

Minutes  
CONWAY SELECTBOARD  
Town Office, 32 Main Street  
March 21, 2017, 6:00 p.m.

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Select Board members present: John O'Rourke, Chair; Robert Baker, Clerk; Bob Armstrong  
Others present: Tom Hutcheson, Town Administrator; Lisa Turowsky, Assistant to the TA; Nelson Schifflet, Resident

John O'Rourke called the meeting to order at 6PM and determining that only FCAT was recording the meeting.

*Minutes*

*March 13, 2017 & March 15, 2017*

- **On a motion from John O'Rourke to accept the minutes of March 13, 2017 and March 15, 2017, seconded by Robert Baker, the vote was unanimous in favor.**

*Warrants*

Vendor warrant 17-20: \$410,553.09; Payroll warrant 17-19A: \$66.67; Payroll warrant 17-20: \$101,442.89; Payroll deduction warrant 17-19A: \$3.07; Payroll deduction warrant 17-20: \$26,448.87

- **On a motion from John O'Rourke to sign the vendor warrant for \$410,553.09, the payroll warrant for \$66.67, the payroll warrant for \$101,442.89, the payroll deduction warrant for \$3.07, and the payroll deduction warrant for \$26,448.87, seconded by Robert Baker, the vote was unanimous in favor.**

*Meetings Attended by Selectboard Members*

Robert Baker attended an FRTA meeting, where changing some routes to reflect ridership, and the possible purchase of a piece of land in Montague, were discussed. Bob Armstrong and John O'Rourke met with Grammar School Committee to review the proposed budget. All three Select Board members attended Conway Strong last Sunday at CGS; the event raised over \$4000 for the tornado relief fund. John O'Rourke and Robert Baker attended Chandler's benefit dinner.

*Citizens' Concerns*

*None.*

*Old Business*

*FY 2018 Town budget and annual Town Meeting warrant*

On revenue side, there is more new growth than previously thought. Budget leaves over \$30,000 in free cash for unexpected expenses. There is still \$23,000 in excess levy capacity. On expense side, new expenses total about \$10,300. Tom Hutcheson reported that building maintenance/wages item has been corrected; Highway Department line item was erroneously under by \$5000; COA foot fund should be budgeted \$1200. Tom Hutcheson thought \$2000 could be saved for wastewater design/engineering study but open space funds are not able to be used to pay for it, so money will need to be borrowed. The figure is about \$1100. Conway Grammar School budget request came down \$37,000. General pay raises of 2% or 2 ½% would use up some of the excess levy capacity. To complete the money items in the budget, Tom Hutcheson still needs to add an additional \$900 for new FRCOG radio fees to previously-discussed budgets. (Robert Baker and Gemma Vanderheld did not include the new radio fees in their budgets because they didn't have those figures.) Tom Hutcheson recommends giving at least \$95,000 to capital stabilization and proposes zeroing out the \$20,000 slated for general stabilization.

*Wastewater article*

Capital Improvements Planning Committee approved the article for design/engineering study but only for half of the amount. Tom Hutcheson still recommends a warrant article, which is now Article 3, proposing borrowing the money.

*Other business*

The draft warrant now includes text for Article 23, the Right to Farm Bylaw.

Tom Hutcheson still needs COLA recommendation from Finance Committee; they're going to be meeting later this week. New CGS operating costs are now in the draft budget, along with transportation costs, which are listed separately, as usual. These new numbers reflect the revised budget presented at the Grammar School Committee on Thursday, March 16.

### *New Business*

#### *Discuss selection of resident for Town Report dedication*

Town Clerk has suggested that Dick Dacey be chosen as the subject of the In Memoriam section of the Annual Report.

- **On a motion from John O'Rourke to dedicate Town Report to Richard Dacey, seconded by Robert Baker, the vote was unanimous in favor.**

### *Items Not Anticipated*

Nelson Schifflet proposed putting an article on Town Meeting warrant creating a bylaw establishing Conway as a Sanctuary Town. Realizing it's not practical to get it on the warrant for this Town Meeting, Nelson Schifflet sought advice to make sure it can be on the warrant at the next Special Town Meeting, or sooner than that if Town employees are required to report illegal aliens to ICE. Other towns/cities in Massachusetts are considering this type of bylaw. John O'Rourke asked what a sanctuary town is; Nelson Schifflet read the definition from the Amherst bylaw and shared a packet of information from other cities/towns with Select Board members. Nelson Schifflet would like voters to have the opportunity to consider Conway becoming a "sanctuary town," or perhaps a "safe town." Nelson Schifflet will check with the Town Clerk for the signature requirements for a Special Town Meeting. As of now, no Special Town Meeting is scheduled.

### *Town Administrator Update*

#### **Committees**

The Energy Committee has pushed through all remaining barriers to work on insulating the Town Hall. Since we expect some cost savings from the new, less-ambitious design, the engineer is making some calculations about possible energy savings for insulating the roof of the Town Garage.

#### **Tornado-related work**

For the \$50,000 insurance check to the UCC and the Town, Town Counsel suggests setting up a joint account with the church; expenses would be approved by both parties (in the Town's case, presumably the Historical Commission).

During the tornado relief fundraiser at the Conway Grammar School, we were able to identify another dozen or so damage areas by having people put stickers on a laminated map after comparing it to a map of known damage. Lee Whitcomb will have these areas entered into the main map to help us get a fuller understanding of the damage.

#### **Departments**

I have been working a lot on disability compliance. The Town's application to be part of the Community Development Block Grant requires us to have a plan in place either for compliance with the Americans with Disabilities Act or a transition plan for compliance, including a self-assessment. I'm looking for other towns' transition plans but am forging ahead anyway. Also, there is a window for grants for planning and projects. I'm trying to get through the documentation that would allow us to apply for a project grant, but at the least will apply for a planning grant.

I'm also catching up on current Community Compact work. I will be meeting with Joe Markarian for long-term financial planning, and with Northeast IT for the "best IT practices" piece, both of which are nearing completion.

#### *Concerns of the Selectmen*

None.

### *Mail*

Feasibility study of expansion of Shelburne dispatching center to include Greenfield and Montague; invitation to attend rescheduled Frontier Regional public hearing on March 22, 2017 at 6pm to discuss budget; official opening of Greenfield courthouse on Friday, April 7, 2pm

### *Announcements*

Presentation at Historical Commission about archeology of Conway on March 21, 2017 at 7:30pm

### *Documents and Other Exhibits Used at the Meeting:*

*Vendor warrant 17-20; Payroll warrant 17-19A; Payroll warrant 17-20; Payroll deduction warrant 17-19A; Payroll deduction warrant 17-20*

*Sanctuary City documents from Amherst*

*FY 2018 Town Budget and annual Town Meeting notes*  
*Draft annual Town Meeting warrant*

*Next Meeting*

- *Scheduled for Tuesday, March 28, 2017 at 6:00 p.m. at the Town Hall, 5 Academy Hill Road*
- *Joint Meeting with the Finance Committee at 6:30*

**On a motion from John O'Rourke, seconded by Robert Baker, the meeting was adjourned at 6:53 PM.**

Respectfully submitted,

Robert Baker, Clerk

DRAFT