

BOARD OF SELECTMEN  
TOWN OF CONWAY, MA  
DRAFT MINUTES  
December 6, 2010

**Meeting Open: 7:00PM**

**Present:** Maureen Chase, Victor C. Trombley, Jim Moore, Tom Spiro

**Others present:**

**Appointments**

**8:30 Community Preservation Committee procedure** – Janet Chayes, Dave Barton

Maureen explained that the Town accountant requested additional paperwork regarding funding of a Historical Society project through a CPA award. Maureen noted that there was confusion with regard to who was hired for the job and who was sub-contracted. Janet said that there were large cost savings in this particular instance. It was agreed that it was a good idea to move forward with a new established process.

Janet then put forth emails to and from Amy as to what had transpired during the process of the above project, and noted that she felt the auditors in this area showed a lack of understanding in terms of CPA funding in general.

Maureen explained that the Committee should not be involved in administering grant funding once an award is made, and that any contracts that are not made under this granting program must be signed by the Selectboard and accountant. Chuck noted that there were some small issues with regard to the recent audit.

Janet then handed out a record of more emails to and from the DOR. This was to show the Selectboard how records had been mishandled and that Janet's requests from the treasurer and accountant had not been responded to. She was then shown a trial balance from the accountant as a record of what her records showed at the end of FY2010. There was discussion about Janet's request and the Board's understanding of her request. Chuck rejected Janet's email history and agreed to review this issue with the treasurer, accountant and the Town's auditor to acquire an answer regarding what the actual balance was for the CPA accounts. Janet will be asked to return when more information can be retrieved regarding this request/issue.

Janet asked about a two-day Town meeting. Chuck noted that he would ask for a meeting to be extended to a second night if business lasted beyond 10:00PM that night.

**9:40 Ken Ouimette**

Ken reported that Bob R was at the VA hospital and no longer at his home and will be under medical care for the near future. He also reported that on Dec 21 a meeting will take place where the family of the missing boy will take place at Bella Note and thanks will be given. Ken asked about thermostats in the Town offices. It was determined that there would be programmable thermostats placed in the Town offices that were not locked because they would be programmed to return to a pre-determined setting after hours no matter what was set during meetings/or uses. Also, Ken told the Board that no parts of the current boiler in the Town Hall could be used to replace any pieces of the boiler in the Town offices.

**meeting items**

- warrants were signed. A note was made on the Town warrant that excludes the cost of a new Fire Department vehicle, as the indicated account had no remaining appropriations according to the Town Treasurer who spoke with Chuck before the Selectboard meeting. The Selectboard agreed the paperwork for the vehicle will now go before the Finance Committee for review and approval. The Selectboard discussed the issue of the purchase of this vehicle being used for dual use by the Highway and Fire Departments. The amount requested from the Reserve Fund will be \$7,688.00.
- meeting minutes for 11/29/10 were approved as amended.
- There was a discussion regarding the request to postpone the South River project until the spring due to the cold weather. Chuck noted that there would be extra costs involved in this delay and he did not support this extension. The Board agreed to wait until the following meeting to find out

BOARD OF SELECTMEN  
TOWN OF CONWAY, MA  
DRAFT MINUTES  
December 6, 2010

what would be needed to avoid extra costs. Tom will report back so the Board can make a final decision.

- The Board voted to have Maureen sign the ST-5C tax form, a copy of which will be given to A. Pereira.
- Tom explained the computer virus problem to the Board and they approved his idea of a warning memo to staff.
- The Board asked for written reports from Amy, Elizabeth, Tom Scanlon and Kevin Fox regarding the CPA funds.
- Tom will include boiler for Town office in RFP for DOER.

**Mail and Other Items**

- Mail items were reviewed.

**11:05 PM** Motion to adjourn meeting was made by Chuck, seconded by Maureen, all in favor.