**

As of 7/1/2017 members of the Committee were:

Peter Zale, Chair, Conservation Commission representative  
Dusty King, Treasurer, Representative at Large  
Robert Anderson, Secretary, Parks and Recreation representative  
Donna Crabtree, Housing Committee representative  
Malcolm Corse, Historical Commission representative  
Aimee Anderson, Representative at Large  
Sue McFarland, Planning Board representative

At the May 2017 Regular Town Meeting two project articles were approved:

1. \$9,200 from Open Space funds for invasive species control over three years at the "South River Meadow"
2. \$60,000 for Historic Preservation of the Old Grammar School now owned by the Dzogchen Community. (Funds currently on hold pending a case before the Supreme Judicial Court on a separation of church and state argument.)

Revenue in FY'17 was:

\$75,356.00 in taxes  
\$83,289.80 in state matching funds  
\$8,207.95 in interest  
\$166,853.75 in total

As of 6/30/17 the CPA fund balance is \$505,728, and of that:

\$26,801.01 is reserved for administrative expenditures  
\$59,670 is reserved for open space,  
\$59,670 is reserved for housing,  
\$13,000 is reserved for historical preservation,  
\$346,586.97 of unreserved balance.

Expenditures in FY'17 were:

Administrative Expense:	\$ 300.00
Stilt grass Control	\$ 2,16.50
Community Housing:	\$ 1,000.00
South River Restoration	\$96,470.00

Respectfully submitted,  
Peter Zale, Chairman

### **Conservation Commission**

The Conway Conservation Commission works with the community to protect wetlands, buffer zones, rivers, and streams, and to assume the role of steward for conservation restrictions on behalf of the Town. The Commissions responsibility is to bring an environmental perspective to the ongoing interaction between the environment and projects being undertaken within the Town. As the local representative of the Commonwealth Department of Environmental Protection, the Commission is charged with the primary enforcement of the Wetlands Protection Act and the Rivers Protection Act, two statewide laws. Our goal as a Commission is to approach our responsibilities

from an educational perspective and to assist citizens with understanding the Wetlands Protection Act and Rivers Act, and the benefits derived from these laws.

It is the responsibility of the Commission to make formal determinations for landowners and homeowners as to whether the requirements of the Wetlands Protection Act or Rivers Act apply to their projects. It is an important goal of the Commission to work with landowners to balance their needs and rights with the requirements of the Acts. This process is done by the Commission interpreting the regulations that have been promulgated by Massachusetts upon inquiry by citizens and landowners by means of informal inquiry, and formal Requests for Determination of Applicability of the Acts (RDA), or a Notice of Intent (NOI) to do work within a designated area of jurisdiction.

The Commission consists of four members and an associate member, volunteers who meet generally twice a month (the second and fourth Tuesday of each month at 7:30 at the Town Hall), to review projects and assist landowners. Currently the members are: Bruton Strange, Marcelle Morgan, Peter Zale, Robert Nowak (Associate Member), and John Gates, Chair.

The Commission has obtained and attached to the town web page a helpful summary as to landowners' rights and responsibilities (see Con Com Helpful Links: Wetlands Protection Act Brochure). The proposed budget for Fiscal Year 2019 is \$1300.

In the past fiscal year (July 1, 2016 to June 30, 2017) the Commission has acted on 10 Requests for Determination of Applicability, 1 Notice of Intent, and 2 Emergency Certification for work necessitated by storm damage. In addition, the Commission reviewed multiple Forest Cutting Plans and reviewed, or made site visits, for multiple building permit applications.

Respectfully submitted,  
John C. Gates, Chair

### **Council on Aging**

Every community throughout the Commonwealth of Massachusetts has a Council on Aging (COA), created by the Executive Office of Elder Affairs under Ch. 40, s. 8B of the Massachusetts General Laws. The Conway COA is a group of volunteers who meet monthly to assess the needs of Conway's senior population and to plan programs to meet those needs. The council meets at 9:30 a.m. at Town Hall on the first Wednesday of each month. Persons who are interested in or have concerns related to elder affairs are welcome to attend these open meetings.

As in past years, the COA continues to advocate for elders in the community. Chief among the council's concerns is the health of elders. A monthly foot screening is held at Town Hall, for which preregistration is required. In addition to conducting health screenings, the council maintains a collection of durable medical equipment, which residents are welcome to borrow.

A senior exercise class is held weekly between September and May. The aims of this class, which includes weight training, are to maintain flexibility, increase cardiovascular endurance, and build muscle strength. Each Monday from April through November a walking group takes easy walks around town. Two weekly yoga classes—one a mat class, the other chair yoga—were added to our schedule of activities in FY 2017. These have been extremely well attended.

Conway seniors who live alone and/or have special needs are visited each month by a Triad Officer. Meals on Wheels delivers meals to seniors who need this service. With the loss of the FRTA bus, the council has been working on the issue of providing transportation services to elders in our rural Hilltown.

Social events have included spring and fall senior luncheons, held on the fourth Thursday of the month at Town Hall. Seniors have also enjoyed the annual summer picnic, held at the Conway Sportsmen's Club, and the

Thanksgiving and holiday dinners. Intergenerational activities have featured lunch with students at the Grammar School.

Notes on senior issues, concerns, and events are published each month in the UCC Visitor. The Senior Calendar provides a quick review of each month's activities.

Monies from a Formula Grant from the Executive Office of Elder Affairs and a town grant underwrite the council's programs. Each fiscal year, the COA creates a budget that is sent to Elder Affairs as part of an application for the Formula Grant. At the end of the fiscal year, the COA files an annual report with Elder Affairs that includes statistics on the population served, the number of volunteers and volunteer hours, and specifics of the services provided to Conway elders.

The COA's goals for the coming year are to continue to support ongoing programs and to develop new programs to meet future needs.

The Conway COA is grateful to the townspeople and the Town for the support given to all seniors and for the use of Town Hall.

Respectfully submitted,  
Patricia Ann Lynch, Chair; Julia Clark, Winona Corse, Patricia Kocot, Margaret Tiley

### **Cultural Council**

The Conway Cultural Council is a group of volunteers who oversee and administer a grant program funded by the Massachusetts Cultural Council, a state agency. Council members serve for three years, and currently include Polly Byers, Joanne Clapp, Julie Petty, Erica Wurtz, Gisele L'Italien and our newest members Michelle Sanger and Danielle Thompson.

Grant funds are intended to benefit our community by supporting programs and events in the arts, humanities, and natural sciences. The Council meets in November/December to review grant applications and make funding decisions.

Our goal is to fund programs and events that provide citizens with affordable entertainment, education, and opportunities for creative growth. Our priority is programming that includes local artists, individuals, and groups that directly benefit our town. We also strive to serve a wide range of age groups, from preschoolers to senior citizens.

For fiscal year 2017 we reviewed 20 proposals and awarded a total of \$5,321 to 17 grantees. We were pleased to support several quality, Conway-centered proposals as well as programs that benefitted Conway citizens such as the Mohawk Trails Concert Series, the Charlemont Forum, the Art Garden, Pothole Pictures, the Collected Poets series, and many others.

We welcome proposals for programs from Conway residents, especially local artists and educators; please speak to any of us if you have an idea for a program you'd like to see in our town.

Respectfully submitted,  
Polly Byers & Erica Wurtz, Co-Chairs; Joanne Clapp, Gisele L'Italien, Julie Petty, Michelle Sanger, Danielle Thompson

### **Energy Committee**

Conway's Energy Committee had a good year, helping the Town move toward increased energy savings and wider use of solar power. Twenty-seven homes signed up for the Solarize program, adding a total capacity of 167 kilowatts. Insulating Town Hall to conserve energy continues, with sealing the windows and walls complete, and the roof about to be finished. We continued to work with Community Action, serving 24 households, winterizing

homes, and offering fuel assistance as needed. We continue discussion of the pros and cons of joining other towns to better control the cost of electricity through community aggregation. Finally, significant time was spent learning how best to position Conway to build a solar field to service municipal buildings and the school. We are optimistic, but further action awaits State publication of definitive rates and regulations in 2018.

As work in these many directions ramps up, we are very much open to welcoming new members who have an interest in weatherizing, energy savings, as well as solar production of electricity.

Respectfully submitted,  
Peter Martin, Chair; Sue Bridge, Brice Hereford, and Peter Rosnik

### **Finance Committee**

No report was submitted for FY2017 from this Committee.

Alan Singer, Chair; Andrea Beaudoin; James Bosman, Chair, resigned 07-25-17; Roy Cohen; Thomas Donovan; Sheila Harrington, resigned 07-25-17; Robert Stone

### **Historical Commission**

Both before and throughout 2017, Conway's 250<sup>th</sup> Anniversary year, the Historical Commission (a town committee that's distinct from the private Conway Historical Society and museum) conducted – and, in 2018, continues to conduct - informal weekly work sessions at the Town Hall, with both interested members and non-members, to research and document the earliest settlement history of Conway, and to record, by way of oral-history interviews and scanning of records, the town's more recent history. Our extensive field work of the last several years (the walking and documenting of old roads and early cellar holes) also continues, as our deed research slowly progresses from the south to the north of town. And, for the first time, late in 2017, we found possible evidence of the presence of Native Americans in Conway, leading us to begin to research a complex and unfamiliar subject area.

Though the town's 250<sup>th</sup> celebration was and is the inspiration for our current, in-depth research, the Commission also contributed more immediate results for the 250<sup>th</sup> June weekend celebration. We provided a selection of photographs, and, in particular, a photo-essay section with lengthy captions, for a short history publication that was solicited by the 250<sup>th</sup> Committee (originally for the weekend's program booklet, until a last-minute change in plans). The history booklet was created in collaboration with the Conway Historical Society, and was formatted for printing, also on a volunteer basis, by Jack Harrison. A supply of these small, illustrated history pamphlets remains freely available at the Historical Society museum, and to a lesser extent from members of the Historical Commission.

The Commission also provided the research and signs for the Cricket Hill Walk, which took place on Sunday morning of the 250<sup>th</sup> weekend celebration. The history walk proved unexpectedly popular – over 100 attended, a few of whom were able to ride in the team-drawn wagon, driven by Barry Roberts, that led the procession – and we were very fortunate that the weather cooperated, as it did for most of the weekend. Descendants of original Cricket Hill settlers in the Four (or Crittenden) Corners area, including James L. (“Jim”) Crittenden IV from New York State, and Conway native Ruth Osgood from Plainfield, joined the walk. Ruth also contributed photographs and a wonderful 1875 diary written, in her youth, by Ruth's Crittenden ancestor Cynthia Field of Cricket Hill. And long-preserved, unrecorded original deeds contributed to us by Abel Dinsmore descendants James L. Dinsmore and his daughter Pamela from Northfield helped unearth the neighborhood's early ownership history. It was a foggy, hazy morning, but it did not rain, and the two-mile circuit on old roads to the Maynard cemetery was successfully completed by all without major incident, thanks to the assistance of some able volunteers and historical actors on the day of the walk, and the hard work of the handful of thinly-stretched organizers (the Chairs of the 250<sup>th</sup> Committee and Historical Commission, walk narrator Tamsin Flanders – who came up with the idea – and Peter Freisem).

Finally, to close out the anniversary year, in the fall Commission members produced two presentations (the first of which was a presentation by Commission member Bill Burnett) at the Conway Historical Society, on our ongoing research and mapping project (a talk, recorded by FCAT, that's available online at

<https://www.youtube.com/watch?v=zwkPIPXqZ4>), and on the geological history of Conway, which was presented by Bob Nowak, one of our work-session regulars.

In early 2017, in addition to 250<sup>th</sup> preparations, and soon after the Town Hall insulation issues discussed in last year's report, the Commission became heavily engaged in trying to interpret and understand a lengthy agreement that was written by (evidently former) members of the town's Community Preservation Committee (CPC), and signed by the United Congregational Church (UCC) and the Selectmen in October, 2012, five months after Town Meeting voted to award a \$100,000 Community Preservation Act (CPA) grant to the Church. The grant was evidently primarily for interior "repairs" and improvements, and for some drainage work around the building, after the Church had been forced to close because of mold damage caused by Tropical Storm Irene in 2011. (Notably, the CPA law's historical-funding category has been under active review, during 2017-2018, by the state's Supreme Judicial Court, and significant state-wide changes to eligibility criteria for certain grants to non-governmental entities may be the consequence.)

The Historical Commission became actively involved in administering the 2012 agreement (which also gave the Town a Right of First Refusal on the UCC property), in January 2017, when the Church was considering replacing some wooden basement windows with vinyl windows - and then, before that proposal could proceed, in the immediate aftermath of the devastation of February's tornado. At a March 13, 2017 meeting, requested by the Church, with the UCC Building Committee and the town's Community Preservation Committee, the Historical Commission voted as follows (anticipating, by reason of this vote and other circumstances, that any significant change to the CPA grant to the UCC, provided by vote of the 2012 Annual Town Meeting, would likewise be considered by Town Meeting voters):

*"The sense of the Historical Commission is that the Historic Preservation Restriction and Right of First Refusal contract between the Town and Church should be thoroughly reviewed by Town Counsel, and any negotiated amendment or agreement between the Town and Church, resulting from that review, should be brought before Town Meeting voters for their approval."*

The Historical Commission was involved in administering the CPC-generated agreement only because a majority of the Commission agreed, on short notice in early October 2012, to enforce for the Town, by delegation from the Selectmen, the newly-unveiled contract, at least with regard to any exterior changes to the Church edifice. Specifically, the Selectmen's November 5, 2012 delegation letter conveyed to us their authority "to review and approve any proposed construction, restoration, or renovation of the exterior of the Conway Congregational Church building" for the (30-year) term of the agreement. As of this writing, that delegation has yet to be rescinded by the Selectmen. Meanwhile, the future of the Church building unfortunately seems to be hanging in the balance. The Historical Commission's active involvement in the process informally ceased in July 2017, after we'd shared our research into the complicated situation with concerned parties. But, since that time, we understand that the Church has returned to the Town, in full, its \$100,000 CPA grant.

The Historical Commission, no doubt like many others in town, is concerned about the present difficulties that the Church is experiencing and hopes for its successful recovery. We regret that the Town has not, to date, been able, or been willing, to offer more assistance to the historic Church and its small Congregation in their present, extremely trying post-tornado circumstances.

We conclude with an open invitation to interested residents to share their memories, their time, and/or their documents and photos with us – on Thursday afternoons from 1:00-5:00 PM, or during our weekend field work, or monthly meetings. We're very grateful to those who have already contributed (including a new infusion of energy, to extend 2017's oral-history interviewing, provided by recent volunteer Jane Recore), and apologize for delays in follow-up caused by our limited resources and multi-tasking. Oral history interviews and careful scanning of fragile records, not to mention deed research, take time and digital processing, and our group of volunteers is small, so progress is slower than it could be if we had more hands at the wheel.

Respectfully submitted,

Sarah Williams, Chair; Cynthia Bluh, Willis Burnett, Malcolm Corse (HC member on CPC, FY18-FY20), Carl Darrow, Laura Nicholls-Shaw, Yulia Stone

## Housing Committee

The Conway Housing Committee had an exceptionally active year in FY2017, in pursuit of appropriate land for the potential Senior Housing Complex, of 10-12 single level units, on land with good drainage and good road access. Highlights of our year included:

- attending the Planning Board's Land Use Meeting to discuss the purchase of the Sheehan property on Maple Street, with Bill Sheehan in attendance;
- attending a second Planning Board Land Use Meeting with a focus on senior housing on the Sheehan property, with abutters to that parcel in attendance. There was a commitment to explore the Sheehan property as well as other parcels;
- met with Sheehan realtor reporting on good road frontage, flat and open, taking down the farmhouse and restoring the barn into housing units, maintaining a similar outline, being sensitive to the visuals of the neighborhood, and how CPA funds could be used for this project;
- met with Selectboard to use Housing funds to present an "Intent to Purchase" with 7 contingencies. These included a perc test for 12 units, appraisal of parcel, wetlands delineation, approval by CPA, hazardous waste analysis, approval by ZBA, and obtaining a developer. This was supported and approved;
- met with Planning Board, and many abutters attended with their concerns, the list of the contingencies was reviewed at that time;
- Sheehans were concerned about the impact of perc testing and did not agree to that contingency. They preferred a Purchase and Sale Agreement before allowing perc testing. Housing Committee could not proceed without that information;
- Seven parcels were in consideration throughout the year, with all being eliminated, for various reasons, as the year continued;
- Housing Committee members Martha Conant and Nelson Shifflett resigned from their positions. Their attention, insights and expertise will be missed;
- Housing Committee made a commitment to better public sharing of information and improved its section of the town website;
- Energy Committee approached Housing about the viability of sharing the parcel behind the Grammar School. At that time, there appeared to be room for both Solar and Senior Housing projects. The site was inspected by members of the Planning and Select Boards, and the Energy and Housing Committees. The Housing Committee created a list of pros and cons, and what additional information was needed to answer critical questions.

The Housing Committee has an account of \$4655 available to them, and a dedicated amount of CPA funds of \$22,055.

In June, the chairperson of the committee decided to take a break from these duties, in order to attend to the selling, moving and building of her home in town. The two remaining members were not interested in continuing. The committee agreed to a "hiatus" of one year, with work resuming in June 2018.

As with many town committees, the Housing Committee is in need of additional members. With retirees enjoying the freedom of travel, there often are not enough members present to form a quorum and make a decision. In June 2018, there will be outreach to include additional members.

Respectfully submitted by:  
Pixie Holbrook, Chair; Donna Crabtree, Ellen Lomastro

## Open Space Committee

Another busy period for us - focused on protecting and enjoying habitat in our beautiful town and encouraging townspeople to do the same on their properties.

### **South River Meadow** (off Shelburne Falls Rd. near town center)

This 11-acre Town property now hosts:

- a restored floodplain which functioned perfectly to drain excess water during the late fall deluge;
- a healthy hay field managed by a local farmer;
- well-utilized walking paths with river views (and “clean up after your dog signs”!);
- nine carefully placed bird boxes needed for cavity nesters; and
- a significant reduction of invasive plants which had overtaken its perimeters.

We commissioned A *Natural History Assessment and Recommendations* for the meadow by naturalist Laurie Sanders. This excellent, easy-to-view presentation envisions continued productive use of the land with restored natural ecosystems for all to learn from and enjoy (download at [http://www.townofconway.com/admin/wp-content/uploads/2016/12/South-River-Meadow-Abridged-Presentation-Renamed-12\\_13\\_16.pdf](http://www.townofconway.com/admin/wp-content/uploads/2016/12/South-River-Meadow-Abridged-Presentation-Renamed-12_13_16.pdf)). Sanders presented our recommendations on November 17, 2016 at the Town Hall during a combined Public Information session and joint meeting of the Planning Board and Open Space Committee (nicely reported by Andy Castillo in The Recorder on 11/25).

Our September 2016 field demonstration, *Clearing the Way: Invasive Species Removal*, with Laurie Sanders (a licensed herbicide applicator) showed over 25 participants safe and effective control methods to curtail Japanese Knotweed, oriental bittersweet, honeysuckle and multiflora rose required for native plants to return.

In December, a joint meeting with the Ad Hoc Park Committee, chaired by Dave Chichester, endorsed recommendations on habitat, plantings, walking trails and, particularly, management of the invasive species of plants. The Housing Committee chair stated they were no longer considering the site for Senior Housing due to the cost required for fill. Dave indicated that the small footprint for the potential Wastewater Leaching Facility means the hayfield could probably remain. The two committees agreed to recommend the property be named *South River Meadow*; “park” is not needed in the name provided signage & other info make clear it’s open to the public.

Committee members developed specifications and maps for a three-year Invasive Plant Control Project on the South River Meadow property, received bids, and presented a \$9,400 request to the Community Preservation Committee. Thankfully, it was recommended to Town Meeting and approved. On June 19, 2017, a Public Information Session was held at Town Hall for abutters and anyone interested to learn details about the cutting and selective herbicide treatment from the selected contractor, Lincoln Fish of Baystate Forestry. Methods of the licensed applicators minimize herbicide use and ensure protection for people, animals and other plants. All herbicides are found on the Massachusetts Sensitive Areas Materials List (SAML). They are chosen for their low toxicity, low tendency for off-site movement and rapid biological decomposition in the environment. MA SAML was created and is maintained by a joint effort of MA Dept. of Agriculture and MA Dept. of Environmental Protection. The work occurred in September after all flowers finished blooming and pollinators were gone. No chemicals were used in the River. Caution flags were displayed during treatment periods. More limited, follow up work will occur the next two years. These methods are now standard tools for restoring natural communities, used by the New England Wildflower Society, Mass Audubon, Mass. Natural Heritage and Endangered Species and similar organizations.

### **Bigelow Lot**

In June 2016, the Open Space Committee made a brief visit to view the Bigelow Lot, a two-acre parcel donated to the Town near South River Meadow, in the context of the committee’s examination of public lands’ use and management. By deed, the parcel cannot be built upon and must remain open.

### **Birds Need Good Housing Too**

In late autumn, 2016, we gratefully accepted a gift of surplus bluebird/tree swallow boxes from Julie Petty. They’d been built by the Grammar School Class of 2016 as a fundraiser for Nature’s Classroom. With the school’s approval, four were erected there; with the Selectboard approval another four were installed at the South River



Meadow just before the ground froze. Bluebirds and desirable tree swallows rewarded us with successful broods. Swallows nested in two of the school boxes. Unfortunately, the other boxes there were overtaken by invasive house sparrows. It is critical that folks wishing to help learn to identify these particular sparrows. (See <http://www.daggerpress.com/2010/07/03/lets-get-this-house-sparrow-thing-out-in-the-open/> or <http://bluebirdnut.com/house-sparrows/>.) Nest boxes on all public and private land should be monitored to ensure that house sparrows aren't the beneficiaries!

The OS Committee received a kestrel box from the Massachusetts Division of Fisheries and Wildlife in the spring of 2017 to install at South River Meadow. American kestrels like to hunt in open fields and sparse woodlands, making South River Meadow excellent habitat. Kestrel boxes must be mounted 10-20 feet high on a pole, tree or side of a barn. The OS committee purchased a 15' pole from OESCO and mounted the box to the pole. The kestrel box was installed at South River Meadow by the OS committee on May 1, 2017. It will be monitored to determine whether we have successfully encouraged kestrels to nest.

### **Invasive Stiltgrass Control Project**

Summer 2016 was the third year of work along Conway's roadsides to control Japanese stiltgrass (*Microstegium vivendum*) using Community Preservation Act funding approved at the 2014 Annual Town Meeting. We hired two part-time Environmental Sciences majors from UMass Amherst for the month of August to take inventory along Conway's roadsides and to remove the stiltgrass they encountered by mechanical means (pulling). The interns flagged dense infestations for two days of string trimming contracted with Polatin Environmental Services. They also used GPS to add data to our ongoing map of known infestations.

With remaining project funds, the OS committee interviewed and hired a new crew of interns to undertake control work and mapping in August 2017. This depleted the original CPA project funds. While we remain committed to continuing the effort to prevent stiltgrass from becoming established in our forests, we currently don't have funding for 2018. Our efforts over the past several years have made a significant impact — in approximately half the areas where the grass was found in the past, none was found in 2016. But because the seed lives 7 to 10 years, eradication, if possible, will require long-term (permanent?) attention. Ultimately, the town needs those citizens who have stiltgrass along their roadside frontage to take on the burden of controlling this destructive weed. We are here to advise you on when and how to effectively control stiltgrass (see contact info below).

### **Land Use**

**Only 24% of the town's 24,405 acres is *permanently* protected** through Agricultural Preservation Restrictions (APRs) or Conservation Restrictions (CRs), according to the last information we were given. Much farmland remains vulnerable to development as does environmentally sensitive habitat. Future attention is best focused on prioritizing these areas, as recommended by the town's Open Space & Recreation Plan.

**Contact us** about invasive/native plants, bird boxes or conservation issues on your property. We want to share what we're learning!

Respectfully submitted, Janet Chayes, Chair [janet@chayes.org](mailto:janet@chayes.org); Michele Turre [mturre@gmail.com](mailto:mturre@gmail.com); Jack Farrell [jfarrell24@gmail.com](mailto:jfarrell24@gmail.com); Melissa Patterson [cp.patterson@gmail.com](mailto:cp.patterson@gmail.com); Andrew Levchuk, [Levchuk.andrew@gmail.com](mailto:Levchuk.andrew@gmail.com)

### **Parks, Recreation & Trails Committee**

No report was submitted for FY2017 from this Committee.

Robert Anderson, Harry Bovio, Paul Charest, Heidi Flanders, John Heffernan, Julie Petty

### **Personnel Committee**

This Committee was being reorganized in FY2017.

### **Planning Board**

The Planning Board of five elected members was authorized at a Special Town Meeting in October 2011. The first meeting of the board, elected in May 2012, was held on June 14, 2012.

**Meetings are held** on the first and third Thursdays of every month, at 7:00PM at the Town Office (Changed to 6:00PM as of January 2018).

**Mission Statement:**

The Planning Board is responsible for drafting, amending and modifying zoning By-Laws, and granting Special Permits. It is charged with creating a Master Plan that forecasts the long term needs of the town with respect to: housing, land use, economic development, environmental concerns, services and facilities, conservation, and recreation. The Board will make studies, hold meetings, authorize technical research, prepare plans, and develop proposals with regards to the future needs of the town.

**Members from May 2016 until June 2017 were:** Joe Strzegowski (Co-Chair since June 2015, representative to South River Meadow Property-related committees: Housing, Open Space, Flood Mitigation, Planning Board representative to Regional FRCOG Planning Board and Regional Pipeline Advisory Committee, Waste Water Treatment Feasibility Study Committee representative), Mary McClintock (Co-Chair), Dave Chichester (Clerk, Town Park Committee representative, Waste Water Treatment Feasibility Study Committee representative), Sue McFarland (Ad Hoc Pipeline Committee representative, Community Preservation Committee representative), Andy Jaffe (Archivist and Documentarian).

In May 2016, the Planning Board elected officers for the 2016-2017 year: including Joseph Strzegowski and Mary McClintock as Co-chairs and Sue McFarland and Dave Chichester as Co-clerks. Beth Girshman was appointed as an Associate member in November 2016 and would serve as a voting member for Special Permits as determined by the Chair.

**Members from June 2017 until present are:** Mary McClintock (Chair), Joe Strzegowski (Vice Chair, representative to South River Meadow Property-related committees: Housing, Open Space, Flood Mitigation, Planning Board representative to Regional FRCOG Planning Board and Regional Pipeline Advisory Committee, Waste Water Treatment Feasibility Study Committee representative), Sue McFarland (Co-Clerk, Community Preservation Committee representative), Andy Jaffe (Archivist and Documentarian), Beth Girshman (elected May 2017, co-clerk, Mohawk Trail Woodland Partnership Project representative).

**From July 2016 until June 2017, the Planning Board:**

- 1) Conducted a meeting of town committees and departments with need for land-based projects in Conway, including town garage, senior housing, solar garden, parks and recreation, open space – nature trail, school reserve septic system, safety complex, wastewater, and agricultural needs. The meeting focused on identifying and defining each party’s land use needs as they view them into the future.
- 2) Discussed issues pertaining to “blighted areas” in town.
- 3) Conducted a meeting of town committees and departments with need for land-based projects to discuss the several Sheehan properties for sale on Maple Street and Academy Hill Road and whether any of those properties would be suitable for town land-use needs as described at the joint committee land-use meeting.
- 4) Discussed ground-mounted solar array setbacks in relation to neighbors’ properties and drafted a possible revision to Conway’s Protective Bylaws that address setbacks for structures that aren’t buildings. The Planning Board will bring a proposed revision to the Bylaws to the next Town Meeting.
- 5) Discussed the 61A Agricultural exemption on the Town Property on Shelburne Falls Road and plans to continue the agricultural use of a portion of that property.
- 6) Reviewed the Office of the Attorney General’s decision not to ratify the Town Bylaw changes made at the May Town Meeting because of procedural errors (should have been adopted as zoning bylaws not general bylaws).
- 7) Attended the All Committee town meeting in October.
- 8) Met with the Energy Committee and Selectboard to hear reports on a proposal to site a large-scale solar installation on town-owned land adjacent to the Grammar School.
- 9) Held a joint meeting with the Open Space Committee to hear a natural history assessment of and recommendations for the South River Meadow Park property (town-owned land on Shelburne Falls Road formerly known as the Rose Property).
- 10) Responded to complaints from a neighbor about noise and gravel excavation on a property in town.

- 11) Responded to and approved a request for a Special Permit to create an accessory apartment in an existing dwelling.
- 12) Created an Errata Sheet for the Conway Master Plan related to size of solar energy farms (not 4 gigawatts, should be 4 megawatts).
- 13) Developed a Checklist for steps involved in responding to Special Permit applications.
- 14) Heard reports on the Wastewater Committee's work to develop bidding specifications for going out to bid for retaining an engineer for the project.
- 15) Developed a proposed bylaw revision regarding setbacks for ground-mounted solar arrays and other non-dwelling structures.
- 16) Discussed possible Town responses to the November election results related to the legalization of recreational marijuana, including whether the Town should impose a moratorium on retail sales of recreational marijuana until after state regulations are clearer and whether the Town needs a separate bylaw dealing with sales of recreational marijuana.
- 17) Discussed the zoning bylaw implications of proposed senior housing, researched how other towns handle Age Restricted Housing in their bylaws and state laws related to such housing, and worked on drafting possible zoning bylaws related to such housing. Awaiting further guidance from the Senior Housing Committee.
- 18) Discussed and researched a proposal by FRCOG to inventory Town-owned land its potential suitability for leasing to farmers as agricultural land.
- 19) Heard a report about the Town Park Committee's meeting with the Open Space Committee about the South River Meadow Park property and the disbanding of the Town Park Committee.
- 20) Submitted an application for a District Local Technical Assistance Grant.
- 21) Responded to a request from FRCOG about Town vulnerabilities in relation to climate change and completed FRCOG's Climate Change Survey.
- 22) Prepared for and held a joint meeting with the Housing Committee to discuss zoning implications of potential development of senior housing.
- 23) Responded to an inquiry from a cell tower company about interest in siting a cell tower to serve downtown Conway. Reminded the company representative about the Town's Zoning Bylaw related to cell towers.
- 24) Zoning updates: Wrote several new town bylaws, held public hearings, brought to and passed at May 2017 Annual Town Meeting and subsequently approved by State Attorney General included: Age Restricted Housing Community (ARHC); Changes to Definitions of Structures, Accessory Use and Clearances; and Changes to Section 41.2; Clearances and Section 41.2.1; Exceptions

**From July 2017 until January 2018, the Planning Board:**

- 1) Met with a citizen regarding their concerns about their property relating to possible lot sizes/parcels/potential dwelling units/common driveway.
- 2) Clarified building inspectors question about fence heights and setbacks in new by-law.
- 3) Worked with Jessica Atwood, Economic Development Planner for, FRCOG, to develop and conduct an Economic Development Survey for the Town of Conway. Survey to gather input from residents, business owners, and visitors.
- 4) Met with FRCOG staff about short-term rental noise ordinance. PB determined that noise ordinance for Conway unwarranted at this time.
- 5) Met with FRCOG staff for continuing discussion about how to prepare for possible moratorium vote on recreational marijuana at special town meeting in fall 2017.
- 6) Set dates and publicity for informational sessions prior to special town meeting.
- 7) Created publicity (press releases, fliers, link to town website) to increase awareness of Economic Development Survey
- 8) Heard report from Beth Girshman, representative to Mohawk Trail Woodland Partnership Project.
- 9) Discussed hiring for Planning Board clerical duties – minutes, postings, form filings, etc.
- 10) Discussed new Wordpress platform for town website and responsibilities of individual boards and committees to update.
- 11) Attended all town Committee meeting.
- 12) Held Public Hearing on Proposed Temporary Moratorium on Commercial Recreational Marijuana Establishments.

- 13) Presented Proposed Temporary Moratorium at Special Town Meeting on October 30, 2017. Moratorium passed and was submitted to Attorney General's office.
- 14) Heard update from Kimberly McPhee, FRCOG on the South River Corridor Mapping Project and the 2016 River Corridor Management Plan and Overlay District.
- 15) PB members signed Certificate of Receipt of Open Meeting Law materials, submitted to Town Clerk.
- 16) Received a letter from FRCOG, regarding creating a PowerPoint presentation and survey for Conway residents about commercial recreational marijuana establishments.
- 17) Submitted budget for Planning Board costs, including potential clerical help, for FY 2018.
- 18) Heard report from architects, engineer, and building committee concerning United Congregational Church demolition and building plans.
- 19) Heard report from PB Vice Chair Strzegowski on Ashfield's draft Large-Scale Construction Bylaw and how it applies to Conway Large Scale Construction Bylaw (approved in 2016 and subsequently rejected by the Attorney General due to a procedural error).
- 20) Planned informational meeting in February related to Recreational Marijuana Commercial Establishments to gauge community concerns and share information. If there is need for Conway zoning bylaws concerning Recreational Marijuana Commercial Establishments, PB will hold public hearing and include item on warrant for a special Town meeting in the Fall of 2018.
- 21) Planning for proposal of Large Scale Construction bylaw for the Annual Town meeting warrant with a public hearing in March.

Respectfully submitted,

Mary McClintock, Chair; Joe Strzegowski, Vice-Chair; Beth Girshman, Andy Jaffe, Sue McFarland

## Select Board

Select Board members are elected for staggered three-year terms by the citizens of the Town. The Select Board acts in accordance with the will of the citizens and is responsible for providing executive leadership to:

- protect the welfare and safety of residents;
- ensure the effectiveness of essential municipal services;
- maintain long-term financial stability;
- plan strategically for economically and environmentally sustainable growth; and
- maximize the value of property tax dollars.

The Board meets at least weekly during budget season from November to May and at least biweekly from June to October. Some of the highlights of the actions of the Select Board during FY 2017 are as follows:

Executed the contract for the South River floodplain lowering project on the Shelburne Falls Road property that was funded through grant and Community Preservation funds to hire a local company to complete the project.

On the recommendation of the Energy Committee, executed a contract for consultant services with New Ecology Inc., to be paid with grant funds received by the Energy Committee a year ago, for phase 1 of the town solar/community shared solar consultancy project.

Voted to approve and execute Chapter 90 reimbursement paperwork for two Highway Department projects on Main Poland Road for \$139,942, completed under budget for \$123,220 and on North Poland Road \$80,267.92, completed under budget for \$72,141.91.

Agreed to support the Save Our Public Schools initiative introduced by the Massachusetts Teachers' Association to oppose the November ballot question #2 that seeks to increase the cap on the number of charter schools. Municipalities are losing \$413 million per year to charter schools, with no accountability from those schools for their decisions

Executed an amended contract for the South River project with Davenport for extending non-field work past October 1 to keep the project moving ahead as planned. Davenport will be installing some erosion-control features, and the Conservation Commission will do a walk-through before construction starts.

Massachusetts Emergency Management Association (MEMA) requested the support of the Board for Drought Watch management recommended and mandatory measures. The Chair read a MEMA statement asking residents to adopt water saving techniques into their daily routines and follow best water conservation practices to help reduce the threat of drought and enable groundwater and reservoirs to rebound more quickly if conditions improve. The Statement on Drought was also posted to the Town website.

Reviewed the Community Compact long-term financial planning meeting dates and plans as part of the development of a long range financial plan; an expanded financial team will work with Joe Markarian, now working for the FRCOG.

Executed a letter of support for the Town of Deerfield MassWorks application for a Water Pollution Control Facility (WPCF) Headworks Upgrades Project through the MassWorks Infrastructure Program which will enhance the wastewater treatment infrastructure and possible economic development for the area.

Reviewed public safety costs for the privately-held Festival of the Hills event for Town Police, Fire, and Ambulance services. Town labor costs were projected at about \$2,000. The Chair was in favor of reducing costs to the Festival of the Hills as much as possible since the funds generated at the event are given out in scholarships to Conway residents.

Executed a Memorandum of Agreement with FRCOG regarding the Davenport payment process whereby Davenport will invoice Weston & Sampson, then to FRCOG for approval, and to the Town for final approval and payment.

Executed the contract with Goss Construction, Inc. for the Town Hall Insulation Project (Conway Town Hall EIFS Project) with funding through a Green Communities grant on the recommendation of the Energy Committee.

Executed a revised Recycled Product Purchasing Policy, as new recycling guideline are in effect, noting that a revised policy needs to be adopted in order to be eligible for future grant programs.

Reviewed the Town Geographic Information System presented by Lee Whitcomb, Administrative Assessor, that outlined its capabilities, how to access it on the Internet. GIS tools include mapping overlays for DEP, wetlands, flood control districts, endangered species, and historic data, agriculture, depicting commercial and residential, and exempt lands, and deed/use restrictions.

Based on the recommendation of Janet Chayes of the Open Space Committee (OSC), amended the contract with Laurie Sanders who has been working on invasive species on the Shelburne Falls Road property and would like a broader contract to allow for assessment and reporting on other properties on an as-needed basis. The expanded Scope of Work may include biological management, both long and short-term.

Conducted a Tax Classification Hearing with Lee Whitcomb, Administrative Assessor, who recommended maintaining a single tax rate for both residences and business. The Board approved the single tax rate.

The Ambulance Department proposed that the Town pre-pay for EMS training and continuing education rather than reimbursing newly-hired EMTs, as the costs are prohibitively steep for volunteers. They agreed that this should be accompanied by a policy requiring re-payment if the employee does not continue EMS service with the Town for at least one year; the Board voted to approve.

Executed an agreement with Gary Totman for agricultural use of the Shelburne Falls Road Property to keep the property in agricultural use (except the land located in the floodplain lowering area) to preserve flexibility of use. Based on the approval of our own project manager from the FRCOG and the engineer, the Board executed the certificate of completion for the South River project since the contractor has substantially completed all work, with minor items still to be done for final completion identified.

Approved a request from Wired West to withdraw from the cooperative because the State signed a contract with Comcast regarding the partially-served towns and the 99% build-out for Conway is expected to be completed by June 2018.

Requested that the Planning Board hold a hearing on a by-law for a moratorium on commercial establishments for recreational marijuana sale due to the possibility of the Massachusetts Legislature delaying the sale of recreational marijuana.

Resolved the payment process agreement with Frontier Community Access Television (FCAT) that Comcast Public Education and Government (PEG) funding would continue to be paid directly to the Town instead of directly to FCAT.

Reviewed the overall positive draft audit management letter from the Town's auditor and accepted the recommendations of the auditor.

Voted to support the request of the Massachusetts Municipal Association (MMA) to legislators to delay implementation of the State recreational marijuana law. MMA had urged cities and towns to request changes to the law passed as Ballot Question #4.

Voted to support proposed resolutions of the MMA for the Annual Meeting in January concerning "a strong and enduring fiscal partnership" between the state and municipalities, and a "strong and productive role" for municipalities in promoting "effective planning and land use policies and practices."

Approved Chapter 90 requests for the repair of the bridge on North Poland Road based on the recommendations of a MassDOT-recommended engineer who inspected the bridge.

Based on the recommendation of the Housing Committee, the Board voted to execute an Intent to Purchase for the Sheehan property on Maple Street and to use Community Preservation Act (CPA) funding for the development of 12 senior and affordable housing units, giving preference for occupancy to Conway residents.

Approved Chapter 90 funding requests for reclamation, paving and drainage work on East Guinea Road in the amount of \$158,197 and milling and paving overlay on South Ashfield Road/Williamsburg Road in the amount of \$143,260.

Voted to apply for Chapter 90 and FEMA funding for the Delabarre Avenue project estimated to cost \$300,000 for repairing bank erosion along the road. The condition of the road is not dangerous according to the inspecting engineer.

Approved the Community Development Strategy for a Community Development Block Grant application.

Conducted a Public Hearing on a Community Development Block Grant for housing rehabilitation and related matters. Franklin County Regional Housing & Redevelopment Authority (FCRHRA) applied for a FY2017 Community Development Block Grant by the Towns of Leverett, Conway, Deerfield, and Sunderland. These four towns were grouped together by FCRHRA to make the application more competitive. The total for Conway that will be applied for is \$240,000 for six units (\$40,000 per household.)

Executed the Department of Environmental Protection (DEP) contract for Sustainable Materials Recovery Program and related work.

At the request of Senator Adam Hinds, Conway provided the Town Hall for a roundtable conversation on Rural Challenges & Opportunities for Massachusetts, part of the second annual Commonwealth Conversation day of events on March 28th.

At about 9:00 PM on Saturday, February 25, the Chair declared a State of Emergency in Conway after a tornado touched down in Town. The declaration permitted the Town not to have to adhere to the usual procurement process so that things could be done to eliminate any threats to public safety and welfare.

Discussed plans with the 250<sup>th</sup> Anniversary Committee for requirements for vendors to provide the Town with proof of insurance and funding for additional EMTs and police for the weekend.

Supported a draft non-binding resolution related to Climate Change presented by George Butler, a volunteer with Climate Change Lobby, with no specific legal import which urges legislators to support the concept. The intent of the resolution in support of potential carbon fee and dividend is to reduce individuals' energy costs by charging a fee for fossil fuels at the vendor.

Supported a draft resolution in support of Anti-Corruption Act presented by John Cordes, a member of a working group that is addressing money in politics, modeled on similar resolutions put forth by a group called Represent.us, which seeks to get money out of politics.

Executed the contract to develop design criteria for a solar farm, went out for bid, and four bids came back. PV2 was recommended by the Energy Committee because they were the low bid, because they are local, and because they have their own engineer.

The Reverend Candi Ashenden and congregants of United Congregational Church (UCC) spoke about their efforts to have tornado damage to the church repaired, in light of the Community Preservation restriction. The Select Board pledged to do whatever could be done within the limits of the law/guidelines of the restriction to help the church recover and advised the church to continue working with the insurance company.

Reviewed, discussed, and approved the FY 2018 Town budget and annual Town Meeting warrant.

Reviewed the Community Action report on public-private weatherization program. The Energy Committee commended the Town for its collaboration with Community Action which has led to greater energy affordability and home safety to many Town residents. Federal funds were also available to assist Conway residents who qualify.

Reviewed the request for a letter of support for a feasibility study for a Franklin County Regional Emergency Communications Center to look at including Greenfield and Montague in a regional consortium and combining them in dispatch. The members of the Select Board agreed that they did not have enough information to give a letter of support for the feasibility study at this time.

Reviewed and discussed the draft of the long-range financial plan and provided comments to Joe Markarian at FRCOG to make editions and present a final plan.

The Board met with United Congregational Church attorney Allison to discuss the \$100,000 repayment of CPA funds and ending the historic preservation restriction. Paragraphs 23 & 24 of the historic preservation restriction document specified that the church would pay \$100,000 to the Town in the event of partial or total destruction of the property. The church said they hoped the Town would "give them a break." The Board stated that if the Town were to reduce the amount required to be repaid, it would have to be done by a vote of residents at a Town Meeting.

The Board, as trustees of the Mark and Mildred Boice Germain Trust Fund, reviewed scholarship applications and awarded scholarships to Town residents seeking higher education.

The Board approved the proposal for a Municipal Vulnerability Preparedness grant application with Ashfield to increase our chances of being funded, as there is only \$500,000 available for 30-50 municipalities or partnerships. There is already a considerable amount of work that has been done on the South River in this area, which made Ashfield a potentially useful partner, as well as work we have done in our Multi-Hazard Mitigation Plan.

The Board approved the planting of American Elm trees on Pumpkin Hollow common ahead of the 250<sup>th</sup> Anniversary Celebration.

The Board meet with Greg Rose to discuss the Town's right of first refusal with regard to potential sale of the property on Fournier Road. The Town owns adjoining properties and may be interested in how any sale of this property goes forward. Any decision of the Town to purchase the property would have to be voted on at a Town Meeting.

Approved implementation of a process to investigate a change in Health Benefits pursuant to M.G.L. c.32B Sect. 21-23.

Approved the use of Town Hall for tornado recovery operations by Team Rubicon, a group of veteran volunteers, which was in the process of becoming a preferred service provider when FEMA had not made an emergency declaration. All workers were certified in their particular skills and had liability insurance.

Executed a contract with the State of Massachusetts for the Assessors' software conversion from CAMA to IASWorld. The Town had been using CAMA for about 15 years; however, the State is no longer supporting this program and has negotiated a contract to support the IASWorld program. The State is helping with some of the conversion costs. The Town will pay about \$1,800 per year.

Discussed the formation of a Highway Garage Committee to develop new plans for a Highway Garage.

Approved the long-term financial plan to complete the Town's Commonwealth Community Compact best practices for long-term planning. Joe Markarian from FRCOG developed a draft plan, including something on capital improvements financial planning and outlining hard financial targets. Joe Markarian will produce a final document and certify to the State that the Town of Conway now has a long-term financial plan.

Respectfully submitted,  
John O'Rourke, Select Board Chair

### **Wastewater Committee**

No report was submitted for FY2017 from this Committee.  
Joe Strzegowski, Chair; Marie Iken, Carl Nelke, Michele Nowak

## **DEPARTMENTS – ADMINISTRATIVE**

### **Town Administrator** (Report for Fiscal Year 2017)

#### **Finance**

Having signed the Commonwealth Community Compact at the very end of FY17, the Town brought in FRCOG consultant Joe Markarian for long-range financial planning (including capital planning). Mr. Markarian is formerly of the Department of Revenue and an expert on municipal finance. The Town now has a long-term financial plan, which needs annual updating from the Finance Director (Town Administrator) and Capital Improvement Planning Committee. I will note that Alan Singer was appointed to the Finance Committee, and long-time member Jim Bosman resigned after many years of excellent service.

#### **IT**

The Town continued the modernization of its IT system; all computers are running the same versions of Office programs, and all computers are now on a three-to-four-year replacement schedule. Also, the Town assessed its IT capacity as a second Community Compact, "Best Practices in Municipal IT." Conway was the lead town in creating a manual for other small towns to assess and enhance their IT systems. The Town also switched its phones from Crocker Communications to Network Advantage, saving about \$1,500 per year.



### **Human Resources**

The Town took a major step forward in its Ambulance Service, making it easier to join, through instituting a new policy for reimbursing the Town for training expenses if employees leave prior to one year of service.

After the departure of the last Assistant to the Town Administrator, I was fortunate to be able to hire a new assistant, Lisa Turowsky, who has been a tremendous help in producing the Town Report; permitting and licensing; maintaining the web site; assisting with human resources administration; coordinating the scholarship process; assisting in developing the Town's budget; working with the Town clerk on board and committee issues; helping prepare for Select Board meetings and taking minutes, as well as many other administrative tasks.

### **Emergency Management**

Our Emergency Management Director, David Chichester, asked George Murphy, of 84 Leukhardt Road, to become his Assistant Director, with the intention of his taking over the EMD position when David Chichester left town at the end of the fiscal year (which occurred as planned).

### **Green Communities**

The Energy Committee successfully bid an insulation project for the Town Hall. After much re-design and some difficulties with the installation over the fiscal year, the project was completed in FY18, reducing the energy used in the Town Hall by over 20%.

### **Reorganization of Parks and Rec**

Julie Petty and I continued to work to streamline and re-organize Parks, Recreation, and Trails operations. The Committee has absorbed Conway Youth Sports, and on-line registrations are planned to ease the burden on youth sports coordinators.

### **Projects**

#### *The South River project*

The years-old project to mitigate flood effects along the South River was finally completed. The river's banks were fitted with "weirs" of boulders to deflect the current into the center of the stream bed, and the Rose Field was partially lowered to help absorb sudden increases in stream volume (during severe weather).

#### *Rose Field*

The Town reached a resolution on using the Rose field for agriculture, with no objections from the relevant boards, committees, and commissions. Gary Totman signed a three-year contract with the Town to hay the field.

#### *Frontier*

The administrators of the four Frontier towns continue to meet with the Superintendent periodically to maintain good lines of communication. The possibility of creating some shared services between the towns, or having some shared equipment, remains. There is a structural problem with Proposition 2 ½ vis-à-vis school budgets that annually exceed a 2½% rise by a substantial margin due largely to the combined effect of salary and step increases; and also, towns that have reached their levy limits are faced with the choice of funding the schools or cutting the Town side of the budget. Thankfully, Conway's five-year rolling enrollment average should start to go down relative to other towns.

#### *Tornado*

The Highway Garage roof was rebuilt, but not until early FY18, and work on damaged woods behind the school was also completed in FY18—front part, early, back part mid. Special appreciation is due to Patricia Vinchesi, Town Administrator of Scituate, who was at home in Conway at the time of the tornado and volunteered her unparalleled experience in disaster management in the first few days of the event. Without her participation, the Town would have had a substantially rougher time dealing with the emergency and its aftermath.

#### *ADA compliance*

Tom McCarthy, Rusty Blossom, Highway Supervisor Ron Sweet and I worked on a successful planning grant proposal for an Americans with Disabilities Act self-evaluation and transition plan. The Finance Committee made

it possible by approving a reserve fund transfer request for the Town match. The final plan (completed in early FY18) specifies the work the Town needs to do to become fully compliant, which will form the base for related activities in years to come.

Respectfully submitted,  
 Thomas Hutcheson, Town Administrator

**Accountant**

**TOWN OF CONWAY  
 GENERAL FUND APPROPRIATIONS  
 FISCAL YEAR 2017**

**General Fund Revenue Budget to Actual Summary:**

	<u>Budget</u>	<u>Revenue</u>	<u>Variance</u>
Real Estate Taxes	4,350,441.38	4,292,851.15	(57,590.23)
Personal Property Taxes	212,334.68	216,589.86	4,255.18
Tax Liens/Foreclosure	0.00	56,335.16	56,335.16
Penalties & Interest on Taxes	15,000.00	19,627.55	4,627.55
Motor Vehicle Excise	205,000.00	252,346.43	47,346.43
Fees	22,000.00	24,846.90	2,846.90
Licenses & Permits	2,000.00	3,060.60	1,060.60
Intergovernmental	829,375.00	790,027.00	(39,348.00)
Fines & Forfeitures	2,000.00	4,625.00	2,625.00
Earnings on Investments	5,000.00	6,925.78	1,925.78
Miscellaneous Revenue	0.00	69,447.09	69,447.09
Transfer From Other Funds	317,499.00	307,499.00	(10,000.00)
<b><u>Total Revenue</u></b>	<b>5,960,650.06</b>	<b>6,044,181.52</b>	<b>83,531.46</b>

**General Fund Expenditure Budget to Actual Summary:**

	<u>Budget</u>	<u>Expenditures</u>	<u>Variance</u>
General Government	629,730.91	439,596.65	190,134.26
Public Safety	515,203.69	499,734.70	15,468.99
Public Works	665,333.59	577,117.71	88,215.88
Education	3,324,175.03	3,241,880.39	82,294.64
Health and Human Services	192,740.00	167,531.67	25,208.33
Culture and Recreation	82,584.90	71,518.47	11,066.43
Pension and Fringe Benefits	584,686.00	583,888.44	797.56
State and County Tax Assessments	184,975.00	163,221.89	21,753.11
Debt Service	64,811.00	63,708.40	1,102.60
Transfer to Other Funds	295,000.00	295,000.00	0.00

**Total Expenditures****6,539,240.12****6,103,198.32****436,041.80**

**TOWN OF CONWAY  
SPECIAL REVENUE FUNDS  
FISCAL YEAR 2017**

<b>Fund</b>	<b>Description</b>	<b>Balance June 30, 2016</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Balance June 30, 2017</b>
215	Mass Highway - Chapter 90	(83,275.29)	195,361.97	(178,865.93)	(66,779.25)
231	Ambulance Reserve for Rcpts	60,392.47	33,251.31	(46,630.00)	47,013.78
232	Dog Revolving Fund	4,812.22	847.25	(256.79)	5,402.68
233	Recreation Revolving	1,877.71	0.00	0.00	1,877.71
234	Tax Title Revolving	7,451.22	3,078.23	(6,779.79)	3,749.66
237	Conservation Wetlands Fund	8,198.19	493.78	(600.61)	8,091.36
238	Sports Revolving	2,579.93	7,525.00	(6,053.01)	4,051.92
252	Insurance Proceeds	1,261.00	0.00	0.00	1,261.00
270	250 Yr Celebration Donations	18,238.58	49,253.62	(32,383.92)	35,108.28
271	Conservation Donations	2,087.86	0.00	0.00	2,087.86
272	Fire Donations	2,109.82	1,402.00	0.00	3,511.82
273	Police Donations Fund	4,617.88	130.00	0.00	4,747.88
276	Festival Donations	0.00	18,920.72	(10,000.00)	8,920.72
277	Ambulance Donations	5,451.40	860.00	0.00	6,311.40
278	Cricket Hill Road	20,450.35	0.00	0.00	20,450.35
279	Road Machinery Earnings	0.17	0.00	0.00	0.17
282	Sale of Real Estate	84,695.07	0.00	0.00	84,695.07
283	U. S. Flag Fund	144.85	50.00	0.00	194.85
284	Historical Commission	283.78	75.00	0.00	358.78
285	XMAS Tree Fund	300.43	0.00	0.00	300.43
286	Fitzgerald Bridge	930.55	0.00	0.00	930.55
287	Covered Bridge	400.54	0.00	0.00	400.54
288	Youth Fund	844.04	0.00	0.00	844.04
289	Delaborne	800.00	0.00	0.00	800.00
290	Highlands Initiative	882.50	0.00	0.00	882.50
291	USDA/NRCS Grant	4,001.00	0.00	0.00	4,001.00
292	Septic Loan Paybacks	69,252.85	1,289.33	(2,018.13)	68,524.05
293	Peg Access/Broadband	17,183.81	13,948.38	(6,640.00)	24,492.19
294	Extended Polling Hours	2,031.00	952.00	0.00	2,983.00
296	Conway Trails	223.19	0.00	0.00	223.19
298	Green Energy Grant	9,258.09	69,825.00	(90,224.52)	(11,141.43)
380	Community Preservation Act	505,727.98	167,494.89	(98,886.50)	574,336.37
403	Dare Grant-Police	2,813.51	0.00	0.00	2,813.51
404	Comm Policing Grant	7,048.39	0.00	(1,275.17)	5,773.22
405	Bulletproof Vest Grant	788.50	0.00	0.00	788.50
406	Watch your Car Grant	700.00	0.00	0.00	700.00

<b>Fund</b>	<b>Description</b>	<b>Balance June 30, 2016</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Balance June 30, 2017</b>
409	4 x 4 Tractor	9.00	0.00	0.00	9.00
411	FEMA June Storm Damage	149.10	0.00	(12,474.01)	(12,324.91)
412	Council on Aging Grant	593.75	5,000.00	(4,470.50)	1,123.25
414	Library State Aid	2,539.92	2,479.33	0.00	5,019.25
415	Cultural Council	6,482.54	4,409.33	(5,264.63)	5,627.24
416	Small Cities Grant	51,621.67	0.00	(2,608.59)	49,013.08
418	Alternative Energy Grant	1,930.10	192.71	(1,452.58)	670.23
421	Master Plan Grant	595.00	0.00	0.00	595.00
422	DCR Fire Grant	179.16	0.00	0.00	179.16
424	EMPG Grant	(1,565.17)	1,565.17	(860.00)	(860.00)
425	DEP Grant (BOH)	6,501.40	1,900.00	(497.38)	7,904.02
428	FRCOG Multitown Agreement	13,750.00	0.00	0.00	13,750.00
429	DEP 319 Grant	0.00	127,927.00	(142,141.00)	(14,214.00)
430	META Grant	0.00	0.00	(4,000.00)	(4,000.00)
502	School Choice	80,782.07	161,393.00	(133,234.50)	108,940.57
503	REAP Grants	(62.32)	21,111.21	(24,009.79)	(2,960.90)
505	SPED Assist	(692.85)	21,712.66	(20,236.83)	782.98
506	Wings Program	110,822.68	285,903.82	(283,338.81)	113,387.69
507	Grant Funded Teachers Stipends	0.00	9,600.00	(9,600.00)	0.00
509	Erate Reimb School	195.59	0.00	0.00	195.59
511	Child/Adult FDC	2,122.78	0.00	0.00	2,122.78
514	Summer Wings Program	13,441.29	8,630.43	(183.36)	21,888.36
515	Title 1 Grant	0.00	10,073.00	(10,073.00)	0.00
551	After School Program	67,251.01	55,667.06	(63,173.73)	59,744.34
552	Early Childhood Tuition	58,388.40	34,612.61	(30,637.36)	62,363.65
553	School Lunch	(13,407.11)	59,786.33	(53,712.45)	(7,333.23)
555	Student Activities Fund	0.00	22,726.38	(13,237.69)	9,488.69
556	Wellness Mini-Grant	6.90	700.00	(688.00)	18.90
557	Moves & Grooves	600.91	1,230.00	(1,596.30)	234.61
558	Fournier School Fund	2,822.36	0.00	0.00	2,822.36
559	Big Yellow School Bus Grant	0.00	200.00	(200.00)	0.00
710	School Roof	2,952.54	0.00	0.00	2,952.54
720	Fire Truck	0.00	151,000.00	(151,000.00)	0.00
811	Sumner Boyden Trust	92,003.54	1,338.74	(3,201.04)	90,141.24
812	Cemetery Perpetual Care	25,916.61	0.00	0.00	25,916.61
813	Guilford Trust	816,880.21	14,357.12	(30,000.00)	801,237.33
814	G. Howland Trust	17,141.25	260.08	0.00	17,401.33
815	A & E Boice/Germain Fund	16,911.18	258.30	0.00	17,169.48
816	Whiting Street Fund	19,527.64	296.25	0.00	19,823.89
817	S.F. Howland Trust	11,994.45	179.09	(143.52)	12,030.02
818	Sale of Lots	10,800.01	163.96	0.00	10,963.97
819	M & M Germain	527,485.68	7,672.51	(10,750.00)	524,408.19

<b>Fund</b>	<b>Description</b>	<b>Balance June 30, 2016</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Balance June 30, 2017</b>
820	M. B. Germain	27,050.07	340.03	(3,999.96)	23,390.14
821	M. H. Germain	89,150.38	1,343.24	0.00	90,493.62
822	Joshua Boyden	8,571.50	130.18	0.00	8,701.68
823	Arabelle Turner	474.87	6.85	0.00	481.72
824	D O Paul	14,911.74	226.28	0.00	15,138.02
825	C & F Field	10,951.78	166.27	0.00	11,118.05
826	W E Tucker	949.62	13.72	0.00	963.34
827	E C Glazier	474.88	6.85	0.00	481.73
828	S. Bradford	474.88	6.85	0.00	481.73
829	Emery Field	949.68	13.72	0.00	963.40
838	Chase Fund	691.20	11.02	0.00	702.22
830	General Stabilization Fund	404,687.78	27,284.97	0.00	431,972.75
831	Ambulance Stabilization	125,946.13	26,450.71	0.00	152,396.84
832	Capital Stabilization	432,880.02	128,898.59	(285,000.00)	276,778.61
833	Garage Stabilization	738,989.71	113,133.47	0.00	852,123.18
834	Grammar School Stabilization	188,311.42	53,856.49	0.00	242,167.91
840	OPEB Trust Fund	21,169.39	337.54	0.00	21,506.93
891	Off Duty Police Detail	(2,240.60)	72,958.00	(68,890.00)	1,827.40
892	Firearm ID Cards	213.75	3,487.50	(3,425.00)	276.25
894	Fire Dept Fees	200.00	1,245.00	(1,190.00)	255.00
896	Town Clerk Fees	233.50	363.75	(307.25)	290.00
897	BOH Fees	3,181.14	2,755.00	(3,400.00)	2,536.14
898	Deputy Collector	(213.00)	2,290.00	(1,921.00)	156.00
<b>Total</b>		<b>4,779,244.72</b>	<b>2,012,430.60</b>	<b>(1,861,532.65)</b>	<b>4,930,142.67</b>

### Tax Collector

Tax Collector office hours are Monday, Wednesday, and Thursday 9am to 3pm. Taxpayers can make their payments online, by mail or in person. Online payments can be made for current tax bills only using the tax bill payment option on the town's website, [www.townofconway.com](http://www.townofconway.com). Feel free to contact our office for any questions or concerns you may have.

**FY2017 TAX BALANCE**  
**07/01/2016 TO 06/30/2017**

Description	Beginning Balance	Additions	Payments & Adjustments	Ending Balance
<b>2017 Real</b>	0.00	4,407,400.34	-4,338,946.15	68,454.19
<b>2017 Personal Property</b>	0.00	212,334.70	-211,953.07	381.63
<b>2017 Excise</b>	0.00	235,134.98	-218,554.95	16,580.03
<b>2017 CPF</b>	0.00	86,469.49	-85,262.22	1,207.27
<b>Total</b>	<b>0.00</b>	<b>4,941,339.51</b>	<b>-4,854,716.39</b>	<b>86,623.12</b>
<b>2016 Real</b>	64,565.29	0.00	-64,565.29	0.00
<b>2016 Personal Property</b>	1,042.69	0.00	-442.02	600.67
<b>2016 Excise</b>	13,847.10	28,350.23	-39,643.06	2,554.27
<b>2016 CPF</b>	1,056.13	0.00	-1,056.13	0.00
<b>Total 2016</b>	<b>80,511.21</b>	<b>28,350.23</b>	<b>-105,706.50</b>	<b>3,154.94</b>
<b>2015 Personal Property</b>	741.16	0.00	-741.16	0.00
<b>2015 Excise</b>	2,290.22	34.17	-1,337.93	986.46
<b>2015 total</b>	<b>3,031.38</b>	<b>34.17</b>	<b>-2,079.09</b>	<b>986.46</b>
<b>2014 and prior Personal Property</b>	7,762.36	0.00	-6,282.89	1,479.47
<b>2014 and prior Excise</b>	8,048.93	0.00	-533.56	7,515.37
<b>2014 and prior Total</b>	<b>15,811.29</b>	<b>0.00</b>	<b>-6,816.45</b>	<b>8,994.84</b>
<b>GRAND TOTALS</b>	<b>99,353.88</b>	<b>4,969,723.91</b>	<b>-4,969,318.43</b>	<b>99,759.36</b>

Respectfully submitted,  
Janice Warner, Treasurer/Tax Collector

**Treasurer**

Treasurer office hours are Monday, Wednesday and Thursday 9am to 3pm. Feel free to contact our office for any questions or concerns you may have.

General Fund interest earnings					
2017	2016	2015	2014	2013	2012
\$6,329	\$5,732	\$5,387	\$7,951	\$10,820	\$10,650

Long term investment return					
2017	2016	2015	2014	2013	2012
1.77%	3.91%	1.90%	3.90%	5.20%	3.20%

**Debt**

Debt Schedule							
Description	Initial Loan amt	Term	Remaining Term	July 1, 2016 beginning balance	FY17 Retirement	FY17 Interest pd	June 30, 2017 Balance
School Roof	305,528.00	5 yr	1 yr	122,000.00	-	2,708.40	61,000.00
Septic Repair Prog	38,306.26	20 yr	4 yr	10,052.00	-2,018.13	0.00	8,034.00
Fire Truck* new FY17	151,000.00	5 yr	5 yr	0.00	0.00	0.00	151,000.00
<b>Total</b>	<b>494,834.26</b>			<b>132,052.00</b>	<b>63,018.13</b>	<b>2,708.40</b>	<b>220,034.00</b>

**Tax Liens and Possessions**

Tax Liens are being addressed regularly. There were no foreclosures in FY2017 and one property previously foreclosed on was redeemed in full by the mortgage holder including all fees, interest, and incidentals.

Tax Title Balance				
Description	Balance 7/1/2016	Additions	Payments and Adjustments	Balance 6/30/2017
Real Estate	76,025	64,318	42,743	97,601
Community Preservation fund	1,048	1,243	733	1,558
<b>Total</b>	<b>77,073</b>	<b>65,562</b>	<b>43,476</b>	<b>99,159</b>

Tax Possessions				
Description	Balance 7/1/2016	FY 2017 foreclosures	FY17 sales	Balance 06/30/2017
Bardwells Ferry Rd; Map 405, lot 8 and 9	7,798			
Main Poland Rd; Map 415 Lot 28	3,834			
Whately Rd Map 413 Lot 27.1 and Map 413 Lot 27.2	4,235			
37 Williamsburg Rd; Map 420 lot 14 and 29	\$15,443.01		\$15,443.01	
<b>Total</b>	<b>\$31,309.96</b>	<b>0</b>	<b>\$15,443.01</b>	<b>\$15,866.95</b>

**Health Insurance**

We are members of the Hampshire County Group Insurance Trust. The trust rates are compared annually to the Massachusetts Group Insurance Commission benchmark and remain to be the better option for the town and employees. The Trust reports a multiyear loss of reserve funds due to increasing claims and would need to increase premiums significantly to maintain current funds. In July of 2017 the Trust members voted to change plan benefits by increasing the co-pays and adding a pharmacy deductible in order to keep from changing to an overall

deductible plan. Conway is currently seeking other insurance options as well as engaging in the bargaining legal process required to make such changes.

Town Health Insurance Expenditures

year	2017	2016	2015	2014	2013
expense	390,315	347,656	322,810	331,752	326,179
increase	12.27%	7.70%	-2.70%	1.70%	0.90%

**Banking**

<b>Allocation of Funds by Bank Accounts</b> <b>Fiscal Year Ending June 30, 2017</b>
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<p>*Please note that these are bank balances only and do not include 4th quarter transfers to/from the general fund. See accountant report for current figures</p>
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<b>INTEREST BEARING CHECKING</b>		Balance 7/1/2017	revenue & expense	interest earned	Balance 6/30/2017
Unibank	Town Payables	22,109	151,774	151	174,034
Unibank	School Payables	10,061	150	23	10,234
Unibank	Payroll	10,488	(23)	24	10,488
<b>Subtotal</b>		42,657	151,900	198	194,756

		Balance 7/1/2016	revenue & expense	interest earned & net gain	Balance 6/30/2017
<b>INVESTMENTS</b>					
Abbey Capital	CPA	469,953	59,167	5,854	534,975
Abbey Capital	Stabilization	1,890,815	43,180	21,445	1,955,439
Abbey Capital	OPEB	21,169	83	254	21,507
Subtotal		2,381,938	102,430		2,511,921



<b>LIQUID INVESTMENTS</b>					
Country Bank	Deputy Tax Collections	839	2,330	2	3,171
Country Bank	Money Market	355	(355)	0	0
Easthampton Savings Bank	Money Market	1,031,155	90,000	4,680	1,125,834
Greenfield Savings Bank	General	22,081	16,174	4	38,259
Greenfield Savings Bank	Celebration 250	16,506	9,745	27	26,278
Greenfield Savings Bank	Student Activity	0	9,030		9,030
Peoples United Bank	Septic Repair	36,951	1,936	19	38,906
Unibank	Cultural Council	7,283	(4,814)	9	2,478
Unibank	Money Market	49,449	(28,436)	99	21,112
Unibank	Ambulance Rct	3,674	4,614	6	8,293
Unibank	Tax Collections	4,404	344	8	4,756
Unibank	Deputy Tax Collections	6,354	1,223	2	7,579
Unibank	Bond Proceeds	1	(1)	30	31
Unibank	Unipay School		2,221	2	2,224
Unibank	Remote Deposit	144,666	(102,267)	113	42,513
<b>Subtotal</b>		<b>1,323,716</b>	<b>1,743</b>	<b>5,004</b>	<b>1,330,463</b>
<b>Investment Total</b>		<b>3,705,654</b>	<b>104,173</b>		<b>3,842,384</b>

<b>TERM INVESTMENTS</b>					
		Balance 7/1/2016	revenue & expense	interest earned	Balance 6/30/2017
Greenfield Savings Bank	CD	265,936	(266,941)	1,005	0
Greenfield Savings Bank	CD Flex	1,003	75,441	122	76,565.62
<b>Subtotal</b>		<b>266,939</b>	<b>(191,500)</b>	<b>1,127</b>	<b>266,939</b>

<b>TRUST FUNDS</b>		Balance 7/1/2016	revenue & expense	interest earned & net gain	Balance 6/30/2017
Abbey Capital	A&E B Germain	16,911	64	195	17,169
Abbey Capital	C&F Field	10,952	41	125	11,118
Abbey Capital	CS Boyden	93,070	(3,427)	1,032	90,676
Abbey Capital	DO Paul	14,912	56	170	15,138
Abbey Capital	EC Glazier	475	2	5	482
Abbey Capital	EM Chase	691	3	8	702
Abbey Capital	Emory Field	950	3	10	963
Abbey Capital	G Howland	17,141	64	196	17,401
Abbey Capital	Guilford Fund	917,544	(26,722)	10,371	901,193
Abbey Capital	J Boyden	8,572	32	98	8,702
Abbey Capital	M&M Germain	529,236	(7,411)	5,834	527,658
Abbey Capital	MB Germain	28,383	(4,612)	285	24,057
Abbey Capital	MH Germain	89,150	331	1,012	90,494
Abbey Capital	S Bradford	475	2	5	482
Abbey Capital	Sale of Lots	10,800	40	123	10,964
Abbey Capital	SF Howland	11,994	(100)	136	12,030
Abbey Capital	Tanner	475	2	5	482
Abbey Capital	WE Tucker	950	3	10	963
Abbey Capital	Whiting St Fund	19,528	73	223	19,824
<b>Subtotal</b>		<b>1,772,209</b>	<b>(41,557)</b>	<b>19,846</b>	<b>1,750,498</b>
<b>GRAND TOTAL</b>		<b>5,787,459</b>	<b>23,017</b>	<b>21,171</b>	<b>6,054,577</b>

Respectfully submitted,  
Janice Warner, Treasurer/Tax Collector

**Town Clerk (This report is based on Calendar Year 01 January through 31 December 2017)**

ON 1 NOVEMBER 2017, I quietly acknowledged the close of 38 years as Town Clerk and anticipated the start of a 39<sup>th</sup> year. I thought about the people I have known, respected, enjoyed, and lost. I considered all of the tasks that I had hoped to accomplish and how most of them languished, still undone. And I reflected upon my ever-present pet peeves and wondered if the next person to hold this office would succeed in making the changes that I could not produce:

1. The Clerk does not make policy and has no power to enforce rules or laws. Yet the Clerk must be knowledgeable of the law and the roles and responsibilities of all the formal arms of town government since it is the position charged with ensuring that all town policy makers and committees adhere to appropriate process, notification and procedures. Being held accountable for the actions of others without benefit of any method of enforcement tends to be extremely frustrating. In May 2014, Town Meeting adopted a Non-Criminal Disposition bylaw to help with some of the enforcement, but to date there have been no changes in the Clerk's department.
2. Complaints about the lack of adequate and convenient office hours have always abounded. The current posted hours were originally assigned but through the years they have been supplemented with weekend and evening hours. Several years of experience with being the only person in the building on weekday mornings taught me that most people do not bother to come to the office to see just one individual but want full service from all departments. My phone messages regularly indicate that about 75 percent of the Clerk's missed calls are either for other departments or are hang-ups. Most messages are recorded overnight between 5:00 p.m. and 7:00 a.m. As a last resort to the hours

dilemma, I invested in business cards that read, “office hours are from 9 a.m. until noon on Tues., Thurs., and Friday, by appointment or by chance.”

In the early years, I quickly discovered that keeping up with all of the requirements of the office on an allowance of 10 hours per week was somebody’s idea of a very grand joke! With a total population of nearly 900 people (including 600 registered voters) and less than 200 dogs, the work actually required more than 15 hours per week in 1980. The town grew explosively in the mid-1980s. The population and number of voters more than doubled and the number of dogs tripled. The Clerk’s beyond-the-public-hours’ time commitment reflects both the population increases and the addition of new and extended duties. Over the past year, the Clerk averaged about 30 hours per week.

The Town Clerk’s posted public hours represent only a tiny fraction of the time required to fulfill the obligations of the position. For every hour spent dealing directly with the public, more than two additional hours are needed for tasks that cannot be effectively accomplished with public interruption - ballot preparation, voter list preparation, town listing updates, recording town meeting minutes, certifications of votes taken by the town, bylaw certifications for the Attorney General, vital records registrations and certifications, data entry updates, reports, records research, etc. Following is a sampling of some day to day tasks that are essentially invisible to the public:

- ❑ Local boards and committees filed more than 1,000 public meeting notices that were recorded and posted by the clerk in accordance with the Open Meeting Law;
- ❑ Twenty-five of the town’s many Boards and Committees are submitting their meeting minutes to the Town Clerk for filing in the Town Office or otherwise providing public access;
- ❑ More than 30 letters were prepared to notify elected officials of the adoption of special resolutions per order of the town voters;
- ❑ More than 50 copies of the State “Open Meeting Law” were copied and distributed and a large number of reminders of the importance of filing meeting notices with the clerk were issued;
- ❑ Only fourteen “Acknowledgement of Receipt” notices regarding Open Meeting were filed
- ❑ More than 100 copies of the “Conflict of Interest Law” summary and the certification requirements were made and distributed to town officers and appointees.
- ❑ Forty-six “Acknowledgement of Receipt” notices regarding Conflict of Interest were filed
- ❑ Eighty-four certificates from the mandatory on-line Conflict of Interest training were received and recorded prior to the end of the year;
- ❑ A total of 77 elected and appointed officials received the oath of office (any person elected, appointed or reappointed to any town board of committee must be sworn to their duties by the town clerk before assuming their board of committee roles);
- ❑ A total of 27 appointees in 2017 failed to take the oath of office or complete the COI certification;
- ❑ Packages related to zoning and general bylaw additions and changes were prepared for approval by the Attorney General in May and October;
- ❑ Eight resignations were received, recorded, and forwarded as required by law;
- ❑ Nine new business certificates were issued;
- ❑ More than 350 letters were written and mailed to individual voters to confirm registrations or to advise of changes in voting status, etc.
- ❑ Twenty-eight records requests were made through the Records Access Officers, and were recorded and tracked through the Clerk’s office (this was a new duty for 2017);
- ❑ Two Applications for Variance made to the Zoning Board of Appeals were recorded along with related decisions and certificates of no appeal;
- ❑ No Special Permit Applications for the Planning Board were filed with the Clerk’s office this year;
- ❑ The Clerk provided several personnel updates and created access to DOR accounts as Administrator of the Division of Local Services Gateway Security Module;
- ❑ An undetermined number of forms, certifications and letters were written on behalf of the town and dozens of certified copies from town records were issued;
- ❑ Assistance was provided to applicants in a variety of different cases associated with records maintained through the Clerk’s Office and the Town Offices in general.

Given the scope and increase of the obligations in the Clerk's office over the past several years, the town would benefit from having more than one person aware of the responsibilities and functions that hide among the piles of papers and filing cabinets that populate the Clerk's office. Creation of the position of an assistant to the Town Clerk is still a work in progress.

Vital Records

Number of Recent Births Recorded in Conway

For reasons of privacy, names of children are no longer published in the town report.

YEAR	MALE	FEMALE	TOTAL
2010	5	8	13
2011	6	2	8
2012	4	6	10
2013	4	4	8
2014	9	3	12
2015	3	6	9
2016	7	2	9
2017	3	6	9

2017 Marriages Recorded in Conway

DATE	PARTIES and RESIDENCE	MARRIED IN
June		
09	Matthew Scott Gravel of Conway and Joan Elizabeth Thomas of Conway	Conway
10	Steven J. Natale of Conway and Mary Lou Dufresne of Conway	Conway
20	Gabriel James Bump of Amherst and Halie Elisabeth Theoharides of Amherst	Conway
December		
02	Choedak Palden of Taiwan and Yeshe Tsomo of Conway	Conway

2017 Deaths Recorded in Conway

DATE	NAME AND PLACE OF DISPOSITION	AGE
January		
05	Helen L. McGinnis Disposition at Springfield Cemetery, Springfield	84 yrs
15	Robert A. Langevin Disposition at Springfield Cemetery, Springfield	77 yrs
March		
21	Susan Holmes Disposition at Lawn Memorial Park Crematory, Peabody	64 yrs
May		
03	Frederick Eldridge Disposition at Springfield Cemetery, Springfield	80 yrs

07	Sue Ellen Holbrook Disposition at Howland Cemetery, Conway	75 yrs
June		
24	Alexander Nicholas Theoharides Disposition at Springfield Crematory, Springfield	59 yrs
July		
10	Dianne Meisse Disposition at Hillcrest Park Cemetery, Springfield	60 yrs
November		
25	Walter M. Kurkulonis Disposition at Springfield Crematory, Springfield	87 yrs
28	Kenneth J. Roberts Disposition at Hillcrest Park Cemetery, Springfield	74 yrs

#### 2017 Dog Licenses Issued in Conway

The Conway dog list is current and fairly accurate with 553 listed animals. At the close of the year, 210 licenses had been issued, a 38% registration rate. State law requires that ALL dogs in the state be registered annually. In addition to requiring registration, the state law directs veterinarians to forward lists of all dogs receiving rabies vaccinations to appropriate town clerks. The annual license provides the best avenue for re-uniting lost dogs with their owners and is a quick reference as to proof of a current rabies vaccination in the event that the pet is involved in an incident. It would be a great and inexpensive system if dog owners/parents and their veterinarians would take the initiative to follow the law.

CLASS	PRICE	# ISSUED	TOTAL VALUE
Male	\$ 3.00	90	\$270.00
Female	\$ 6.00	10	\$60.00
Spayed Female	\$ 3.00	105	\$315.00
Kennel [4 dog maximum]	\$ 10.00	5	\$50.00
Kennel [10 dog maximum]	\$ 25.00	0	\$0.00
Kennel [more than 10 dogs]	\$ 50.00	0	\$0.00
		210	\$695.00

TOTAL NUMBER OF LICENSES ISSUED	210
TOTAL VALUE OF LICENSES ISSUED	\$ 695.00
FEES RETAINED BY TOWN CLERK	\$ 157.50
AMOUNT RETURNED TO TREASURER	\$ 537.50

Respectfully submitted,  
Virginia Allis Knowlton  
Town Clerk, Board of Registrars Chair,



Burial Agent, Records Access Officer

#### Town Clerk Annual Town Meeting Minutes

08 May 2017

**A**T A LEGAL TOWN MEETING of the inhabitants of the Town of Conway qualified to vote in town affairs, convened at the time and place and for the purpose specified in the warrant, 218 voters were checked at the door and issued yellow cards for the purpose of voting. Aina Barten, Lorraine Boyden, and Winona Corse served as checkers. The meeting was called to order by Moderator J. Nicholas Filler, and the meeting unanimously voted to dispense with the formality of having the warrant read by the Town Clerk. The following action was taken by those persons in attendance:

**ARTICLE 1:** Voted to accept the reports of the Selectmen, Town Treasurer, Town Clerk, School Committee, Tax Collector, Board of Health, Assessors, and other committees as printed in the annual Town Report.

**ARTICLE 2:** Voted to hear the report of the Finance Committee and raise and appropriate only, by taxation, \$5,586,776 as indicated below:

A.	DEPT #	DEPARTMENT NAME	APPROPRIATED FY 2018	VOTE	NOTES
	114	MODERATOR	\$ 350	passed	<i>Hand count</i>
	122	SELECTMEN	6,500	passed	<i>was required</i>
	131	FINANCE COMMITTEE	300	passed	<i>to determine</i>
	132	RESERVE FUND	40,000	passed	<i>the vote on</i>
	135	TOWN AUDIT	13,000	passed	<i>part A</i>
	141	ASSESSORS	9,421	passed	
	141	ASSESSORS SALARY	46,400	passed	<i>Results:</i>
	145-146	TREASURER-COLLECTOR	13,960	passed	
	145-146	TREASURER-COLLEC. SALARY,	57,249	passed	<i>YES = 109</i>
	150	TOWN ADMIN	15,250	passed	
	150	TOWN ADMIN SALARY, WAGES	80,708	passed	<i>NO = 84</i>
	151	LEGAL	10,000	passed	
	159	INFORMATION TECHNOLOGY	21,800	passed	
	161	TOWN CLERK	2,825	passed	
	161	TOWN CLERK SALARY, WAGES	36,850	passed	
	162-163	REGISTRARS AND ELECTIONS	4,650	passed	
	170	ConCom, Pl. Brd., ZBA, Ag. Com,	3,480	passed	
	190	PERSONNEL COMMITTEE	100	passed	
	192	BUILDING MAINTENANCE	56,100	passed	
	192	BUILDING MAINTENANCE	16,973	passed	
	193	TOWN INSURANCE	78,700	passed	
	210	POLICE	17,262	passed	
	210	POLICE SALARY, WAGES	107,143	passed	
	220	FIRE	34,545	passed	
	220	FIRE SALARY, WAGES	20,023	passed	
	231	AMBULANCE	15,000	passed	
	290	DOG & TREE WARDENS, EMERG.	7,285	passed	
	422	HIGHWAY	260,033	passed	
	422	HIGHWAY SALARY, WAGES	236,804	passed	
	423	WINTER ROADS	103,000	passed	
	423	WINTER ROADS WAGES	18,874	passed	
	512	BOARD OF HEALTH (BOH)	124,597	passed	
	512	BOH SALARY, WAGES	57,402	passed	
	540	HUMAN SERVICES (COA,	9,710	passed	
	630	PARKS, RECREATION, TRAILS	7,755	passed	
	691	HISTORICAL COMMISSION	400	passed	
	751	DEBT SERVICE	63,456	passed	
	752	SHORT TERM INTEREST	1	passed	
	830	FRCOG	58,076	passed	
	900	EMPLOYEE COSTS	639,472	passed	

B.	300A	GRAM SCH OPERATING	\$ 1,766,938	passed	
	300B	GRAM SCH TRANSPORT	77,762	passed	

C.	892A	FRONTIER REG OPERATING	\$ 1,256,921	passed	
	892B	FRONTIER TRANSPORTATION	19,122	passed	
D.	320	TECHNICAL SCHOOLS	\$ 170,579	passed	
	<b>GRAND TOTALS:</b>		<b>\$ 5,586,776</b>		

*Motion made and passed to consider **Articles 7, 8 and 12** following article 2*

**ARTICLE 7:** Voted that the Town transfer \$50,000 from free cash for the **Conway Grammar School Capital Stabilization Account.**

**ARTICLE 8:** Voted that the Town transfer \$35,000 from the Conway Grammar School Stabilization Fund for **capital expenses for the Conway Grammar School.**

*(The Moderator declared a two-thirds majority on a voice vote.)*

**ARTICLE 12:** Voted that the Town authorize the Frontier Regional and Union School District to use the remaining \$17,930.43 of the original \$29,555.50 which was originally appropriated in Article 16 of the 2004 Annual Town Meeting for the purposes of repairs to and re-roofing the Central Office, **for relocating the Central Office to the Frontier Regional Middle/High School.**

*At this point, the meeting returned to the articles in order.*

**ARTICLE 3:** Voted that the town transfer \$16,000 from free cash for phase 1 of the **design and engineering plan for a wastewater collection and disposal system** serving approximately 30 homes in Conway's village center. *(Initially voted as a borrowing article, Article 3 was reconsidered later in the meeting, following article 11, where the source of funding was unanimously amended and voted as a transfer of funds from free cash.)*

**ARTICLE 4:** Voted that the Town transfer \$100,000 from free cash for the **Highway Garage Stabilization Account.**

**ARTICLE 5:** Voted that the Town **proceed at the May 2018 Town Meeting and subsequent ballot vote with borrowing for a Highway garage**, this current vote to be non-binding.

**ARTICLE 6:** Unanimously voted that the Town raise and appropriate \$75,000, transfer \$29,000 from free cash, and transfer \$21,000 from the general stabilization account, to provide \$125,000 for the **Capital Stabilization Account.**

**ARTICLE 7:** (Voted following Article 2)

**ARTICLE 8:** (Voted following Article 2)

**ARTICLE 9:** Failed to fund the purchase of a hydraulic lift for the Highway Department.

*Vote by actual count was YES = 53; NO = 93*

**ARTICLE 10:** Voted that the Town transfer \$3,000 from free cash for hard pack for the **Town Office parking lot.**

**ARTICLE 11:** Unanimously voted that the Town transfer \$2,500 from the Overlay Account for the **conversion of Assessors' software** (valuation system).

*(Article 3 was reconsidered here, following article 11, where the source of funding was unanimously amended and voted as a transfer of funds from free cash.)*

**ARTICLE 12:** (Voted following Article 2)

**ARTICLE 13:** Unanimously voted that the Town transfer \$32,621 from the Ambulance receipts reserved account for **operating expenses for the Ambulance Department**.

**ARTICLE 14:** Unanimously voted that the Town transfer \$5,000 from the Overlay Account for the next **recertification of property values**.

**ARTICLE 15:** Unanimously voted that the Town transfer \$2,200 from free cash for **local library operations and expenses**.

**ARTICLE 16:** Unanimously voted that the Town transfer \$452 from free cash to **pay an ambulance bill from a previous fiscal year**.

**ARTICLE 17:** Unanimously voted that the Town transfer \$91 from free cash to **pay a Town Clerk bill from a previous fiscal year**.

**ARTICLE 18:** Voted to appropriate or to reserve for later appropriation monies from the **Community Preservation Fund** as recommended by the Community Preservation Committee as set forth herein, the following amounts for community preservation purposes with each item considered a separate appropriation.

*The meeting voted to consider parts A, B, C, and D on an individual basis and voted on each separately.*

#### **Appropriations**

- A.** Voted to appropriate \$9,200.00 from the Community Preservation Open Space Reserve to the Town of Conway Open Space Committee for purposes of enabling a three-year invasive species control program on 11 acres of Town owned land on Shelburne Falls Road a.k.a. "South River Meadow." The program is to include a combination of cutting and herbicide treatment.
- B.** Voted to appropriate \$60,000 (\$20,000 from Historic Preservation Reserve and \$40,000 from Unreserved Reserve) to the Dzogchen Community in America for historical preservation and roof replacement at 18 Schoolhouse Rd, a.k.a. "Old Conway Grammar School), such appropriation to be subject to a Historic Preservation Restriction as stipulated in M.G.L. Chapter 184 and approved by the Massachusetts Historical Association.

*A hand count was taken to determine the outcome: YES = 76; NO = 52.*

- C.** Voted to appropriate \$5,113 from FY 2018 Annual Revenues for Administration of the Community Preservation Committee.

#### **Voted to provide Reserves from FY 2018 Annual Reserves**

- D.** \$10,228 to the Community Preservation Historical Resources Reserve  
\$10,228 to the Community Preservation Community Housing Reserve  
\$10,228 to the Community Preservation Open Space Reserve  
\$71,594 to the Community Preservation Budgeted Reserve

**ARTICLE 19:** Voted to repurpose the \$7,788.98 remaining from Article 33 of the May 2012 annual Town Meeting (funding engineering and permitting for improvements to the Town ball field) for **other improvements to the town field area**.

**ARTICLE 20:** Voted to **amend the General By-laws by adding the following:**

#### **THE RIGHT TO FARM**



**Section 1: Legislative Purpose and Intent** - *The purpose and intent of this Bylaw is to restate with emphasis the Right to Farm already accorded to all citizens of the Commonwealth under Article 97, of the Constitution, and all state statutes and regulations thereunder including but not limited to Massachusetts General Laws Chapter 40A, Section 3, Paragraph I; Chapter 90, Section 9, Chapter 11, Section 125A and Chapter 128 Section 1A. We the citizens of Conway restate and republish these rights pursuant to the Town's authority conferred by Article 89 of the Articles of Amendment of the Massachusetts Constitution ("Home Rule Amendment").*

This General Bylaw encourages the pursuit of agriculture, promotes agriculture-based economic opportunities, and protects farmlands within the town of Conway by allowing agricultural uses and related activities to function with clear protocol for conflict resolution with abutters and local agencies. This Bylaw shall apply to all jurisdictional areas within the Town.

**Section 2: Definitions Striving for Best-Farming-Practices** - For the purposes of this Right-To-Farm Bylaw, the word "farm" shall include any parcel or contiguous parcels of land, or water bodies used for the primary purpose of agriculture. or accessory thereto. The words "farming" or "agriculture" or their derivatives shall include, but not be limited to the following:

- farming in all its branches and cultivation and tillage of the soil;
- dairying;
- production, cultivation, growing, and harvesting of any agricultural, aquacultural, floricultural, viticultural, or horticultural commodities;
- growing and harvesting of forest products upon forest land, and any other forestry or lumbering operations;
- raising of livestock including horses;
- keeping of horses as a commercial enterprise or as pets, for competition, recreation and pleasure, including rescues;
- keeping and raising of poultry, swine, cattle, sheep, goats, rabbits, ratites (such as emus, ostriches and rheas), and camelids (such as llamas and camels), and other domesticated animals for food and other agricultural purposes, including bees.

For the purposes of this Right-To-Farm Bylaw, "Farming" shall encompass activities including, but not limited to, the following:

- operation and transportation of slow-moving farm equipment over roads within the Town;
- control of pests, including, but not limited to, insects, weeds, predators and disease organisms of plants and animals;
- application of manure and fertilizers;
- application of pesticides in accordance with state law;
- conducting agriculture-related educational and farm-based recreational activities, including agri-tourism, provided that the activities are related to marketing the agricultural output or services of the farm;
- processing or packaging of the agricultural output of the farm and the operation of a farmer's market or farm stand including signage thereto;
- maintenance, repair, or storage of seasonal equipment, or apparatus owned or leased by the farm owner or manager used expressly for the propagation, processing, management, or sale of the agricultural products; and
- on-farm relocation of earth and the clearing of ground for farm operations subject to applicable town and state laws.

**Section 3: Right-To-Farm Declaration** - This Right-To-Farm Bylaw acknowledges that we are all stewards of the land. It is in this spirit that the Right-To-Farm is hereby recognized to exist within the Town of Conway. The above-described agricultural activities may occur on holidays, weekdays, and weekends by night or day and shall include the attendant incidental noise, odors, dust, and fumes associated with normally accepted agricultural practices as defined by the local Agricultural Extension Agency. The benefits and protections of this bylaw are intended to apply to those agricultural and farming operations and activities conducted in accordance with the aforementioned normally accepted agricultural practices. This Right-To-Farm Bylaw also encourages individual citizens to comment on farm policies or practices that fall within the scope of the Agricultural Commission. Finally,

nothing in this Right-To-Farm Bylaw shall be deemed as acquiring any interest in land, or as imposing any land regulation which is properly the subject of state statute, regulation, or local zoning law.

**Section 4: Disclosure Notification** - Prior to entering the purchase and sale contract, or prior to the sale or exchange of real property if no purchase and sale agreement exists, for the purchase or exchange of real property, or prior to the acquisition of a leasehold interest or other possessory interest in real property, located in the town of Conway, the landowner shall present the buyer or occupant with a disclosure notification which states the following:

"It is the policy of this community to conserve, protect and encourage the maintenance and improvement of agricultural land for the production of food, and other agricultural products, as well as for its natural and ecological value. This disclosure notification is to inform buyers or occupants that the property they are about to acquire or occupy is within a community where farming activities occur. Such farming activities may include, but are not limited to, activities that cause noise, dust and odors. Purchasing and/or occupying land within Conway means that one should expect and accept such conditions as a normal and necessary aspect of living in Conway."

A copy of this disclosure notification shall be given on a form prepared by the Town and shall be signed by the landowner prior to the sale, purchase, exchange or occupancy of such real property. A copy of the disclosure notification must be filed with the Select Board or its designee prior to the sale, purchase, exchange or occupancy of such real property.

**Section 5: Resolution of Disputes** - Any person who seeks to complain about the operation of a farm may, notwithstanding pursuing any other available remedy, file a grievance with the Select Board or the Board of Health, depending upon the nature of the grievance. The filing of the grievance does not suspend the time within which to pursue any other available remedies that the aggrieved may have. The Select Board shall forward a copy of any grievance under this section to the Agricultural Commission or its agent, which shall review and facilitate the resolution of the grievance, and report its recommendations to the referring Town authority within sixty days. The Board of Health, except in cases of imminent danger or public health risk, shall forward a copy of any grievance under this section to the Agricultural Commission or its agent, which shall review and facilitate the resolution of the grievance, and report its recommendations to the Board of Health within sixty days.

**Section 6: Severability Clause** - If any part of the Bylaw is for any reason held to be unconstitutional or invalid, such decision shall not affect the remainder of this bylaw. The Town of Conway hereby declares the provisions of this Bylaw to be severable.

*This article was passed as printed in the warrant*

**ARTICLE 21:** Voted to amend the Protective By-laws, Section 41.2, Clearances, as shown below (deletions are indicated in ~~strikeout~~ and additions in underlined *italics*):

**41.2: Clearances (Setbacks)**

~~No building may be located within 25 feet of any boundary or within 50 feet of a public way. However, no front yard need exceed the front yard maintained on any adjoining lot on the same street.~~

No primary building or structure shall be located within 25 feet of any boundary or within 50 feet of a public way. However, if a primary building or structure already exists on an **adjacent** lot on the same street and is less than 50 feet from a public way, a new primary building or structure may be located at a distance that is the same or greater from the public way. For accessory use buildings and structures, the clearances are one-half (½) the distances specified for a primary building or structure.

*Motion was made and seconded to replace the original wording of 41.2 – adjoining - with the word adjacent. The meeting successfully voted to amend the article as moved.*

**41.2.1 Exceptions to dimensional clearances requirements for accessory buildings or structures**

a) The Zoning Board of Appeals may reduce, by Special Permit, the dimensional clearance requirements for front, rear, and side yards related to accessory building or structure

setbacks provided that the Zoning Board of Appeals makes a determination that the proposed building or structure is consistent in scale or setback with the structures in abutting parcels and the immediate neighborhood. The Zoning Board of Appeals shall make the following determinations before granting an exception:

1. The Zoning Board of Appeals shall specifically determine that the reduced dimensional clearance requirement for a front, side or rear yard will have no adverse effect on adjacent properties or historic structures.
2. The Zoning Board of Appeals shall specifically determine that the reduced dimensional clearance requirement for a front, side or rear yard will not be a detriment to the public good and will not substantially undermine the intent of the Conway Zoning Bylaws.

b) The applicant shall file, with the application for a Special Permit, a detailed plan drawn to scale of the property that shows the lot lines and dimensions of the property, the clearance setbacks as they currently exist for front, side or rear yards, the proposed location of the structure, and any proposed reduction to the clearance requirements. In addition, the diagram shall include all utility accesses and shall be signed under pains and penalties of perjury. The applicant shall provide an explanation as to why they are requesting a reduction in setbacks from the clearance requirements of the Zoning Bylaws. The Zoning Board of Appeals may grant any setback reduction where the boundary or lot line from which setback relief is requested has been established, by survey or other recognized documentation from which the ZBA can readily determine the location of the lot lines.

*The Moderator declared a two-thirds majority vote on the article as amended based on a hand-count:  
YES = 103 and NO = 9*

**ARTICLE 22:** Unanimously voted to **amend the Protective By-laws, Article 5, to include the new definitions:**

**ACCESSORY USE** - Any building or structure whose use is incidental and accessory to the use of the principal building or structure.

**BUILDING (PRINCIPAL)** - A building in which is conducted the principal use of the lot on which it is situated.

**CLEARANCES** – The horizontal distance measured perpendicular from a property line to the closest point on the ground below any projecting vertical portion of a structure or building (i.e. drip line)

**STRUCTURE** – That which is built or constructed, excepting ornamental structures and fencing less than 6 feet tall.

**STRUCTURE (PRINCIPAL)** – A structure in which is conducted the principal use of the lot on which it is situated.

**YARD** - A required open space, unobstructed by structure(s) more than 3 feet high, other than fences or other customary yard accessories.

*The Moderator declared a two-thirds majority vote on the basis of a voice vote.*

**ARTICLE 23:** Voted to **amend the Protective By-laws by adding Article 10** as shown following with additions underlined:

**ARTICLE 10: AGE RESTRICTED HOUSING COMMUNITY (ARHC) BYLAW**

A master-planned development of land as a unified residential community, constructed expressly for use and residence by persons who have achieved a minimum age of fifty-five (55) years, in accordance with M.G.L. Chapter 151B, Section 4, Subsection 6, and also incorporating the preservation of natural open space areas as an integral element of the development. An Age Restricted Housing Community shall be permitted only within the Rural Residential/Agricultural Overlay District of Conway and only upon the granting of a special permit by the Planning Board.

**10.1 PURPOSE:**

The purposes of the Age Restricted Housing Community bylaw are:

- a. To increase the variety of well designed, market rate and affordable housing choices for citizens who are 55 years of age and older
- b. To provide for building at a higher density than would normally be allowed, and allow greater flexibility in site planning and the preservation of open space and historic resources within the ARHC development; and
- c. To provide for the review of all such proposals prior to construction, to ensure compliance with the above intent and objectives and to assure that the proposal will not result in or contribute to incompatible use of the land, pollution of the soil or groundwater, traffic congestion or inappropriate site development.

**10.2 APPLICABILITY**

The Planning Board (hereafter in this Section called the Board), acting as Special Permit Granting Authority, may grant a Special Permit for construction of an Age Restricted Housing Community (ARHC) and accessory structures, in the Rural Residential/Agricultural Overlay District as defined below:

**10.2-1 Age Restricted Housing Community Overlay District Delineation:**

The age restricted housing community overlay district shall be defined as the areas of town serviced by a public way and zoned Rural Residential/Agricultural.

**10.2-2 Uses in the ARHC Overlay District:**

Non-residential uses may be permitted in the ARHC development upon the issuance of a Special Permit by the Planning Board, provided that such use shall be consistent with those uses allowed by right and by Special Permit in Conway and the gross square footage of the proposed use does not exceed five percent (5%) of the gross building square footage of the ARHC.

**10.2-3 Age Qualification:**

An ARHC shall constitute housing intended for persons of age fifty-five or over in accordance with M.G.L. chapter 151B, section 4, sub-section 6. One hundred percent (100 %) of the dwelling units in an Age Restricted Housing Community shall each be occupied by at least one person fifty-five (55) years of age or older except in the event of the death of the qualifying occupant of a dwelling unit, or foreclosure or other involuntary transfer of a dwelling unit, a two (2) year exemption shall be allowed to facilitate the transfer of the dwelling unit to another eligible household.

**10.2-4 Applicant Qualifications:**

The applicant for a Special Permit for an ARHC shall be the owner of the land proposed for such development or be authorized in writing by the owner to apply for and be issued such Special Permit.

**10.2-5 Maximum Number of ARHC Dwelling Units in the Town of Conway:**

The maximum number of permitted housing units within all permitted ARHC developments in the Town of Conway shall be limited to a number equivalent to five percent (5 %) of the existing residential units (excluding ARHC units) located in the Town of Conway. For the purpose of this Bylaw, the number of residential units shall be as established by the Board of Assessors as of January 1 of each calendar year.

**10.2-6 Affordability Requirement:**

A proposal shall, at a minimum, set aside fifteen percent (15%), with a minimum of one (1) unit per development, of the total number of dwelling units provided on the site as affordable Age Restricted housing. For the purposes of this Section, affordable Age Restricted housing shall be defined as dwelling units that are rented or sold to, and occupied by, households earning up to eighty percent (80%) of the

Median Area Household Income, as such median is defined by the United States Department of Housing and Urban Development (HUD). Affordable Age Restricted rental units shall be "rent restricted", as such term is defined in the Federal Low-Income Housing Tax Credit Program, Internal Revenue Code Section 42(g)(2), such that rents, including utilities, are set at no more than thirty (30) percent of the income limit. Affordable Age Restricted units shall be dispersed throughout the ARHC and shall be externally indistinguishable from the market rate units. The property owner shall seek the services of a third party entity such as a local community development corporation to manage the assignment of affordable age restricted units.

**10.2-7 Permanent Age Restriction:**

Each dwelling unit within an ARHC shall be subject to a permanent age restriction, described in a deed, deed rider or lease, and the organizational documents for the ARHC shall be recorded with the Franklin County Registry of Deeds or run with the land for a minimum period of ninety-nine (99) years and shall be enforceable by any or all of the owners of the ARHC or by the Town.

**10.3 DIMENSIONAL REGULATIONS AND DEVELOPMENT REQUIREMENTS**

Except as noted below, an ARHC shall comply with all applicable dimensional regulations and development requirements listed in Section 22, 23, 32, 33, and 41 of the Protective Bylaws of Conway.

- a. **Lot Area:** At the time of granting a special permit by the Planning Board, the property under consideration for an ARHC shall be located on one or more contiguous parcels, whether or not separated by a public or private way, having an area of at least three (3) acres.
- b. **Lot Frontage:** An ARHC shall have a minimum frontage of not less than one hundred (100) feet.
- c. **Setbacks:** There shall be no minimum standards for internal lot line setbacks within the ARHC; however the distribution of buildings and lots within the ARHC shall be distributed in a manner designed to enhance the primary and secondary resources as defined in Section 10.6-2 and 10.6-3. There shall be a minimum of thirty (30) feet between the edge of the access drive and any abutting property line.
- d. **Lot Width:** The lot or combination of lots upon which an ARHC is located shall maintain a minimum width of open land between the limits of work of the ARHC and any adjacent property of forty (40) feet, except for access to the development.
- e. **Open Space:** A goal that fifty percent (50%) of an ARHC lot shall be maintained as open space as defined in Section 10.5.
- f. **Number of Dwelling Units:** The maximum number of dwelling units allowed in an ARHC is twenty (20). The minimum number of dwelling units allowed in an ARHC is seven (7).
- g. **Distribution of Dwelling Unit Types:** In an ARHC development, the distribution of dwelling unit types shall be at the discretion of the applicant, except for the following standards:
  1. A goal that at least fifty percent (50%) of the units constructed be single-family or two-family dwellings.
- h. **Parking:** Parking for motor vehicles shall be provided as follows:
  - o One and one/half (1-1/2) spaces per dwelling unit.
  - o Guest parking - One (1) space per six (6) dwelling units.
  - o Common Facility parking - Additional parking spaces shall be provided at shared or common facilities (swimming pool, clubhouse, etc.) within the ARHC provided that no common facility lot shall contain more than twelve (12) spaces.

All driveways must meet the performance standards for driveways or common driveways as set forth in the Conway Zoning Bylaw, Sections 41.4 and/or 41.5 as applicable.

**10.3-1 Driveways and Lot Access:**

All proposed private driveways shall comply with Sections 22.4 Street naming and Building numbering, and/or 41.4 Driveways and/or 41.5 Common Driveways as set forth in the Protective Bylaws of the Town of Conway.

The construction and maintenance of roads, driveways, alleyways, and parking areas in an ARHC is the sole responsibility of the project applicant or an association of dwelling unit owners.

**10.3-2 Natural and Neighborhood Features:**

The plan for an ARHC shall be designed to maximize the preservation of natural and neighborhood features. To the extent possible, existing vegetation should be retained where such growth provides a benefit to the natural environment. In developed areas, the design of the ARHC shall also consider human designed landscapes by extending existing street tree plantings and by providing landscapes and landscape amenities that reinforce the physical layout of the neighborhood.

**10.3-3 Pedestrian Facilities:**

The plan for an ARHC shall incorporate pedestrian systems that allow for the convenient and safe movement of those who choose to walk for leisure or as a means of transportation.

Connections to the Town's existing sidewalk network shall be made by the applicant where possible.

**10.3-4 Landscaping and Screening:**

All service areas and equipment, rubbish and recycling containers, service outbuildings, and any other accessory facilities identified by the Planning Board, shall be adequately screened from the view of public ways and adjacent properties using vegetative plantings, fencing, berms, or a combination of these techniques.

**10.3-5 Lighting:**

Lighting within ARH communities shall be consistent with local, state and federal law. Lighting of other parts of the community, such as appurtenant structures, shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Where feasible, lighting of the ARHC shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution.

**10.3-6 Accessory Buildings and Structures:**

In an ARHC, accessory buildings and structures may be permitted, including storage and maintenance structures, garages, and other customary accessory structures. Accessory buildings and structures shall be shown on the Site Plan.

**10.3-7 Other Facilities:**

All facilities for utility services, drainage, lighting and signage shall be in accordance with requirements established by the Planning Board, consistent with applicable provisions of the Protective Bylaws of Conway.

**10.3-8 Project Maintenance:**

In an ARHC there shall be an organization of the owner(s) of the residential dwelling units, either a Condominium, Homeowners, Management, or Non-profit Association, which shall be responsible for the maintenance and repair of internal roads and driveways, snow plowing, landscape maintenance, trash removal, utility services and maintenance and repair of other common elements and facilities serving the residents. The Town of Conway shall assume no responsibility for these facilities unless specifically noted under separate agreement.

**10.3-9 Water Supply and Wastewater Disposal:**

In every development the water supply and wastewater disposal shall comply with the regulations of the Conway Board of Health and applicable Massachusetts Department of Environmental Protection regulations.

**10.4 BUILDING AND DWELLING UNIT REQUIREMENTS**

The following requirements shall apply to all buildings and dwelling units in an Age Restricted Housing Community:

**10.4-1 Dwelling Unit Types:**

Dwelling Unit types allowed in an approved ARHC are:

- Single-Family Detached
- Duplex or Two-Family Dwelling
- Triplex or Three-Family Dwelling
- Quadplex or Four-Family Dwelling

**10.4-2 Maximum Number of Bedrooms:**

No individual dwelling unit shall contain more than two (2) bedrooms.

**10.4-3 Maximum Height:**

No building shall exceed thirty-five (35) feet in height.

**10.4-4 Architectural Appearance:**

All buildings shall be compatible with the character, scale and context of the surrounding neighborhood. When an ARHC is located in a Historic district the applicant shall present and respond to review comments by the Conway Historical Commission.

**10.5 OPEN SPACE AND BUFFER AREA REQUIREMENTS**

No development, including primary or accessory structures, parking, or stormwater management shall take place within the required open space areas. Appropriately designed subsurface wastewater disposal may be located within the open space area at the discretion of the Planning Board.

**10.5-1 In ARHC development the following requirements for open space shall apply:**

- a. The open space shall be planned as single, contiguous areas whenever possible. Long thin strips or narrow areas of open space (less than 100 feet wide) shall occur only when necessary for access, as vegetated buffers along wetlands or the perimeter of the site, or as connections between open space areas.
- b. Open space areas shall be designed to protect or enhance the primary and secondary resources as defined in Sections 10.6-2 & 10.6-3.
- c. Where the proposed development abuts or includes a stream, river, body of water or wetland, these areas and the buffer to such areas shall be incorporated into the open space.
- d. Where a proposed development abuts land held for conservation purposes, the development shall be configured to minimize adverse impacts to the abutting conservation land. Trail connections should be provided where appropriate.
- e. No more than fifty percent (50 %) of the common open space shall be situated within wetlands or the Conway Flood plain Overlay District.
- f. The open space shall be owned in common by the owners of the dwelling units in the ARHC, or by an organization or entity owned and controlled by such dwelling unit owners. An enforceable restriction shall be recorded on all open space parcels providing that such land shall be kept in an open or natural state and not be built for residential use or developed for accessory uses such as parking, roadway or active recreation.

## **10.6 APPLICATION PROCEDURES**

**The Planning Board shall by regulation establish a fee schedule for each application.**

The procedure for issuance of a special permit for an Age Restricted Housing Community shall be as follows:

### **10.6-1 Preliminary Plan:**

Applicants shall submit preliminary plans and materials for a joint review by the Zoning Board of Appeals and the Planning Board prior to formal application for special permit. The applicant may submit a Sketch Plan to assist the Boards in making a determination regarding maximum number of dwelling units to be permitted on the tract of land proposed for an AHRC. The sketch plan shall include a proposed development plan as follows:

- a. A proposed development plan drawn to scale shall clearly indicate the primary and secondary resource areas as defined below. From these two resource areas, the final plan shall clearly indicate the building placement, lots and driveway layout of the proposed AHRC.

### **10.6-2 Primary Resource Areas:**

Primary resource areas should show the following:

- a. The location of all wetlands and floodplains as determined by a licensed hydrologist, and/or qualified licensed professional.
- b. The location of all significant woodlands, tree lines, or open fields or meadows, rocky outcroppings of ledge or bedrock, public water supply areas, watershed divides, aquifer recharge areas, drainage ways, wildlife habitat and corridor areas and areas of slopes greater than 10 % grade.
- c. The location of soil test pits with supporting documentation on test results.

### **10.6-3 Secondary Resource Areas:**

Secondary resource areas should show the following:

- a. The location and description of all significant scenic views, fences and stone walls, roads and trails, recreational areas, historic structures and archeological sites.
- b. A statement of the proposed use and ownership of the open space as permitted by this bylaw.

### **10.6-4 Maximum Housing Density of Proposed Development Plan:**

If the proposed area of common open space exceeds sixty percent (60 %) of the site, the permitted maximum housing density allowed under the ARHC special permit shall be the number of units permitted on conventional lots as determined by the Board times 115 percent. If the proposed area of common open space exceeds seventy percent (70 %) of the site, the permitted maximum housing density allowed under the ARHC special permit shall be the number of units permitted on conventional lots as determined by the Planning Board times 130 percent.

### **10.6-5 Conclusion of the Preliminary Plan Process:**

Upon the conclusion of the preliminary plan process, the Planning Board shall approve, approve with modifications or disapprove said preliminary plan and in the case of disapproval, the Planning Board shall state in detail the reasons for its disapproval.

## **10.7 SPECIAL PERMIT w/ PLAN**

A Special Permit for an ARHC may be submitted after a preliminary plan application and determination of housing density has been made by the Planning Board. The purpose of the Special Permit Review is to further the purposes of this Bylaw and to ensure that new development of ARHC residential structures are designed in a manner that reasonably protects visual and environmental qualities and property values of the Town, and assures safe vehicular access, safe pedestrian movement, and appropriate drainage of surface water.



### **10.7-1 Special Permit Application**

- a. Each application for an ARHC Special Permit shall be submitted to the Planning Board by the current owner of record or his written designee(s), accompanied by nine (9) copies of the Site Plan.
- b. The Planning Board shall by regulation establish a fee schedule for each such application.
- c. A Special Permit application may not be submitted without an approval of the preliminary plan as endorsed by the Planning Board.
- d. The Special Permit application process shall be conducted in accordance with SECTION 63: Special Permit Guidelines of these bylaws. Additional guidance may be found in SECTION 64 (f): Required contents of a site plan, and is included hereto by reference.

### **10.7-2 Technical Consultants**

If after receiving an ARHC Special Permit application the Planning Board determines that it requires technical advice unavailable from municipal employees and departments to review the application, it may employ outside consultants. The Planning Board may, by majority vote, require that the applicant pay a reasonable review fee for the employment of outside consultants chosen by the Planning Board alone.

- a. A review fee may be imposed only if:
  - o The work of the consultant consists of review of studies prepared on behalf of the applicant, and not of independent studies on behalf of the Planning Board,
  - o The board finds that an adequate review cannot be performed by Town board members or employees,
  - o The work is in connection with the applicant's specific project, and
  - o All written results and reports are made part of the record before the Planning Board.
- b. Before a fee is imposed:
  - o The applicant shall be given five business days' notice and opportunity to submit written comments relative to the invitation for bids or request for proposals,
  - o The applicant shall be given five business days' notice and opportunity to comment on all bids or proposals prior to the selection of the consultant and the award of a contract,
  - o The applicant shall be given five business days' notice and the opportunity to file an appeal of the selection of the outside consultant with the Selectboard. Grounds for said appeal are limited to written claims, with written documentation, that the consultant selected has a conflict of interest or does not possess the minimum required qualification in accordance with MGL Ch. 44, Section 53G.

### **10.7-6 Finding**

- a. Before a finding on an ARHC Special Permit, the Planning Board may request the applicant to make modifications in the proposed design of the project to ensure that the Special Permit criteria are met.
- b. After a public hearing, the Planning Board may waive, for good cause shown, any or all requirements of ARHC Special Permit where such action is in the public interest and not inconsistent with the purpose and intent of this Bylaw.
- c. The Planning Board's finding shall consist of:
  - o A written denial of the application, stating that the plan fails to provide adequate information for the Planning Board to make a determination of whether the development satisfies decisional criteria set forth in this section.
  - o A finding that the project will constitute a suitable development subject to any conditions, modifications, and restrictions the Planning Board may deem necessary or appropriate.
  - o A finding that the proposed project does not constitute a suitable development

in that it does not meet the criteria set forth in this and referenced sections of the Protective Zoning Bylaws of Conway.

**10.8 DEFINITIONS**

**CONDOMINIUM** - A legal form of ownership of real property, usually individual ownership of a dwelling unit in a multi-unit development where some rights are held in common by the residents of that development.

**HOMEOWNERS ASSOCIATION** - A private non-profit organization (corporation, association, or other legal entity) established by the developer to manage, maintain, support, and finance the common area and facilities and open space of an Age Restricted Housing Community Development, and to enforce certain covenants and restrictions.

**OPEN SPACE** - Undeveloped land set aside for common or individual ownership as a result of a Retirement Community Development, with conservation easements and other deeded restrictions to ensure that the land will remain permanently open and undeveloped. A condition of Age Restricted Housing Community Development approval is that open space may not be further subdivided.

**AGE RESTRICTED** - An individual who is 55 years of age or older.

**AGE RESTRICTED HOUSING COMMUNITY**- A master-planned development of land as a unified, self-contained, residential community, constructed expressly for use and residence by persons who have achieved a minimum age requirement for residency of fifty-five (55) years or older, in accordance with M.G.L. Chapter 151B, Section 4, Subsection 6, and also incorporating the preservation of natural open space areas as an integral element of the development. An Age Restricted Housing Community shall be permitted only within the Rural Residential/Agricultural Overlay District of Conway and only upon the granting of a special permit by the Planning Board.

*Article passed as printed in the warrant. There were no amendments.*

*The Moderator declared a two-thirds majority vote on the basis of a hand-count: YES = 96 and NO = 18*

**ARTICLE 24:** Voted that the town adopt the following resolution:

**Resolution for Federal and State Carbon Fee and Dividend**

A Resolution Relating to the Growing Risks of Climate Change

WHEREAS climate change poses a serious threat to the Town of Conway in terms of the economy, public health, and the environment;

AND WHEREAS as a result of climate change, the Northeast is experiencing warming temperatures and a large increase in the amount of rainfall measured during heavy precipitation events;

AND WHEREAS more frequent heat waves in the Northeast are expected to increasingly threaten human health through more heat stress, droughts, and air pollution;

AND WHEREAS sea level rise and more frequent heavy rains are expected to increase flooding and storm surge, threatening people and infrastructure, necessitating increased costs for damage control;

AND WHEREAS as temperatures rise, agriculture will likely face reduced yields, potentially damaging livelihoods and the regional economy;

AND WHEREAS Carbon Fee and Dividend will significantly reduce carbon emissions, create jobs, grow the economy, save lives, and protect households from higher energy prices;

AND WHEREAS most economists, from conservative to liberal, agree that the most cost-effective way to cut carbon pollution is to add a fee that steadily raises the price of fossil fuels,

AND WHEREAS legislation addressing climate change should not economically burden Conway and its citizens;

AND WHEREAS Carbon Fee and Dividend will protect lower and middle-income households, as two thirds of families will break even or receive more in dividends than they would pay for in higher living expenses;

AND WHEREAS Carbon Fee and Dividend will create jobs, as the dividend puts money back into local economies;

AND WHEREAS Carbon Fee and Dividend is a market-based solution in which a fee is levied on carbon-based fuels as they come out of the ground or as they are imported, with all monies returned in equal shares to households as a dividend, thus leveraging market forces that encourage investments in increased energy efficiency and alternate sources of energy by both industry and consumers;

AND WHEREAS Carbon fee and Dividend will employ a "border adjustment" to protect domestic businesses. The "border adjustment" will use import/export fees and rebates to neutralize any impact to the cost of domestically produced products, and incentivize other states to adopt a comparable carbon fee;

AND WHEREAS in the absence of federal Carbon Fee and Dividend, the Commonwealth of Massachusetts can pass state Carbon Fee and Dividend (or "Rebate"),

THEREFORE, BE IT RESOLVED, THAT THE TOWN OF Conway calls upon the Massachusetts Legislature and the United States Congress to implement Carbon Fee and Dividend (or "Rebate"), placing a steadily rising fee on carbon-based fuels, and returning all fees collected, minus administrative costs, to households.

AND BE IT FURTHER RESOLVED THAT UPON PASSAGE the Conway Town Clerk shall mail copies of the resolution and vote to the President of the United States, Donald Trump; the Speaker of the United States House of Representatives, Paul Ryan; the House Minority leader, Nancy Pelosi; the Majority and Minority leaders of the U.S. Senate, Mitch McConnell and Charles Schumer; the U.S. Senators representing Massachusetts, Edward Markey and Elizabeth Warren; the Congressperson representing our district, Richard Neal; the Governor of Massachusetts, Charlie Baker; the Massachusetts Senate President, Stan Rosenberg; the Speaker of the Massachusetts House, Robert DeLeo; and the state senator and state representative from our district, Steven Kulik and Adam Hinds.

**ARTICLE 25: Voted that the Town adopt the following Campaign Finance Reform Resolution:**

WHEREAS, the current and increasing role of money in politics threatens the democratic ideals upon which our republic was founded; and

WHEREAS, there is a need for transparency in fundraising and elections so that the public can have confidence in the integrity of its government; and

WHEREAS, our public officials and employees must be independent, impartial, and responsible to the people;

NOW, THEREFORE, BE IT RESOLVED by the legal voters of the Town of Conway, Massachusetts that tough new anti-corruption laws must be passed by the Massachusetts General Court as well as the US Congress to remove the corrupting influence of money on our political system. Laws such as these would prohibit politicians from taking campaign money from industries they regulate; increase transparency for campaign funding; empower all voters through a publicly funded election system; prohibit representatives and senior staff from all lobbying activity for five years after leaving office; place limits

on Super PACs; and strengthen agencies and ethics committees to enforce the rules against politicians and special interests that break campaign finance laws.

BE IT FURTHER RESOLVED that the legal voters of the Town of Conway implore our elected representatives in Boston, State Senator Hinds and Rep. Kulik; and in Washington, Sen. Edward Markey and Sen. Elizabeth Warren and Rep. Neal (or their successors) to lead this effort to enact these initiatives in Massachusetts and in Congress.

BE IT FURTHER RESOLVED that the Clerk of the Town of Conway is hereby directed to give notice to the above representatives by sending a certified copy of this resolution to each of the above individuals.

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At 11:08 p.m., the meeting adjourned until Thursday, 11 May 2017 to the Town Hall between the hours of 11:00 a.m. and 7:00 p.m., to bring in their votes for:

One Selectman for three years;

One Assessor for three years;

Two member of the Board of Health for three years;

Two members of the local School Committee for three years;

Two members of the Planning Board for three years;

One Tree Warden for three years; and

One Moderator for one year;

And to vote on the following question:

Shall the Town exempt from the provisions of Proposition 2½, so-called, the amounts required to pay for the bond issued for a design and engineering plan for a wastewater collection and disposal system?

Yes \_\_\_ No \_\_\_.

A true record of the Meeting,

Attest:

Virginia A. Knowlton, Town Clerk

### **Annual Town Election**

11 May 2017

THE ANNUAL TOWN ELECTION in the Town of Conway was held at the Town Hall on Thursday, 11 May 2017 in accordance with the warrant issued by the Selectmen and properly posted by a constable of the town.

SPECIMAN BALLOTS, penalty and instruction cards were posted in accordance with the law. The ballot box was inspected by the election officers, found to be empty and registered at zero. The following were sworn to the faithful performance of their duties: REPUBLICANS – Natalie Whitcomb (Election Clerk), Linda Baker, Debra Craven, and Katherine Whitcomb; DEMOCRATS – Sydney Ramey (Warden), Dorothee Harris, Danielle Lochhead, John Lochhead, and Margaret Tiley. No voters requested use of the AutoMARK machine.

THE WARRANT WAS READ by the Town Clerk and pursuant to the warrant, the polls were declared open by the Election Clerk at 11:00 a.m. The polls were closed at 7:00 p.m. in accordance with the warrant. At the time of the closing, the ballot box registered 155. The number of ballots by actual count was 155 and each of the check lists totaled 155. The votes were counted and the results were announced by the Town Clerk at 8:30 p.m. The actual count was as follows:

SELECTMAN – for 3 years			2 MEMBERS, PLANNING BOARD		
John P. O'Rourke		113		– for 3 years	
John Storm		14	Joseph C. Strzegowski, Jr.		117
	Blanks	28	Beth Girshman		122
				Blanks	71
ASSESSOR – for 3 years			TREE WARDEN – for 3 years		
Malcolm J. Corse		127	Walter R. Goodridge		140
	Blanks	28		Blanks	15
2 MEMBERS, BOARD OF HEALTH			MODERATOR – for 1 year		
	- for 3 years		J. Nicholas Filler		130
William H. McLoughlin		133	Tom Pleasant		1
Devon Whitney-Deal		46		Blanks	24
	Blanks	131			
2 MEMBERS, LOCAL SCHOOL			QUESTION 1		
	COMMITTEE – for 3 years		Shall the Town Exempt from the		
Philip L. Kantor		125	provisions of Proposition 21/2, so		
Karl Anderson		2	called, the amounts required to pay		
Aaron.DeMaio		2	for the bond issued for a design		
Amy Baker		1	and engineering plan for a waste-		
Devon Whitney-Deal		1	water collection and disposal		
	Blanks	179	system?		
				YES	45
				NO	82
				Blanks	28

ALL BALLOTS were counted and all official election material was properly enclosed, sealed in public and placed in the vault.

A True Record of the Election,  
Attest:  
Virginia A. Knowlton, Town Clerk

## Special Town Meeting

30 October 2017

T A LEGAL TOWN MEETING of the inhabitants of the Town of Conway qualified to vote in town affairs, convened at the time and place and for the purpose specified in the warrant, 120 voters were checked at the door and issued yellow cards for the purpose of voting. Aina Barten and Lorraine Boyden served as checkers. The meeting was called to order by the Moderator. The call and return of service having been examined and found to be in order, it was unanimously voted to dispense with the formality reading the warrant. The following action was taken by those persons in attendance:

**ARTICLE 1:** Voted to amend the *Protective Bylaws of the Town of Conway, Massachusetts* by adding a new Section 11, **TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**, as provided below:

### Section 11.1 Purpose

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c. 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, took effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018

and to begin accepting applications for licenses on April 1, 2018. Currently under the Town's Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter, a "Recreational Marijuana Establishment"), as defined in G.L. c. 94G, § 1, is not specifically addressed. Potential changes to the legislation and regulations to be promulgated by the Cannabis Control Commission will provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and to address such issues. The Town also needs time to study and address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Town's Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

**Section 11.2 Definition**

"Recreational Marijuana Establishment" shall mean a "marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business."

**Section 11.3 Temporary Moratorium**

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town of Conway hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment. The moratorium shall be in effect through December 31, 2018 or for six (6) months after promulgation of the required regulations by the Cannabis Control Commission whichever occurs later. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town and to consider any changes to the law adopted by the legislature as well as the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these matters.

*The Moderator called for a hand count to determine if there was a 2/3 majority vote. A total of 104 voters participated in the vote. Actual count for the article was YES = 70 and NO = 34*

**ARTICLE 2:** Unanimously voted to transfer \$35,514.90 from free cash for **debt service for the new fire truck.**

**ARTICLE 3:** Voted to transfer \$6,000 from free cash for **matching funds for a grant** to help move the Town toward compliance with the Americans with Disabilities Act.

**ARTICLE 4:** Voted to "pass over" the article requesting funds for tornado related tree damage behind the Conway Grammar School.

**ARTICLE 5:** Unanimously voted to transfer a total of \$827.45 from free cash for payment of four **bills from a prior fiscal year** as follows: \$451.36 for water received as an emergency procurement after the tornado; \$29.79 for office supplies (envelopes); \$209.35 for fuel for the Police Department; and \$136.95 for clothing for the Police Department.

**ARTICLE 6:** Unanimously voted to establish a **revolving fund for Medicaid reimbursements** by amending the *General Bylaws of the Town of Conway, Massachusetts* to include a new section, "Revolving Funds," as follows, and to become effective July 1, 2018:

The Town shall have a Medicaid revolving fund under M.G.L. Ch. 44, Sec. 53E½ to receive funds from school Medicaid reimbursements for the purpose of paying related expenses. This fund shall

be under the control of the Treasurer/Collector. The Accountant shall include a report on its activity in the annual Town Report.

**ARTICLE 7:** Voted to amend Section 4 under "Town Officers, Boards, and Committees" of the *General Bylaws of the Town of Conway, Massachusetts* as follows:

Section 4: There shall be a **Finance Committee of ~~six~~ five registered voters.....**

**ARTICLE 8:** Voted to "table" the resolution introduced by citizen petition requesting **A Bylaw Declaring Conway to be a Safe Community.**

*The Moderator requested a hand count on the motion to table the article. Actual count to table was as follows: YES = 59 and NO = 56.*

*AT 8:45 p.m., MOTION WAS MADE and seconded and vote was taken to adjourn the meeting.*

A True Record of the Meeting,  
Attest:  
Virginia A. Knowlton, Town Clerk

## **DEPARTMENTS - PUBLIC SAFETY**

### **Ambulance**

Conway ambulance has continued to serve the residents of Conway for another year. We respond to approximately 60-100 ambulance calls each year. Due to the confidential nature of our business we cannot share many details of the types of calls that we respond to, but rest assured, the EMT's of Conway will always answer your call for help, no matter what the need is.

As a department, we continue to work and train closely with Conway Fire and Police departments. This coming year we will once again assist them with recertifying as First Responders. To be sure that we meet current federal regulations for continuing education, we all continue to attend classes and conferences with other EMT's in the Franklin county area.

This past summer two of Conway's firefighters started the process of becoming EMT's for the Town. We are looking forward to them joining the Ambulance Department once they complete their training and testing.

We are still actively seeking additional new EMT's, so if you or anyone you know is interested in becoming an EMT, or already has a certification, please contact me at 413-369-4235 or [ambulance@townofconway.com](mailto:ambulance@townofconway.com).

On behalf of myself and my fellow EMT's, I thank you for trusting us with your Emergency Medical Care needs and we look forward to serving you for another year.

Respectfully submitted,  
Gemma VanderHeld, Director-Conway Ambulance

### **Animal Control**

In 2017 I received *eighty-one* complaints involving animals in Conway. *Fifty-eight* percent of the calls involved loose dogs. The remaining were farm animals and wild animals. *Six* dogs were transported to the Franklin County Regional Dog Shelter. All of these dogs were not licensed when transported and only *one* was rabies vaccinated. Conway has a bylaw requiring dogs to be leashed while walking in public areas. State law requires dogs and cats to be vaccinated against rabies. Dogs must be licensed with the town clerk each year.

Wild animals continue to test positive for rabies in Franklin County. Vaccinate your pets to protect them and the public.

Incidents of animal calls:

Loose dogs	43
Barking dogs	3
Dog Bites	5
Cats	3
Loose cows	4
Loose horses	3
Bats	3
Porcupines	4
Other	13

Includes raccoons, beaver, skunks, snapping turtles, pigs, and donkeys.

Respectfully submitted,  
Joe Colucci, Animal Control Officer

### **Emergency Management**

The Emergency Management Department is responsible for helping residents prepare for and cope with large-scale, town-wide emergencies. The Department is headed by the Emergency Management Director (EMD) who is appointed by the Selectboard.

For most of the preceding years, Conway has had the good fortune of not having any serious Town emergencies. On occasion there have been weather-related events but, for the most part, there's been little damage and some inconvenience.

This all changed on the evening of February 25, 2017 when a surprise tornado touched down on our community. Early observations indicated that damage had occurred to homes, barns, and properties, mainly in Pumpkin Hollow. However, as daylight dawned, and extensive welfare checks conducted by Fire, Ambulance, Highway and Police personnel occurred throughout the Town, it became obvious that there were many other areas that had also sustained damage. Many trees were down, and power was out extensively. Miraculously, there were no serious personal injuries.

Immediately upon recognizing what had occurred, Town Officials activated an Emergency Operations Center (EOC) in the Town Hall, serving as the nerve center for all recovery activities. Emergency personnel went into action to assess the damages, checking on residents to ensure all were safe, to coordinate all needed support services, to clear roads and to assist power company teams. Emergency response teams from eleven nearby towns came to assist. County, Regional and State responders soon joined the effort. In total, more than 100 volunteers became actively involved within the first twelve hours. Calls came in to the EOC from all over the country expressing concern and offering to help with money, chainsaws, food, supplies and prayers. Of note were the members of Conway's Fire Auxiliary who worked tirelessly throughout the event to provide food, water and support to the emergency crews and volunteers. Subsequently, they were successful in raising substantial monies through local events and internet means, to assist the victims.

Sympathy is extended to those Conwayites who suffered significant emotional, physical and financial stress. And, a huge thank you is due to the many, many people who gave of themselves – some, through heroic efforts – to help their neighbors through a very difficult time.

Mention should be made of Conway's Emergency Response Team (ERT). Headed by the EMD, this is a standing committee of 12 – 15 very dedicated volunteers, including leaders from Fire, Police, Highway, Ambulance, Board



of Health, Selectboard and other Conway residents who just want to be a part of this important community resource. In Fiscal 2017, the ERT met on four occasions to plan, drill and prepare to respond to any kind of wide-spread emergencies. A subcommittee, chaired by Mary McClintock, is responsible for coordinating all details required to activate and support a Public Shelter that might be needed in an emergency. Through their efforts, the Conway Grammar School, when converted to a temporary public shelter, can provide comfort to people in need of a warm place to stay with food, sleeping accommodations, internet and even pet care.

Believing that a robust Town Emergency Response function depends heavily on successful personal relationships with broad access to outside resources, we have made it a priority to be actively involved in county, regional and state organizations. We have worked with, and attended meetings with, the Massachusetts Emergency Management Agency (MEMA), the Franklin Regional Council of Governments, the Franklin Regional Emergency Planning Committee, the Multi-Agency Coordination Center, the Northwest Massachusetts Incident Management Team, and many neighboring towns.

The Emergency Management Department continues to support and maintain Conway's Emergency Alert System (EAS). This system enables Town Officials to contact residents in the event of an emergency by telephone, cell phone, email and texts. Two town-wide drills were conducted in FY '17. Town residents can sign up for this important emergency alert system by visiting the Town website.

My sincere thanks to all emergency response department heads, town officials and volunteers for their support and commitment to this vital town service.

Sadly, because we have moved out of Conway, I have had to retire from the position of Emergency Management Director. It has been a genuine pleasure to serve the town in this capacity. Effective July 1, 2017, George Murphy has taken over the position. I wish him well.

Respectfully submitted,  
David Chichester

## Fire

To the citizens of Conway, I hereby submit my Thirty-Eighth annual report of the fire department. This past year our department responded to 60 calls consisting of:

- 02 structure fires
- 07 alarms sounding
- 01 lost person search
- 12 wires down
- 10 car accidents
- 01 motor cycle accident
- 01 river rescue
- 03 furnace problems
- 01 odor investigation
- 04 chimney fires
- 01 tornado rescues
- 01 brush fire
- 05 miscellaneous calls
- 11 mutual aid to other towns

The first half of fiscal year 2017 was spent fighting two structure fires, both of which consumed most of their homes. Also, we trained on Rapid Intervention Team and river rescue with our boat.

The second half of the fiscal year we spent hours working on Tornado damage and rescue, with lots of wires down and roads closed all over town.

Our special thanks to a town resident who, after the tornado gave us two new chain saws for our department. In the spring we spent time on the 250<sup>th</sup> celebration with down town coverage and fireworks and parade. Also, just before the 250<sup>th</sup>, we took delivery of our brand new Rosenbauer 1250 gpm/1000 gal. of water with foam, rescue pumper, a great asset to our department.

We finished off FY2017 with lots of training on our new pumper.

Our annual budget was \$52,263.00

I would like to thank all our firefighters and juniors for their time and dedication all year and their many hours of free time spent on our 250<sup>th</sup> celebration. This is what makes our town great, and we should be proud of this.

Many thanks to the citizens, EMTs, ladies' auxiliary, and Police Department for their support this past year.

Yours First in Fire Safety,  
Chief Robert Baker

## **Police**

### **Community:**

2017 was a historic year for the Town of Conway. In addition to celebrating the two hundred and fifty years of the incorporation of our town we also experienced the first recorded February tornado in Massachusetts. Both of these significant events placed tremendous demands on all of our public safety personnel, particularly the tornado which required assistance from a myriad of other outside agencies. A year later the cleanup continues, but the effects may be visible for decades.

While many perceive our town to be a quiet bedroom community where nothing ever happens, we cannot be complacent about the many social issues facing us. The drug dependencies of many individuals continue to have a direct effect on all of our citizens. This past year we were struck with a rash of illegal entries into both homes and vehicles. These individuals are looking for items to sell or pawn for some quick cash to support their drug habits. The police department continues to urge everyone to lock their vehicles and their homes to help deter these types of situations.

Through a continued strong collaboration with the Conway Sportsman's Club we successfully sponsored our eighteenth annual Parent/Youth Day and a week-long Summer Youth Program. Programs such as these continue to be successful due to the tremendous work of the volunteers comprised of dedicated members of The Conway Sportsman's Club and other members of the community. The week-long program enrolled thirty-seven youths, participating in a variety of outdoor activities emphasizing education and safety. Our activities for the week included archery, fly-tying and casting, hiking, scuba diving, snorkeling, small-bore target shooting, and sporting clays. All of these activities were held at the Conway Sportsman's Club.

We continue to offer a variety of community-oriented, and personal safety programs. These programs include RAD for women, a personal safety class that empowers the individual through physical defense, awareness and avoidance techniques. Through a strong working collaboration with the Whately Police Department, the Franklin County Sheriff's Department, the Buckland Police Department, and the Deerfield Police Department we are able to create a team of dedicated certified instructors. This past year we conducted classes at Frontier Regional High School and at Mohawk Trail Regional High School. Classes are available at basic or advanced levels.

We continue to offer Firearms Training Classes. This is a state-mandated safety training class for any new applicant wishing to obtain a License to Carry Firearms or a Firearms Identification Card but is also useful to individuals wishing to update their knowledge regarding legal issues for safe handling of firearms. We hold several of these classes each year and most are filled to their maximum capacity. Special thanks to Ron Hawkes and Bud Ware for their assistance in teaching these classes.

### **Statistics:**

The following listed items required Conway Police involvement.

Motor Vehicle Accidents	26
Breaking and Entering	19
Vandalism	5
911 Calls	32
Alarm Calls	25
Animal Complaints	29
Motor Vehicle Civil Citations	84
Motor Vehicle Warnings	44
Larceny	12
Disturbances	39
Arrests	8
Public Safety Hazards	73
Summons/Restraining Orders	13
Class A License to Carry Firearms	69
Firearms I.D. Card	1
Assorted Calls & Complaints	517

As Police Chief I would like to thank the following members of The Conway Police department for their continued service and dedication to the residents of our community: Randall Williams, Ronald Hawkes, Nathan Jackman, Christina Conklin, Donald Bates, James Bernier and David Johnson.

As always, The Conway Police Department invites and welcomes community input. We are open to all that may be interested in attending or volunteering at the many community projects that we engage in annually. On behalf of the entire Conway Police Department I would like to say THANK-YOU to the people of the Town Office, Massachusetts State Police, The Franklin County Sheriff’s Department, Shelburne Control, the staff at the Conway Grammar School, The Conway Sportsman’s Club, and the numerous volunteers who continue to give so much of themselves.

Respectfully Submitted,  
Kenneth D. Ouimette, Chief of Police

## DEPARTMENTS - PUBLIC WORKS

### Highway

The Highway Department is responsible for over 60 miles of roads here in the Town of Conway. Maintenance of our roadways is continuous, due to ever-changing conditions, and requires frequent monitoring. Our goal is to take in a full view of our environment to foresee possible issues and resolve them. This approach helps us compile a running itemization of projects based on priority and allows us to utilize our budget in the most cost-efficient way.

We continue to focus on the safety and longevity of our roadways. Much has been done this past year to clear the areas within approximately 10 feet of our roadways. This involved clearing brush and small trees, cutting back the tree canopies and mowing. This allows much needed sun onto the roadway to help melt ice in the winter season and dry the roadway in the wet season. Each job that we do in this project is for specific reasons and they come full circle to the integrity of our roadways.

The spring and summer season was a busy one as we continued to build up and repair our gravel roads and maintain our paved roads. This involved but was not limited to repairing potholes and washouts, repairing and cleaning culverts and grading. Large accumulations of heavy wet snow kept us busy all winter season. The winter of 2016-2017 we were very active with multiple snow events from October through mid-March. February brought a devastating tornado that wreaked havoc to homes, property and hundreds of trees. With the help of multiple towns and agencies we pulled together and began the daunting task of assessment and clean-up. To this day we

continue to work on the devastating after effects of this event. In May and June, we began preparations for a large paving project for East Guinea Road and South Ashfield Road.

Our staff continues to handle most of the maintenance and repairs of our equipment and trucks. We do our best to do most of our maintenance and repairs in- house but some work must be done off-site with outside vendors. This is due to the lack of space and proper lifts to safely do certain maintenance tasks in the current Highway Garage. It is our hope that a new Highway Department facility will be approved soon. This would allow our equipment, vehicles, and materials to be housed inside in a secure area away from the elements while giving us the much-needed space to maintain our fleet.

We have had some staff changes for FY 2017. In August 2016 Michelle Duguay was hired to fill the Administrative Assistant position and in March 2017 we welcomed Jeremy Purinton to the crew. Both have proven to be hard workers and great assets to the town.

The Conway Highway Department Facebook page has been a great source of information and feedback. Our goal with Facebook is to keep the public informed and updated with current projects, road conditions or closures, storm and weather conditions as well as helpful information and tips. Our website provides much of the same information along with additional forms, applications, and links. Please visit our web site <http://www.townofconway.com/departments/highway-department/> and like us on Facebook for more information. As always if you have any questions or concerns please contact me at 413-369-4235 ext.10, email me directly at [highway@townofconway.com](mailto:highway@townofconway.com), or email my assistant at [highwayassistant@townofconway.com](mailto:highwayassistant@townofconway.com).

Finally, I would like to thank the residents for their continued support and the Highway Department crew for their hard work and dedication to the Town.

Respectfully Submitted,  
Ron Sweet, Highway Superintendent

## **OTHER DEPARTMENTS**

### **Tree Warden**

The only expenditures for the year were for membership in the Massachusetts Trees Wardens and Foresters Association and for attendance at the annual conference in January. During the year the tree warden consulted with residents, the Superintendent of the Highway Department and with Eversource regarding tree removal issues.

Respectfully submitted,  
Walter Goodridge, Tree Warden

## **DEPARTMENTS – SCHOOLS**

### **Conway Grammar School Committee**

#### **ADMINISTRATION**

Superintendent  
Director of Business Services  
Director of Elementary Education  
Special Education Director  
Principal

Lynn M. Carey, Ed.D.  
Patricia Cavanaugh  
Louise Law  
Karen Ferrandino  
Kristen Gordon

#### **SUPPORT STAFF**

Executive Assistant to Superintendent  
 Administrative Assistant (SPED)  
 Administrative Assistant  
 Receptionist  
 Bookkeeper, Union #38  
 Bookkeeper, Union #38  
 Grants Accountant  
 Secretary to Principal

Donna Hathaway  
 Diana Capuano  
 Mary Jane Whitcomb  
 Rhonda Lutenegger  
 Brenda Antes  
 Donna Lloyd  
 Stephan Shepherd  
 Lora Hanas

**CONWAY GRAMMAR SCHOOL**  
**ENROLLMENT - OCTOBER 1, 2017**

Grade	Boys	Girls	School Choice	Tuitioned In	Total
Pre-K 7	7	0	0	14	
K	2	2	8	1	13
1	9	4	4	0	17
2	6	7	7	0	20
3	9	4	2	1	16
4	6	4	4	0	14
5	7	8	5	1	21
6	9	7	4	3	23
<b>TOTAL</b>	<b>55</b>	<b>43</b>	<b>34</b>	<b>6</b>	<b>138</b>

**UNION #38 TEACHERS' SALARY SCHEDULE**  
**CONWAY, DEERFIELD, SUNDERLAND, WHATELY**

July 1, 2016 - June 30, 2017

<b><u>STEP</u></b>	<b><u>B</u></b>	<b><u>B+15</u></b>	<b><u>M</u></b>	<b><u>M+15</u></b>	<b><u>M+30</u></b>	<b><u>M+45 CAGS</u></b>
3	41,639.00	42,937.00	44,279.00	45,664.00	47,091.00	48,491.00
4	42,937.00	44,279.00	45,664.00	47,091.00	48,564.00	49,964.00
5	44,279.00	45,664.00	47,091.00	48,564.00	50,081.00	51,481.00
6	45,664.00	47,091.00	48,564.00	50,081.00	51,642.00	53,042.00
7	47,091.00	48,564.00	50,081.00	51,642.00	53,256.00	54,656.00
8	48,564.00	50,081.00	51,642.00	53,256.00	54,921.00	56,321.00
9	50,081.00	51,642.00	53,256.00	54,921.00	56,638.00	58,038.00
10	51,642.00	53,256.00	54,921.00	56,638.00	58,406.00	59,806.00
11	53,256.00	54,921.00	56,638.00	58,406.00	60,231.00	61,631.00
12	54,921.00	56,638.00	58,406.00	60,231.00	62,115.00	63,515.00
13	56,638.00	58,406.00	60,231.00	62,115.00	64,060.00	65,460.00
14	61,390.00	63,245.00	65,523.00	67,495.00	70,167.00	71,567.00

20    63,296.00    65,186.00    67,512.00    69,522.00    72,249.00    73,649.00

Nature's Classroom Teacher: \$100 per day of attendance by a teacher.  
 Workshop Presenters: \$30 per hour of presentation and reimbursement for reasonable expenses.  
 Head Teachers: \$1,500  
 Placement on 20 occurs when a teacher has completed 19 years of service as a teacher in the District.  
 Mentors: \$500 per each new teacher, \$250 for second/third-year teacher, \$250 for each additional teacher being mentored, to a maximum of three (3) in any year.

**UNION #38 INSTRUCTIONAL ASSISTANTS' SALARY SCHEDULE**  
**CONWAY, DEERFIELD, SUNDERLAND, WHATELY**

**July 1, 2016 - June 30, 2017**

**Instructional Assistants**

<b>2016-2017</b>	
Step 1	\$13.00
Step 2	\$13.10
Step 3	\$13.58
Step 4	\$14.05
Step 5	\$14.51
Step 6	\$14.99
Step 7	\$15.46
Step 8	\$15.93
Step 9	\$16.41
Step 10	\$16.88
Step 11	\$17.35

Revised salary schedule with increases to Step 1, Step 10, and Step 11. Steps for those who are eligible, with no double steps.

**Educational Support Nurses, LPN, COTA, SLPA & PTA**

<b>2016-2017</b>	
<b>Step</b>	<b>1%</b>

1	\$22.12
2	\$23.07
3	\$24.02
4	\$24.96
5	\$25.90
6	\$26.85
7	\$27.80
8	\$28.74
9	\$29.69
10	\$30.62

**FINANCIAL REPORT  
TOWN OF CONWAY  
SCHOOL DEPARTMENT**

**SUMMARY OF  
BUDGET RELATED EXPENDITURES**

**JULY 1, 2016 - JUNE 30, 2017**

	<u>CATEGORY</u>
School Committee	\$5,402
Central Office	135,025
Principal's Office	138,285
General Instruction	535,042
Kindergarten	95,185
Pre-School	47,067
Art	9,633
Music	35,314
Physical Education	50,612
Special Education	205,272
Library/Media	69,373
Guidance	-
Psychologist	72,067
Student Services	4,000
Health	55,542
Cafeteria	-
Technology	49,936

Buildings & Grounds	180,030
Fixed Costs	27,083
Transportation	77,762
Fixed Assets	-
Total	\$1,792,630

## Conway Grammar School Superintendent

### District Mission Statement

*Building dynamic learning communities, one student, one teacher, one family at a time.*

### District Vision Statement

*Vibrant, collaborative, engaging, and inclusive learning communities promoting the growth of every student.*

Students at CGS receive an outstanding education. Conway Grammar school is currently a Level 1 school, which is the highest level according to DESE standards.

**Enrollment & School Choice:** The October 1, 2017 enrollment for Conway Grammar School totaled 138 (PreK-6) students. This is a decrease of 4 students from the October 1, 2016 (PreK-6) enrollment figures of 142 students. Of those 138 (PreK-6) students, 34 were School Choice students. This is an increase of 10 students from the October 2016 (PreK-6) School Choice enrollment figures of 24 students.

**Assessments:** Assessments such as the Measures of Academic Progress, MCAS 2, formative assessments within the classroom, rubrics, writing prompts and various other assessments are utilized to help drive instruction at CGS as well as to help create a school improvement plan that ensures student growth. Teachers meet 4 times a year in data meetings to review the various data that demonstrates student growth, achievement, and areas of need. These are the 'formal' meetings. Teachers regularly look at the various data points and adjust instruction and practices as needed. The Union 38 district introduced a web-based grading and reporting system for measuring and reporting student achievement in the fall of 2016. New standards-based report cards were developed to align with district curriculum standards.

**Child Study Teams:** CGS regularly holds Child Study Teams as needed and necessary. Child Study Team is a collaborative problem-solving team when student concerns arise. Parents/Guardians are included in this collaborative team.

**Professional Development:** FRSU38 and CGS present highly effective Professional Development opportunities for all staff throughout the year. Last year, CGS focused on the work in differentiation and student choice. This year, the same work continues as well as rigor in the classroom; higher level questioning and thinking skills; grit and growth mindset. Early release Fridays have provided time for faculty to participate in sustained professional development and collaboration with peers across the district and within their own schools to improve student learning. Teachers have received training in science and engineering, strategies for differentiating instruction, bully prevention and social skills curriculum, and technology in the classroom. The CGS staff participated in extensive work with national expert Mike Anderson. Fabulous outcomes were championed by the CGS after this highly effective professional development. A substantial increase in differentiated instruction, student choice and flexible seating has been observed at CGS.

**Safety:** CGS continues to maintain a safe and secure school. The students and staff participate in safety drills several times throughout the year. CGS has a Crisis Team and works collaboratively with law enforcement and the fire department. These partnerships are strong and continue to support the safety of our students and staff.

**Technology:** CGS is proud of the amount of technology in the school to service all students. Technology is an essential learning tool for students in all grade levels. Children in this day and age are technologically well informed and use technology on a regular basis. It makes sense to integrate technology into their learning. CGS also focuses on typing skills. A program called *Keyboarding Without Tears* is used in the younger grades. Consistent with this, *Handwriting Without Tears* is used for handwriting at CGS. Students receive instruction in digital literacy skills during focused technology instructional time with school media specialists. Students learn about responsible use of technology, digital content, and interactions. They are taught safe and appropriate use of technology, and how



to recognize and deal with cyberbullying. Students learn how to use digital tools and keyboarding skills to publish multimedia projects and to communicate or exchange information.

**Wellness:** Wellness is important at CGS for both staff and students. We offer many activities that promote wellness for students such as BOKS before school, the jump rope club, the running / walking club one day per week at lunch and one day per week after school. We also offer opportunities for staff wellness such as exercise classes after school.

**Field trips:** Field trips are a source of excitement and experiential learning for our students. Parents fund most field trips with the exception of bussing. CGS pays for the bussing for most trips. Teachers use field trips to enhance curriculum and student learning.

**PTO:** Conway Grammar School has a terrific PTO (Parent Teacher Organization). The PTO works to enhance opportunities for the students at CGS that are not otherwise provided for in the school budget.

**Out of School Time Program:** The district offers an outstanding Out-of-School Time Program for children who need care before and after school. CGS offers childcare on early release days. Both of these programs are exceptional and valued by families.

**Preschool Program:** In 2015, we envisioned a multifaceted expansion of our district-wide preschool programs and, today, we are well underway in meeting our goals. Our preschool budgets are supported by student tuition, school budgets, and state grants. Maintaining a 1:5 staff-to-child ratio is a highly valued fiscal decision that allows us to meet the learning, social, emotional, and behavioral needs of our students. Providing young children with a healthy, language-rich environment in which to learn and grow promotes positive school outcomes and later successes in life. We are fortunate to live in a district that aligns to this precept.

We continue to be focused on deepening our family engagement opportunities. The district's Early Childhood Family Discussion Group continues to provide families up-to-date information on topics such as developmental delays, anxiety, the IEP process, sensory processing, and behavioral management. Providing a safe and engaging forum for families to connect with one another continues to be a core value of our preschool programming. Additional family engagement activities focus on developmentally appropriate early learning and social-emotional activities to support kindergarten readiness. Collaborating with staff from our district's Coordinated Family and Community Engagement Grant and other local preschools and family childcare centers, we aim to reach more and more at-risk children and their families.

**Community Events:** Many events occur throughout the year to encourage community and parent partnerships. These include but are not limited to whole school meetings; concerts; *All School Show*; *Jump Rope Show*; *Curl Up and Read*; *Craft Night*.

CGS believes in collaborating with the community as we want our community to be proud of our school and involved in our school. Various events that have promoted community involvement have included:

- The study of Conway
- School Show focused on our study of Conway
- Float in the Parade
- Fire Safety Week
- Field Trips in Conway
- Conway Library partnerships
- Craft Fair
- Concerts

**Science and Engineering Design:** A focus of curriculum work in Union 38 schools is designing curriculum that teaches critical thinking skills through science and engineering design projects. Classroom engineering activities often require students to work in teams where they must collaborate and communicate effectively. Students solve problems using the steps to the design process; ask, imagine, plan, create, improve. Examples include designing and building a bird feeder, creating a model of a solar house, designing a rainwater capture and conservation system, and building model roller coasters using scrap materials. Field trips, ongoing professional development, and subscriptions to innovative web-based science curriculum sites have supported this initiative.

**Mathematics:** Teachers are expanding the use of small group and individualized instruction to meet students' learning needs in mathematics. One valuable resource is the use of web based individualized math programs for students to practice and strengthen math skills and strategies taught in teacher led lessons.

**Literacy:** Students develop writing skills in narrative, opinion/argument, and informational writing through participating in writing units developed by the Teachers' College Reading and Writing Project. High quality innovative reading instructional materials have provided a consistent approach to literacy instruction in the early grades. In the upper grades, teachers use a variety of texts and formats, including several well designed online resources to support students' continued development of critical reading.

**History/Social Studies:** New curriculum guidelines for teaching history and social studies are expected to be published some time in 2018. Updated resources for instruction will be reviewed to ensure alignment with the revised curriculum goals.

**Office of Technology:** The Office of Information Technology's mission is to manage one enterprise network that facilitates student learning and supports all major business processes while maintaining a safe and secure environment. This is achieved through professional staff knowledgeable of performing risk management, device life cycle management, strategic planning of all technology projects, daily operational support and professional development training. Since 2013, the entire network infrastructure and major database systems were reconfigured or replaced. The result was a significant increase in the use of technology across all schools. In addition to the growth of hardware devices, a continual increase of quality online educational resources is available to teachers and students for all grade levels. Examples of such resources includes *Babbel Language*, *Brainpop*, *Dreambox* math program, *Mystery Science*, Google G-Suite and *ReadNaturally*. Keeping these services available for use requires significant importance to maintain an operational network with 99.99% availability. In 2016, MCAS and the English Language Learning Testing were also conducted online, and this trend will continue into the foreseeable future.

**Thank you:**

We are looking forward to a bright and highly engaging education for all students for many years. We hope to purchase additional Science and STEM materials now that Massachusetts has released the new standards. We wish to have a color copier for our school. Color on items is often important to the content. We would like to see the Nature Trail cleaned up and back in use for our students and staff. The Nature Trail was loved by all but after the hurricane, it was damaged significantly, and the children are no longer able to use it. Additional extracurricular after school activities would be a nice addition to CGS. Our goal is 1:1 computers (student: computer ratio). CGS is an exemplary learning organization. Our principal, teachers and staff set high standards and continue to work to strengthen their own knowledge and skills. We are able to offer our students an outstanding education thanks to the support of our community members. We are grateful for the ongoing support that the Town of Conway provides us in our work. We thank our parents, taxpayers, and community members for being active partners in our public school.

**Staff: As of August 29, 2017, the newly hired faculty members joining the Conway Grammar School are Anthony Tracia, Music Teacher; and Katherine Arsenault, Library Media Specialist. Retired faculty are Susan Siegel, Library Media Specialist and Janet Ryan, Music Teacher.**

**Special Thanks: We are pleased to acknowledge the dedication of Conway School Committee members Chair Elaine Campbell, Vice Chair Ira Band, Secretary Michael Merritt and Members Philip Kantor, and Ashley Dion. The members of the Committee work tirelessly on behalf of the children in Conway. Together, I look forward to working with this group to continue to strive for the best educational experience for our students.**

We would like to recognize and thank all of the dedicated faculty and staff of the Conway Grammar School. It is because of their efforts every single day that we have achieved the success that we have.

As we continue to prepare our students for success in the 21<sup>st</sup> century, it is important to acknowledge that it takes the collective support of everyone in the community to make this happen. This includes the parents and other community members as well as all town officials and employees.

Respectfully submitted,

Kristen Gordon- Principal, Conway Grammar School

Lynn M. Carey, Ed.D., Superintendent of Schools

**Frontier Regional School Committee**

	<u>TERM EXPIRES</u>
* Robert Halla, Chair, Whately	2018
William Marrapese, Vice Chair, Deerfield	2018
* Philip Kantor, Secretary, Conway	2018

* Mary Ramon, Member, Deerfield	2018
* Keith McFarland, Member, Sunderland	2018
William Smith, Member, Whately	2018
Robert Decker, Member, Deerfield	2020
Cyndie Ouimette, Member, Conway	2019
Lyn Roberts, Member, Sunderland	2020
Judy Pierce, Member, Sunderland	2019
Damien Fosnot, Member, Deerfield	2019

\*Representing the local Elementary School Committees for one-year term.

Regular meetings are held on the second Tuesday of each month, in the Media Center, Frontier Regional School, South Deerfield, Massachusetts at 6:00 p.m.

**ADMINISTRATION**

Lynn M. Carey, Ed.D.	Superintendent of Schools
Patricia Cavanaugh	Director of Business Services
Sarah Mitchell	Director of Secondary Education
Karen Ferrandino	Director of Special Education
Scott Paul	Director of Technology

**SUPPORT STAFF**

Donna Hathaway	Executive Assistant to Superintendent
Diana Capuano	Administrative Assistant (SPED)
Mary Jane Whitcomb	Administrative Assistant
Paula Light	Frontier Regional Bookkeeper/Treasurer
Donna Lloyd	Frontier Regional Bookkeeper
Stephan Shepherd	Grants Accountant
Deborah Coons	Student Information Systems Data Specialist
Stuart Dusenberry	Network Administrator
Keith Van Buren	Information Technology Specialist

**FRONTIER REGIONAL SCHOOL**

Darius Modestow	Principal
Scott Dredge	Assistant Principal
Roberta Reiter	Principal's Secretary
Kelly Blanchette	Special Education Secretary
Michelle Russell	Attendance Secretary
Mary Lapinski	Guidance Secretary

**FRONTIER REGIONAL SCHOOL**  
**ENROLLMENT - OCTOBER 1, 2017**

Grade	Conway	Deerfield	Sunderland	Whately	School Choice	Tuitioned In	Total
7	15	44	24	11	20	1	115
8	14	33	20	9	30	0	106
9	16	46	23	4	23	0	112
10	13	36	12	10	29	1	101
11	10	38	17	8	29	0	102
12	11	29	13	5	26	1	85
Total	79	226	109	47	157	3	621

**FRONTIER REGIONAL**  
**SALARY SCHEDULE**

July 1, 2016 – June 30, 2017

<b><u>STEP</u></b>	<b><u>Bachelors</u></b>	<b><u>Masters</u></b>	<b><u>M+30</u></b>	<b><u>CAGS/Doctorate</u></b>
<b>0</b>	\$41,066	\$43,045	\$45,470	\$47,744
<b>1</b>	\$43,183	\$44,916	\$47,191	\$49,550
<b>2</b>	\$44,974	\$46,835	\$48,971	\$51,420
<b>3</b>	\$46,082	\$48,820	\$50,814	\$53,354
<b>4</b>	\$47,695	\$50,383	\$52,680	\$55,314
<b>5</b>	\$48,945	\$52,035	\$54,658	\$57,390
<b>6</b>	\$51,051	\$53,695	\$56,463	\$59,284
<b>7</b>	\$52,398	\$55,400	\$58,281	\$61,194
<b>8</b>	\$53,786	\$56,795	\$60,912	\$63,957
<b>9</b>	\$56,462	\$60,023	\$63,620	\$66,800
<b>10</b>	\$59,421	\$63,501	\$66,411	\$69,732
<b>11</b>	\$60,407	\$65,842	\$69,477	\$72,951
<b>12</b>	\$62,755	\$68,275	\$71,968	\$75,565
<b>13</b>	\$63,696	\$69,298	\$73,047	\$76,698
<b>20L</b>	\$64,196	\$69,798	\$73,547	\$77,198
<b>25L</b>	\$64,696	\$70,298	\$74,047	\$77,698

**APPENDIX A**  
**2016-2019 SALARY SCHEDULES**

**Unit C Instructional Assistants**

<b>HOURLY RATES</b>			
<b>Step</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
	Top Step increase only*	2.5%	2.5%
1	\$13.25	\$13.58	\$13.92
2	\$13.73	\$14.07	\$14.43
3	\$14.22	\$14.58	\$14.94
4	\$14.68	\$15.05	\$15.42
5	\$15.17	\$15.55	\$15.94
6	\$15.64	\$16.03	\$16.43
7	\$16.15	\$16.55	\$16.97
8	\$16.60	\$17.02	\$17.44
9	\$17.10	\$17.53	\$17.97
10	\$17.60	\$18.04	\$18.49

**Unit C Educational Support Nurses**

<b>HOURLY RATES</b>			
<b>Step</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
	1%	2.5%	2.5%
1	\$22.12	\$22.67	\$23.24
2	\$23.07	\$23.65	\$24.24

3	\$24.02	\$24.62	\$25.23
4	\$24.96	\$25.58	\$26.22
5	\$25.90	\$26.54	\$27.21
6	\$26.85	\$27.52	\$28.20
7	\$27.80	\$28.49	\$29.20
8	\$28.74	\$29.46	\$30.20
9	\$29.69	\$30.44	\$31.20
10	\$30.62	\$31.39	\$32.17

*NOTE:* Schedule reflects following agreement:

FY 2017: Instructional Assistants shall implement a revised Salary Schedule which includes the removal of the bottom step and an increase to the top step. Employees will remain on the same step as a result of the step removal (no double steps).

Educational Support Nurses shall receive step movement for eligible employees and a 1% increase to Schedule.

FY 2018: Step movement for eligible employees and a 2.5% increase to Schedule.

FY 2019: Step movement for eligible employees and a 2.5% increase to Schedule.

### Frontier Regional School Superintendent

#### FRONTIER REGIONAL SCHOOL SUPERINTENDENT REPORT

**Overview:** Frontier Regional School opened in 1954 in the town of South Deerfield, Massachusetts. The school includes students in grades 7 through 12 with an enrollment of 621 students, up from 610 students in 2016. This is an increase of 11 students from the October 1, 2016 enrollment figures of 610 students. Of the 621 students, 157 were School Choice students, which is an increase of 10 students from the October 1, 2016 School Choice enrollment figure of 147. The class of 2017 had 82 graduates, 60% planned to attend a four-year college, 27% a two-year college, (87% higher education), and 12% were undecided and/or planned to enter the labor market. This is consistent with graduates of the class of 2016 where there were 98 graduates: 88% planned to attend institutions of higher education, 4% entered the military, and 8% were undecided and/or entered the labor market.

#### Current and Ongoing Initiatives

**1:1 Chromebook Book Initiative:** Students in grades 7 and 8 were assigned a Chromebook, for school day use, during the 2016-17 school year. The goal is to increase this program to include all Frontier students by the 2018 school year.

**AP Capstone Program:** An application was submitted in July 2017 and approved in October 2017 for Frontier Regional School's participation in a newly created AP Capstone Program. The AP Capstone™ is an innovative diploma program from the College Board that equips students with the independent research, collaborative teamwork, and communication skills that are increasingly valued by colleges. AP Capstone is built on the foundation of two AP courses — AP Seminar and AP Research — and is designed to complement and enhance the in-depth, discipline specific study experienced in other AP courses. In AP Seminar, students investigate real world issues from multiple perspectives, gathering and analyzing information from various sources in order to develop credible and valid evidence-based arguments. In AP Research, students cultivate the skills and discipline necessary to conduct independent research in order to produce and defend a scholarly academic paper. AP Seminar must be taken before AP Research.

### **AP Certificate**

Students who earn a score of 3 or higher in AP Seminar and AP Research will receive the AP Seminar and Research Certificate.

### **AP Diploma**

Students who earn a score of 3 or higher in AP Seminar and AP Research and receive a score of 3 or higher on four additional AP Exams of their choosing will receive the AP Capstone Diploma.

### **AP Seminar Course**

AP Seminar is a foundational course that engages students in cross-curricular conversations that explore the complexities of academic and real-world topics and issues by analyzing divergent perspectives. Using an inquiry framework (QUEST), students practice reading and analyzing articles, research studies, and foundational literary and philosophical texts; listening to and viewing speeches, broadcasts, and personal accounts; and experiencing artistic works and performances. Students learn to synthesize information from multiple sources, develop their own perspectives in research based written essays, and design and deliver oral and visual presentations, both individually and as part of a team. Ultimately, the course aims to equip students with the power to analyze and evaluate information with accuracy and precision in order to craft and communicate evidence-based arguments.

**Professional Development:** The Early Release Fridays allowed faculty to participate in sustained professional development. This model supports intensive examination of research-based practices that improve student learning.

**Early Release Friday Enrichment Programs:** While faculty are participating in professional development on Friday afternoons, interested students have an opportunity to participate in a number of different activities. Successful programs include CPR and First Aid Training, Lifeguard Certification at Deerfield Academy, Do it Yourself club, Open Gym, Homework help Center, Tutoring, Gaming club, and Chess club. New clubs are added based on student interest.

**Extracurricular Programs:** Frontier Regional School offers a variety of co-curricular activities. Some examples are a 50+ member marching band, 3 plays including a musical, 18+ clubs that include Art Club, As Schools Match Wits, Biking Club, Coffee House, Community, Cross Country Ski Club, Service Club, Drama Club, FCEP, French Club, Gateways International Travel, Lacrosse, Latin Club, Model UN, National Honor Society, Photography, Robotics, Ski Club, Spanish Club, *Rockin' Redhawks*, Student Council, Weightlifting Club. Frontier has a strong tradition of competitive athletic teams that include baseball, basketball, cheerleading, cross country field hockey, football, golf, ice hockey, ski team, soccer, softball, tennis, track, volleyball, and wrestling. Many of our athletic programs make regular appearances in postseason tournament play.

**Special Education:** Frontier continues to offer a full continuum of special education supports and services designed to provide students eligible for special education a free and appropriate public education in the least restrictive environment. The least restrictive as per the Individual's with Disability Education Act is defined as "the maximum extent appropriate, children with disabilities, are educated with children who are not disabled, and special classes, separate schooling, or the removal of children with disabilities from the general educational classroom occurs only when the nature or severity of the disability of a child is such that education in regular education classes with the use of supplemental aids and services cannot be achieved satisfactorily."

With the high percentage of students eligible for special education, the focus at Frontier is to vertically align inclusive practices 7-12, increase differentiated instruction within the general education environment, and improve transition services for students 18-22. In order to achieve these goals, it is essential all faculty and staff continue to work collaboratively to meet the needs of all students as one cohesive system of support.

**Staff:** As of August 29, 2017, newly hired faculty members at the Frontier Regional School are Jasmine Delsie, Occupational Therapist; Maddison Uzar, Math (HS) Teacher; Timothy Guy, (MS) Social Studies/TSD; and Gene Michael Gonzalez, Science (HS) Teacher. Retired faculty are David Faytell, Writing Center Teacher, Ira Band, School

Psychologist; and Debra Zimnowski, Director of Food Services. Resigned faculty are Karen England, Occupational Therapist; Sophie Greene, Math Teacher, and Sarah Lyon, Science Teacher.

**Special Thanks:** Frontier Regional School is an exemplary learning organization. Our principal, teachers and staff continue to set high standards and work to strengthen their own knowledge and skills. We are able to offer our students an outstanding education thanks to the support of our community members. We are grateful for the ongoing support that the towns of Conway, Deerfield, Sunderland and Whately provide us in our work. We thank our parents, taxpayers, and community members for being active partners in our public school.

We are pleased to acknowledge the dedication and hard work of Frontier Regional School Committee Members: **Chair Robert Halla, Vice Chair William Marrapese, Secretary Philip Kantor, Members Robert Decker, III, Mary Ramon, William Smith, Lyn Roberts, Judy Pierce, Cyndie Ouimette, Keith McFarland and Damien Fosnot.** I look forward with pleasure to continuing our work together.

We would like to recognize and thank all of the dedicated faculty and staff of the Frontier Regional School. It is because of their efforts every single day that we have achieved the success that we have. As we continue to prepare our students for success in the 21<sup>st</sup> century, it is important to acknowledge that it takes the collective support of everyone in the community to make this happen. This includes the parents and other community members as well as all town officials and employees.

Respectfully submitted,  
Darius Modestow- Principal, Frontier Regional School                      Lynn M. Carey, Ed.D., Superintendent of Schools

**Franklin County Technical School Committee & Superintendent**

We submit this annual report for 2017 on behalf of the Franklin County Technical School District and its administration, faculty, staff, and students.

Enrollment for member towns as of October 1, 2017 was 446 students with town breakouts as follows:

Bernardston	27	Erving	29	Montague	76	Sunderland	10
Buckland	7	Gill	10	New Salem	3	Warwick	10
Colrain	17	Greenfield	97	Northfield	30	Wendell	9
Conway	9	Heath	13	Orange	63	Whately	9
Deerfield	14	Leyden	7	Shelburne	6		

Franklin County Technical School awarded 112 diplomas to our seniors in June of 2017. Massachusetts students are required to pass the MCAS in order to receive a high school diploma and once again our students were very successful in meeting this high academic standard. FCTS has maintained Level 2 Accountability status for the last four years. Our overall Progress and Performance Index (PPI) moved from 17% in 2012 (Level III) to 31% in 2014 (Level II) and have maintained Level II status ever since, with nearly 30% growth each year. Additionally, the district met the goals set by the Department of Education for passing rates of students of high risk with disabilities.

Franklin County Technical School has distributed high school diplomas to more than 97% of its students with nearly 70% joining the regional workforce and 30% moving on to post-secondary education or armed services. The FCTS dropout rate is significantly below the state average.

On June 23, 2015 Franklin County Technical School District was fortunate to have received approval from all nineteen member towns to participate in a bond authorization which allowed FCTS to fund the MSBA 73.89% reimbursed Window and Door Replacement Project, as well as afford FCTS the opportunity to repair its twenty year-old roof and ensure paving upgrades of its forty year old driveway, track, parking lot and associated areas, which were original to the school in 1976. Payment for the bond will begin to impact member towns in FY19. FCTS now has state-of-the-art exterior energy efficient doors and windows, new parking lot paving and lights, track, basketball courts and a new silicone roof coating. In addition, FCTS has added new interior doors and handles to bring us into ADA compliance. FCTS administration and teachers were instrumental in utilizing vocational students to support electrical, plumbing, and landscaping associated with the projects. Students were

digging trenches to lay conduit for lighting, running heavy equipment to support installation of parking lot lights, providing landscaping for courtyards, removing shrubs, trees, and replanting vegetation, which have saved the district an estimated \$100,000.

Franklin County Technical School's technical programs have been busy with community-based projects that are used as learning opportunities. Every year the shop programs, with instructors and students, embrace the authentic work that is done in the communities. These activities engage students in a way that builds skills and pride on work sites. Project work is treated as an immersive activity, with guidance and professional direction by instructors. Due to the instructional nature of the work, duration of a project may increase, but costs associated with a project to our cities and towns are significantly decreased. Students from Electrical, Plumbing, Carpentry, Landscaping/Horticulture, Auto Technology, Welding and Collision Repair are involved in repair and upgrading activities on campus that save FCTS money as compared to associated costs with hiring contractors. What follows are some examples of the ways in which we serve our communities: Annually, FCTS faculty, staff and students donate to food drives for needy families and organizations throughout Franklin County. This year, responding to the immense needs as a result of the hurricane that damaged Puerto Rico, students and staff participated in money drives and supplies for the island residents. Our Culinary Arts program again participated in the "Senior Safety Expo" at the Sheutzen Verien in Gill. This event, run by the Franklin County Sheriff's Office, focused on safety for our senior citizens. Seniors throughout Franklin County, and beyond, attend the event. Culinary also prepares soups for the Hope & Olive "Soup and Games" night that benefits various local organizations.

Our Pre-Employment or (PEP) program provides specialized instruction and training for students with disabilities, donates to the Dakin Animal Shelter and Ronald McDonald House.

In Greenfield, Carpentry students continue to build cabins at Camp Keewanee. They also built the new athletic storage building for Greenfield High School. The Electrical program continues to annually provide electrical and other setup activities for the Relay for Life, and they are assisting Habitat for Humanity with the electrical wiring for the house being built on Smith Street. The Landscaping/Horticulture program has worked on the Greenfield Veterans' Memorial Field, provided irrigation consultation for Lunt's Field, and the students and instructors have been going to Adult Day Health Services to work on floral design with the clients. Health Technology is very active in Greenfield, with students conducting clinical and community service work at GVNA Adult Day Health, Arbors Assisted Living Facility, NELCWIT/GVNA, Recovery Project, and Buckley Nursing Facility.

In Turners Falls & Millers Falls, the Landscaping/Horticulture program has worked on the Newt Guilbault fields to rework infields, conducted streetscape planting refurbishing and is now growing naturalized plants for the airport. Students also participate in the Source to Sea cleanup. The tree nursery is doing well, with the trees developing until their eventual planting in Turners/Montague and Greenfield.

In Shelburne, Landscaping/Horticulture does an annual clean-up of Hill Cemetery. Plumbing/Heating students installed AC units into St. Josephs; and in a joint project, the Landscaping program, Collision & Repair Program and Welding program are all working on the removal, repair, refurbishing and reinstallation of the Bridge of Flowers ornate collection boxes.

In Erving, Landscaping/Horticulture has an ongoing hardscaping project for the Riverfront Park. The FCTS house building project is taking place on Central Street in Erving. This project is building skills for carpentry, electrical, plumbing and landscaping students, and is adding a nice home to the community.

An assortment of activities in other communities took place that included the rebuilding of a sign for the Pine Notch Cemetery in Deerfield, building "winserts" for the Sunderland Town Energy Committee, greenhouse help for Charlemont-Hawlemont School, installing drip edge for the Charlemont town halls cleanup and pruning for the North Cemetery in Leyden, along with replacing their wishing well.

Our partnerships with our communities are important for our programs, and we thank those who allow our students the opportunity to practice their trades out in the field.

Respectfully,

Mr. Richard J. Kuklewicz, School Committee Chairman

Mr. Richard J. Martin, Superintendent-Director



## REGIONAL ORGANIZATIONS – FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS (FRCOG)

### Administrative

#### Franklin County Cooperative Inspection Program (Based on Calendar Year 01 January through 31 December 2017)

Dear Residents of Conway:

As you know, your town receives building, plumbing, gas, and wiring inspection and zoning enforcement services through the Franklin County Cooperative Inspection Program (FCCIP), a forty-two-year-old shared service housed at the Franklin Regional Council of Governments (FRCOG). We thank your town for your continued participation in the FCCIP, which allows small towns to have access to professional staff and state-of-the-art technology.

In 2017 we issued 2,564 permits, including a significant number of insulation upgrade, solar array, and wood/pellet stove permits. A total of 29 new dwelling units were constructed in our 15-member towns.

Our online permitting program went live on July 1, 2011 and has issued 16,072 building, electrical & plumbing/gas permits since then. The program allows you to apply, pay for, and track the progress of any permit online, saving you time and visits to our office in Greenfield. The program has 4,574 registered users. You can find it at [www.frcog.org](http://www.frcog.org) under the Franklin County Cooperative Inspection Program. Our website also includes helpful information on inspection requirements, permit costs, and contractor licensing.

In 2017, the FCCIP processed the following permits for Conway:

Residential Building Permits	111
Commercial Building Permits	6
Sheet Metal/Duct Permits	1
Electrical Permits	89
Plumbing Permits	25
Gas Permits	30
Certificates of Inspection	5
Solid Fuel	8
Fire Protection	0
Tents	2

We would like to remind all residents of the importance of applying for permits for work done. Building, Electrical and Plumbing/Gas permits are required by law and are an essential step in ensuring the safety of our communities. Please feel free to call our office with any [building or zoning questions at 774-3167, extension 2.](tel:774-3167)

James D. Hawkins  
Building Commissioner  
[jhawkins@frcog.org](mailto:jhawkins@frcog.org)

James Cerone  
Building Inspector  
[jcerone@frcog.org](mailto:jcerone@frcog.org)

Tom McDonald  
Electrical Inspector  
[electric@frcog.org](mailto:electric@frcog.org)

Andy French  
Plumbing/Gas Inspector  
[plumbing@frcog.org](mailto:plumbing@frcog.org)

#### Franklin County Cooperative Public Health Service

Conway shares a public health nurse with other members of the CPHS health district. District services to Conway in 2017 included:

- The Public Health Nurse held 12 monthly “First Friday” walk-in wellness clinics at Conway Town Hall, where 29 Conway residents made 93 visits with the nurse for health screening services and assistance with management of chronic illnesses, including 6 residents who received 24 home visits.
- Conway residents received 38 low-cost tick tests in 2017 through a district grant and local Board of Health subsidy, a savings of \$1,330. 37% of ticks tested in Conway carried the Lyme pathogen, and an additional 3% tested positive for Anaplasmosis and 11% for Babesiosis. The Public Health Nurse provided tick prevention materials and helped residents access grant funded tick testing through the on-line system as needed.
- The Public Health Nurse provided town residents with reference materials and health self-management supplies such as medication schedules, pill sorters, personal health records, Files of Life and medication lock boxes with assistance from a grant from the Franklin County Opioid Task Force.
- The Public Health Nurse offered mercury thermometer collection and exchange and sharps disposal/container exchange in collaboration with the Franklin County Solid Waste Management District at every “First Friday” clinic. 116 sharps containers and 6 thermometers were exchanged for CPHS residents over the year.
- The Public Health Nurse completed state-mandated infectious disease investigations, reporting and case monitoring as needed for 220 CPHS district cases including 34 Conway cases, 18 of which required investigation and reporting.
- The Public Health Nurse coordinated vaccine and supplies for flu clinics in CPHS towns serving 849 individuals with the help of Medical Reserve Corps members, GCC nursing students and community volunteers. Flu clinics were held at the Town Hall and Elementary School where 122 area residents were vaccinated.
- Staff supported “Planning Together for Healthy Aging” two community conversations held at The Senior Center in Shelburne Falls inviting Boards of Health, Councils on Aging, LifePath, Inc. and other local and regional representatives.
- Through a FDA Food Safety Grant the district offered low-cost food safety training to town residents and businesses.

*Conway’s representatives to the CPHS Oversight Board are Meg Burch and Marie Iken, Board of Health members. For more information about the Board or the health district, visit [www.frcog.org](http://www.frcog.org)*

### **Franklin County Solid Waste Management District**

The Solid Waste District was formed in 1989 to help Franklin County towns manage all aspects of their solid waste – recyclables, organics, hazardous waste, wastewater treatment sludge, and trash. We continue to provide assistance to twenty-two-member towns through administrative support, professional consultation, trainings, and outreach to residents and businesses.

A review of recycling tonnage for 2017 shows an increase in the amount of recycling tonnage compared to 2016. District residents recycled almost 1,800 tons of paper and 1,200 tons of mixed containers, which were processed at the Springfield Materials Recycling Facility.

In 2017, the District sponsored spring and fall “Clean Sweep” collections for bulky items, electronics, tires, appliances, and anything too big to fit into a trash bag. Over 56 tons of material were recycled or disposed of from the two collections. A total of 576 households participated in these collection events.

We held our annual household hazardous waste collection in September 2017. This event allows residents to properly dispose of toxic cleaners, automotive products, pesticides, and other toxic products. A total of 360 households participated in this event. 52% of participants were using the collection for the first time.

We applied for and received grants from the Massachusetts Department of Environmental Protection worth \$84,400 for District towns. Some grant funding is a result of a town's successful waste management infrastructure. Other grants include equipment to make town transfer stations more efficient.

We continued to bale wood pellet bags and agricultural plastic in our second year of this recycling program. We manage the recycling and composting program at the Franklin County Fair and assist other events with waste reduction efforts. We work in each school system helping with waste management bids and with fostering sustainable waste reduction programs.

If you have questions about District programs, call us at 413-772-2438 (MA Relay for the hearing impaired: 711 or 1-800-439-2370 TTY/TDD), visit our website at [www.franklincountywastedistrict.org](http://www.franklincountywastedistrict.org) or visit us at 50 Miles Street in Greenfield.

Jan Ameen - *Executive Director*

Jonathan Lagreze, Colrain - *Chair*

Chris Boutwell, Montague - *Vice-Chair*

MA Swedlund, Deerfield – *Treasurer*

### **Franklin Regional Planning Board**

The Board approved the 2<sup>nd</sup> update of the 2015 Comprehensive Economic Development Strategy plan as well as other economic development work. Updates to the CEDS plan included: the addition of a statement on the importance of economic development planning; a description of the impact of State initiatives on key industries and clusters in the region; articulation of a goal to improve the literacy level of the workforce; inclusion of the Last Mile Program grants announcement; additional statements pertaining to the tourism cluster; and mention of the future Creative Economy Summits, among the major revisions.

In state zoning reform, at least 28 changes were made to M.G.L. 40A, and another 25 changes considered and rejected. The three most likely to be relevant to Franklin County towns were 1) the expansion of time frames associated with special permits from 2 to 3 years; 2) the uses of agricultural land, the establishment and powers of municipal agricultural commissions, and changes to the application of roll-back taxes when private protected land is transferred to a non-profit organization; and 3) identifying and regulating revenue-generating municipal parking areas for special purposes such as farmers' markets, establishing regional refuse disposal districts, identifying smart growth zoning districts to incentivize smaller housing clusters, and encouraging the leveraging of state resources to promote efficient solutions to common problems through regionalization.

Conway was highlighted regionally for the work on the South River. For the South River Watershed Project, following the conclusion of the South River assessment, Conway undertook a high priority project in the center of town. Remediation efforts addressed sediment and water quality issues that have developed over time due to multiple dams, artificial straightening of the river, and "armored" banks. The project also restored damaged habitats (especially those of endangered species) to more natural states, and recreational access was considered, using lessons learned following Tropical Storm Irene.

The regional brownfield assessment & clean-up program continues to do excellent work prioritizing and implementing projects. This year focused on a site in Rowe where a former wooden industrial building was in danger of falling into the Deerfield River.

The Transportation program worked on north-south passenger rail, planning for a light-rail link between Springfield (and possibly Greenfield) and New Haven; state & local bridges; and their main work on the Transportation Improvement Program (TIP) for 2017-2021 and the FY 2017 unified project work plan.

Other topics the Board addressed were the 2016 Zoning Reform Act; the last mile broadband initiative; recreational marijuana; and issues and potential regulations to address short-term residential rentals (e.g., “Air BnB”) and Tiny Houses, and perhaps most significant regionally, the Federal Energy Regulatory Commission’s relicensing of the Northfield Mountain pumped storage facility.

FRCOG staff completed the Deerfield Watershed Based Plan for Health & Resiliency; a bicycle tourism study; a study on the 50 most hazardous intersections in Franklin County (mostly along Routes 5&10 and Rt. 2, and Main and Federal Streets in Greenfield), and the Millers River Watershed Low Impact Development Project, “Reducing Pollution in the Millers River Watershed using Low Impact Development (LID) Techniques.” One especially innovative project was the Healthy Community Design Toolkit: Municipal Strategies to Increase Food Access, which included coverage of municipal plans, policies, programs and systems; land use and urban design; food business infrastructure; transportation; farmland preservation and viability; community gardening and urban agriculture; and food retail.

Respectfully submitted,  
Thomas Hutcheson, Conway Select Board representative

## **REGIONAL ORGANIZATIONS - OTHER**

### **Franklin Community Access Television (FCAT)**

The year 2017 was one of geographical and technical transition for Frontier Community Access Television. After spending eight years in the former Leo’s TV building in downtown South Deerfield, FCAT moved to a new space in the second floor of the Sunderland Town Hall.

The decision to leave Deerfield was not made lightly. We spent the better part of a year searching for an affordable site in South Deerfield which not only accommodated our needs in terms of production and office space, but was also fully accessible to the public, which 8B Elm Street was not. Fortunately, Sunderland was amenable to having FCAT take over much of the second floor of town hall, and the move has been a great one for our organization. On the technical front, FCAT now has a brand new, state-of-the-art broadcast server. The new server, which we purchased from Castus, allows us to broadcast in full high definition while allowing us access to additional graphics and tools which will greatly enhance our ability to serve our towns. One such new feature is a graphics crawl function which will allow FCAT to scrawl breaking news information over our channels in times of emergency. We’ve already done this a few times during snow and winter weather events, and it has proven to be quite effective.

We’ve also beefed up our coverage of local government, as well as events at Frontier Regional School, particularly high school sports. It was a challenge during a very successful fall where just about every Frontier team went to the post-season, but we were happy to get as many of those games as possible on our channels and our fcamedia page on You Tube.

There are many challenges for FCAT to tackle heading into 2018. Our top priority in the first part of the year will be to address a number of technical issues in Whately. For far too long, residents have been unable to watch meetings live on channel 15. Our plan is to fix that, as well as take over management of channel 15 in Whately and Sunderland, in accordance with the new ten-year cable contract signed with Comcast this past year.

There is also build-out work to be done on our broadcast studio in Sunderland Town Hall, and we will be working to finalize operating agreements with all four of our member towns. New bookkeeping rules announced by the Mass. Department of Revenue last year for public access television require towns to treat operating revenue for access stations as part of the annual town budget. FCAT has approved such an agreement already with Sunderland and will be looking to put similar pacts in place with Conway, Deerfield and Whately in the coming year.

We also plan to be quite active in chronicling the upcoming Sunderland 300<sup>th</sup> anniversary and are in the planning stages for a series of Deerfield “living history” projects to be incorporated in Deerfield’s upcoming anniversary in 2019.

It should be an exciting year. Thanks for watching and supporting Frontier Community Access Television, and we look forward to doing our best to serve your community in 2018.

Respectfully submitted,  
Christopher S. Collins, General Manager-Executive Producer

## Franklin County Regional Dog Shelter

### The Shelter Works for Franklin County

#### Intake:

- Law Enforcement, including Animal Control Officers, can bring dogs into Shelter 24 hours a day, seven days a week
- Residents may “Owner Surrender” their dog(s), thereby transferring ownership to the Shelter
- Dogs sick and/or suspicious for contagious infectious disease are often diverted to a veterinary clinic for diagnostics and treatment before Shelter intake
- Some dogs are bathed right away, if needed, for flea or tick infestations, filthy coats, etc.
- Dogs whose fur is severely and painfully matted will be professionally groomed

#### Stray Dogs with Identified Owners Will Not Be Released Until:

- Proof of dog license within their town of residence is presented to Shelter
- Proof of current rabies vaccine is provided by owner. The Shelter will transport dogs to the veterinarian’s office for rabies vaccine if necessary
- The Shelter will work with towns and residents to obtain dog licenses to facilitate Return To Owner

Data Sheet--% Franklin County Population % Total Dogs -- Contract Towns\*

Contracted Franklin County Towns	% Franklin County Population	% Total Dogs	Number of Dogs	% Franklin County Population	2010 Federal Census Population
Greenfield	24%	32%	75	24.46%	17,456
Montague	12%	18%	43	11.82%	8,437
Deerfield	7%	7%	17	7.18%	5,125
Sunderland	5%	1%	3	5.16%	3,684
Northfield	4%	1%	3	4.25%	3,032
Bernardston	3%	4%	10	2.98%	2,129
Buckland	3%	2%	4	2.66%	1,902
Conway	3%	3%	6	2.66%	1,897
Shelburne	3%	1%	2	2.65%	1,893
Erving	3%	7%	17	2.52%	1,800
Colrain	2%	1%	3	2.34%	1,671
Whately	2%	2%	5	2.10%	1,496
Ashfield	2%	1%	1	2.43%	1,737
Charlemont	2%	1%	3	1.77%	1,266
Wendell	1%	5%	11	1.19%	848
Warwick	1%	1%	3	1.09%	780
Leyden	1%	1%	3	1%	711
Heath	1%	1%	2	0.99%	706

\*Gill, Leverett, Rowe– no dogs in 2017

## Franklin Regional Retirement System

The Franklin Regional Retirement System is a government agency that serves the 530 retirees, 51 beneficiaries, 987 active employees, and 557 inactive members of the towns and agencies in Franklin County. We are organized under Chapter 34b, and subject to the provisions of Chapter 32 of the Massachusetts General Laws. We receive oversight on the state level from the Public Employee Retirement Administration Commission (PERAC). We contract with an independent auditor to do a full audit of our system each year. We also contract with an actuary to perform a complete actuarial valuation every two years. PERAC audits our operations and financial records every three years.

The retirement benefit we provide replaces participation in the Social Security system and is described as a “defined benefit”, which means that we pay monthly retirement benefits based on the age, salary, and number of years worked at the time a member of our system retires. To be a member, an employee in one of our government units must be working in a permanent position scheduled at 20 hours or more per week and earning \$5,000 or greater annually. Funding of these benefits begins with deductions from the member, and, combined with matching funds from the employing unit, are invested in a mix of stocks, bonds, and indexed funds. Investment earnings are a large part of the funding of retirement benefits, and the allocation of those funds are spread to a variety of sectors to take advantage of positive activity as it occurs in each sector. Please make note of our investment performance percentages in the chart on the next page.

Up until 1988, we were a “pay-as-you-go” system. In 1988 it was legislated that we begin saving to become “fully funded” over the ensuing 40 years. Fully funded means we have enough in reserves to pay for all the current and future potential benefits of our present membership. At the end of 2016, we are 75% funded at 28 years (70%) into the 40-year mandate.

Our fiscal year is the calendar year; therefore, our annual report is not filed until May of the subsequent year, and as a consequence the information provided herein will be a year old by the time you read this. Current reports and information can be found on our website: [www.FRRSMA.com](http://www.FRRSMA.com). What follows is a synopsis of our annual report, as filed with our State oversight commission, PERAC. The full PERAC report can be read on the “Finances” page of our website.

	CY 2016	CY 2015	CY 2014
<b>Balances</b>			
Cash	927,926	1,027,504	1,370,581
Investments	124,166,637	115,356,788	118,166,255
Receivables	333,708	448,896	523,687
Payables	1,622,175	1,376,958	81,595
Annuity Savings (members)	28,830,926	28,029,622	26,866,304
Retirement Reserves	98,219,520	90,180,524	93,275,814
<b>Revenues</b>			
Member's contributions	3,671,628	3,513,770	3,270,926
Towns, Schools, Agencies	5,875,582	5,645,116	5,418,158
Retirement Cost Sharing	460,054	472,213	466,031
Miscellaneous Revenue	9,928	20,122	19,414
Investment Income (net)	10,744,197	1,259,131	9,063,675
<b>Expenses</b>			
Retirement Benefits	9,113,301	8,432,951	7,980,270
Operating Expenses	498,301	469,365	403,803
Investment Expenses	703,498	687,629	720,626
Retirement Cost Sharing	1,289,229	2,884,282	3,028,026
Refunds to Members	316,759	368,098	372,232
<b>Investment Performance</b>			
Target	7.75%	7.75%	7.75%
Since 1984	8.36%	8.34%	8.59%
10 years	6.17%	6.57%	7.25%
5 years	10.20%	8.49%	11.39%
Current Year	9.16%	1.11%	8.42%
<b>Demographics</b>			
	01/01/2016	01/01/2014	01/01/2012
Members' Average Age	48.30	48.30	49.00
Members' Average Service	10.50	10.50	10.90
Members' Average Salary	35,966.00	33,249.00	32,333.00
Retirees' Average Age	72.30	72.10	72.10
Retirees' Average Pension	15,274.00	14,164.00	12,931.00
Disabled Members' Average Age	58.00	56.40	n/a
Disabled Members' Average Pension	26,353.00	26,052.00	n/a

Respectfully submitted,  
Dale Kowacki, Executive Director

### **Fred W. Wells Trust**

Fred W. Wells (1881-1946) operated a successful apple orchard in Shelburne and designed several homes in Greenfield and Shelburne Falls. He was active in his father's business, F. E. Wells and Son which, after patenting the "Little Giant" tool, became part of Greenfield Tap & Die in 1916. Later, he and his father founded the Wells Tool Company on Hope Street in Greenfield. Mr. Wells and his wife, Ethel Dow Wells (1885-1977) set up a generous trust to provide financial assistance to students from the towns of Ashfield, Bernardston, Buckland, Charlemont, Conway, Deerfield, Gill, Greenfield, Hawley, Heath, Leyden, Monroe, Montague, Northfield, Rowe and Shelburne who are seeking a higher education. In addition, Mr. and Mrs. Wells also set up a means to provide continued funding for local Agricultural and Health related organizations.

Funds available from the Fred W. and Ethel Dow Wells Trust, established to assist students of many local towns to continue their education and to assist the Health and Agricultural community for the fiscal year 2017/2018 were \$204,734. The money was distributed as follows:

Education: The Trustees approved 247 applications for educational scholarships and allocated \$176,900 to be awarded to applicants from Ashfield, Bernardston, Buckland, Charlemont, Conway, Deerfield, Gill, Greenfield, Hawley, Heath, Leyden, Monroe, Montague, Northfield, Rowe and Shelburne.

Health: Three health programs were approved totaling \$17,600.00:

NELCWIT	\$7,000
Life path: Meals on Wheels	\$5,600
Community Action – WIC Program	\$5,000

Agriculture: An amount of \$10,234 was distributed to these programs:

Franklin County Agricultural Fair	\$5,977
Heath Agricultural Fair	\$3,561
Shelburne Grange Fair	\$ 696

Respectfully submitted,  
Kate French, Fred W. Wells Trustee (Representative for Conway)