

BOARD OF SELECTMEN  
TOWN OF CONWAY, MA  
MINUTES  
March 7, 2011

**Meeting Open: 8:00PM**

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

**Finance Committee:** Roy Cohen, John O'Rourke, James Cabral

**Others present:**

**Appointments**

**8:00 Bob Baker** – summer jobs outline, mowing bid

Bob spoke about the FRCOG bid for Highway Department materials. He wanted to know what kind of order he should put in. It was a quandary because no final figures for Chapter 90 monies has been determined so no definite projects could be discussed.

Bob said that Ralph Osgood was noted as making consistent complaints against the Highway Department. Chuck noted that Mr. Osgood had threatened the Town with various actions but has not done anything as of yet. Mr. Osgood has also said that the road belongs to him, but Chuck noted that there is proof that a right of way was sold to the Town many years ago by a member of the Osgood family. Chuck recommended that an official survey be performed so that Mr. Osgood could have more evidence of the actual boundaries of the right of way. Jim said that Sterling Hubbard would be good to hire for this survey, but Bob gave the Board a quote for \$4,965.00 he had received from Steve Stang along with some research done by Mr. Stang. Bob added that this survey work could be paid from Chapter 90 monies.

Bob then reverted back to a discussion of possible summer projects with the Board. Bob said the Town may get up to \$270,000.00 from the State in Chapter 90 money. Another potential project was a 3 inch resurface of Bardwells Ferry Road; possible paving of Emerson Hollow Road, which would include widening, tree work and drainage. He also felt that East Guinea Road could use some paving or oil and stone. Chuck noted that work on E. Guinea would be more costly than most other roads in Town because it was far from the Town center. Bob then talked about roads that traverse around trees. He said he wanted to get rid of these trees and re-pave, straightening out these roads. Chuck reminded everyone of the town-wide drainage survey that had been tentatively planned for this year seeing as poor or difficult drainage of roads had been a "hot" topic for years.

Bob spoke about the proposal he had made regarding the department doing their own mowing. He noted that the Board was not very interested in moving this idea forward. Maureen said that maintenance and cost of manpower, as well as other departmental projects needing attention would all be potential problems if the department were to begin doing this work in-house. Chuck was in favor of the idea of buying equipment and using department personnel to do the mowing in Town. Chuck said that if the Board decided not to do this, the bid package must be updated before it would be placed in the newspaper. Tom noted that he was willing to work on new bid specs with Bob. Bob said that revising the specs would be difficult because all locations would need to be mentioned in detail. Maureen, Bob and Tom will work on a new bid to be sent out for this year.

**9:00 Finance Committee and Personnel Committee** – Heather Rose, Susan Fentin, Kathy Goodfield, Roy Cohen, John O'Rourke, James Cabral

The group discussed proposed changes to the Personnel Bylaw. Maureen had done a basic revision and sent it to everyone for a starting point. Heather noted that some changes were evident and needed little review. Maureen mentioned that in her discussions with Town Council, he felt some clarity was needed. Heather noted that Town counsel had reviewed and approved the entire Bylaw prior to submission on the warrant article last year. Heather pointed out some redundancy in the Bylaw and all agreed to remove the reference to job descriptions in 3b. Maureen's suggestions were addressed one by one. Some were discussed and some were agreed to with little to no discussion. James noted that there should be no inclusion of the Personnel Committee in a grievance procedure. Heather and Susan explained why they had included the personnel committee in the process-some issues or comments, while they seem benign, can have legal implications or consequences. Personnel committee feels that the Selectboard ultimately has the final say, but it is better for the town if they are involved in administering the policies/procedures. Roy said that the reason the Finance Committee suggested the creation of a Personnel Committee was to be an advisory group

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and resource for the Selectboard. Roy said that everything should be determined by the Selectboard. Heather said that of course the final say should be by the Selectboard, but that it is important for them to consult the Personnel Committee to help prevent any potential issues. Heather said that Human Resources departments are usually in charge of all interviews and decisions but felt the Personnel Committee would not do the interviews but could be available if the Selectboard felt they needed input. Kathy noted that the Bylaw was adopted because there was frustration from past Board mismanagement and mistrust and also questioned why the Personnel Committee should have any input on pay increases at this time. Kathy also said that we would not be involved in a potential situation at this time if the Selectboard had come to the Personnel committee for advice.

Roy broached the idea that there should be no Town-employee on the committee. The committee and Tom noted that an employee would be a valuable asset to work on creation of initial documentation, and then maybe would only serve in an advisory capacity. There was agreement that there would no longer be a Town-employee as a member of the Personnel Committee. Other changes were made as per attached. James brought up the idea of grievances again, and the personnel committee and Selectboard agreed to change the wording of the by-law and further define the process when creating the procedure/policy including that both the Personnel Committee and Selectboard would hear grievances together. It was also understood that the Personnel Committee might be asked to attend initial interviews for new hires if the Selectboard felt the need. There was more discussion about how to determine annual salary increases.

**meeting items**

- The warrant was signed.
- The minutes from 2/22/11 and 2/28/11 were approved as amended.
- Ken Ouimette spoke about the cruiser and needed repairs that had been done. There were some unexpected expenses. Tom will ask Beverly what account these invoices would be paid from.
- The Board talked about the accountant's position. It was determined that Jane Wall will be told that she can only be paid at the budgeted rate. Beverly would be asked to meet the Board to discuss filling the position on a permanent basis as well. There was some discussion about working with the Treasurer around accounting issues.
- The Board voted to raise salaries across the board by 2.5 percent. This would be broadcast to the staff and all budgets will be revised.
- The Board decided to request bids for the survey job on E. Guinea Road from Sterling Hubbard, Huntley and Associates and Steve Stang.
- All members will be going to the next Selectmen's Association meeting.

**Mail and Other Items**

- Mail items were reviewed.

**11:30 PM** Motion to adjourn meeting was made by Maureen, seconded by Chuck, all in favor.