

*Minutes*  
CONWAY SELECT BOARD  
Town Office, 32 Main Street  
TUESDAY, September 6, 2016 7:00 p.m.

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Select Board present: Robert Baker, Bob Armstrong

Select Board absent: John O'Rourke

Others present: Tom Hutcheson, Town Administrator; Rebecca Stone, Assistant to the Town Administrator; Peter Martin, Energy Committee; Dan Thompson, FCAT; Cayte McDonough, New England Wildflower Society and Conway resident

Robert Baker called the meeting to order at 7:00 p.m.

*Minutes*

**On a motion from Robert Baker to approve the minutes of August 22, 2016, seconded by Robert Armstrong, the vote was unanimous in favor.**

*Warrants*

**On a motion from Robert Armstrong to approve the vendor warrant of \$65,014.63, the payroll warrant of \$87,933.01, and the payroll deduction warrant of \$23,662.82, seconded by Robert Baker, the vote was unanimous in favor.**

*Meetings Attended by Select Board Members*

Robert Armstrong has recently attended a meeting with Michelle Turre about Japanese stiltweed. Robert Armstrong reported that he attended a DPU Berkshire Gas moratorium, along with State Representatives. Robert Baker and Tom Hutcheson attended a Planning Board meeting regarding land needs of departments and are seeking input on land use, noting a potential senior housing project (good site) and public safety complex (not a good site). A thank you was extended to Planning Board members for their efforts.

*Citizens' concerns*

None.

*Old Business*

*South River Floodplain Lowering Project*

Sign Change Order for Davenport

Tom Hutcheson explained the need for the time extension due to completion of field work, noting there is no change in the amount of the contract.

**On a motion by Robert Baker to sign the Change Order #1 with Clayton D. Davenport Trucking, Inc. to extend the time to complete the work by 31 calendar days with a completion date of November 1, 2016 for the South River Restoration Project, seconded by Robert Armstrong, the vote was unanimous in favor.**

Sign Memorandum of Agreement with FRCOG regarding Davenport payment process

Tom Hutcheson reviewed the payment process whereby Davenport will invoice Weston & Sampson, then to FRCOG for approval, and to the Town for final approval and payment.

**On a motion by Robert Baker to sign the Memorandum of Agreement with the FRCOG for the South River Restoration Project regarding the Davenport payment process, seconded by Robert Armstrong, the vote was unanimous in favor.**

*Energy Committee*

Update on Projects

Tom Hutcheson explained that a Municipal Energy Technical Assistance Grant was received by the Energy Committee for a solar project. Nearby towns, along with Conway, are currently in a sign-up phase, with the intention to bid out a larger scale project. Deadline for residents to sign up is September 30<sup>th</sup>.

Sign Contract with Goss Construction for Town Hall Insulation

Tom Hutcheson reported that the major project undertaken by the Energy Committee is for insulation of the Town Hall. The Energy Committee is in support of the insulation project bid award to Goss Construction as funded through a Green Communities grant. A pre-construction meeting is to be scheduled. Draft contract presented for signature. Energy Committee member Peter Martin arrived at the meeting after the discussion had taken place due to another meeting running late.

**On a motion by Robert Baker to sign the contract with Goss Construction, Inc. for the Town Hall Insulation Project (Conway Town Hall EIFS Project), seconded by Robert Armstrong, the vote was unanimous in favor.**

#### *New Business*

##### *Sign revised "Buy Recycled" Policy*

Tom Hutcheson provided a draft Recycled Product Purchasing Policy as new recycling guidelines are in effect, noting a revised policy needs to be adopted in order to be eligible for future grant programs.

**On a motion by Robert Baker to sign the revised "Recycled Product Purchasing Policy", seconded by Robert Armstrong, the vote was unanimous in favor.**

##### *New England Wildflower Society request for taking seed from Town property*

Cayte McDonough with the New England Wildflower Society seeks permission to collect seed on Town-owned property. Kate works at a native plant nursery in Whately which is based on Framingham. Kate explained their focus on collecting seed of large populations of common species rather than rare species. Kate presented information and a list of what she is collecting. She also noted that nearby towns and colleges have given permission to assist with her collection efforts. The area of Route 116 and Matthews Road is one of the areas that she would like to collect from, however, clarification is needed of whether the specific area is Town-owned.

**On a motion from Robert Baker to give permission to the New England Wildflower Society to collect seed on Town-owned property, seconded by Robert Armstrong, the vote was unanimous in favor.**

##### *Recognition of outstanding community service: Malcolm Corse for work related to the 250<sup>th</sup> Anniversary*

Robert Baker announced that Malcolm Corse has performed outstanding community service to the Town with various projects.

**On a motion from Robert Baker to sign Letter of Recognition of Outstanding Community Service to Malcolm Corse, seconded by Robert Armstrong, the vote was unanimous in favor.**

*Items Not Anticipated 48 Hours In Advance of the Meeting*

None.

#### *Town Administrator Update*

#### **Committees**

The Energy Committee has received a report from the Municipal Energy Technical Assistance Grant. They will be considering how to approach the next phase of the project, which is designing a community-shared solar energy system, but as it involves Town land, and the Planning Board is in the midst of a process to coordinate land-related efforts, it would be premature to try to move head at this point.

The Energy Committee is moving forward after a successful bid process for Town Hall insulation. Goss Construction won the bid to do the first phase of insulating, which will use up the money we have left in the Green Communities grant, just under \$100,000. I have been working on Green Community grant administration from this end in order to smooth the process of paying the contractor, as we received just 25% of the grant money in the first disbursement (about \$35,000, of which we have spent \$27,117, on lighting efficiency improvements and design for the insulation project).

I'm working with the Personnel Committee on a policy for reimbursing the Town for training expenses if employees leave prior to one year of service.

#### **Departments**

Michelle Duguay started as Highway Clerk today, though she will usually be working Fridays.

We have received some initially disappointing news from FEMA: our application for a hazard mitigation grant for Delabarre Avenue work has been turned down. According to our engineer, MEMA was surprised it was not accepted, and is inquiring as to the reason. There is a very slight chance we might be able to successfully appeal the decision, so we're trying everything we can; it would mean \$270,000 in funding. Robert Baker would like to include the Highway Superintendent in future discussions.

### **Other Projects**

The South River project had a bump at the beginning, with some invasive plant cut earlier than intended for the schedule, but we hope to care of any problems from during next spring's follow-up. Aside from that one misunderstanding, everything seems to be going as planned.

I had a good meeting with Joe Markarian in preparation for the long-term financial plan meeting later this week. I look forward to getting together with the Treasurer and Assessor, and members of the Finance and Capital Improvement Planning Committee, to start working on long-term financial planning, including creating and perhaps even agreeing to a number of helpful policies.

The IT security plan is moving forward as well. I had a conference call with the principals, and we've agreed to an outline of the content of the major deliverable document. Tweaking it for Conway is also on the agenda, after the general outline has been developed.

Robert Baker inquired to securing the agricultural status of the South River project. Tom Hutcheson reported that various agencies and their timelines are factors. Tom indicated that the Conservation Commission will be discussing the issue next week and he plans to attend the meeting.

*Concerns of the Selectmen*

None.

### *Mail*

Massachusetts DOT – all electronic tolling meeting in Springfield next week

Comcast – advising Town officials that the project is beginning. Robert Armstrong reported that all agreements are signed with Massachusetts Broadband Institute; should see trucks around town; anticipate being done within two years.

Preliminary coverage is anticipated to be 96%.

### *Announcements*

Robert Armstrong reported that Laurie Sanders will be discussing invasive plant work on Sunday, September 11<sup>th</sup> at Rose Field. Laurie will be viewing invasive species, how to recognize, and how to deal with.

### *Next Meeting*

Scheduled for **Monday, September 19, 2016** at 7:00 p.m. at the Town Office, 32 Main Street

There were no executive sessions.

### *Adjournment*

**On a motion at 7:51 p.m. from Robert Baker to adjourn, seconded by Robert Armstrong, the vote was unanimous.**

Respectfully Submitted,

Robert Baker, Clerk