

*Minutes*  
CONWAY SELECT BOARD  
Town Office, 32 Main Street  
Monday, October 17, 2016 7:00 p.m.

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*Select Board Present: John P. O'Rourke, Chair; Robert Baker; Bob Armstrong*

*Others present: Lisa Turowsky; Carl Darrow; Malcolm Corse; Peter Martin; Peter Rosnick; Sue Bridge; Joe Colucci; Erin Hudson; Curtis Hudson; Joe Strzegowski; Emmett Van Dreische*

*Minutes*

October 3, 2016

*Warrants*

Vendor warrant: \$333,249  
Payroll warrant: \$99,597,08  
Payroll deduction warrant: \$25,786.97

*Meetings Attended by Select Board Members*

Bob Armstrong attended an economic development meeting at the FRCOG with Tom Hutcheson focused on recovering from the closure of Vermont Yankee through focusing on green design and construction, as well as the recent Franklin County Selectman's Association, where Sen. Rosenberg and Rep. Kulik spoke on legislative issues.

Robert Baker attended a regional emergency management planning meeting with Tom Hutcheson, noting the group has had low participation, and an economic development strategy meeting with Tom Hutcheson (where there was a good discussion) for the Community Development Block Grant.

John O'Rourke attended the Franklin County Selectman's Association Executive Committee meeting, the Upper Pioneer Valley Veterans' District meeting, and the FRCOG Executive Committee meeting.

*Citizens' concerns* (See below.)

*Old and New Business*

*Consider offering Lisa Turowsky the position of Assistant to the Town Administrator*

Tom Hutcheson introduced Lisa Turowsky and noted that she was a close runner-up in the recent job search. Since the incumbent's probationary period was not yet over, Hutcheson saw no need to re-advertise the position, and after having interviewed her again, is recommending Lisa Turowsky for the position. **On a motion from John O'Rourke to offer Lisa Turowsky the position of Assistant to the Town Administrator, effective upon completion of a pre-employment physical examination and an I-9 form; this is a part-time (up to 19½ hours/week), unbenefited position, with a starting rate of pay as of October 18, 2016 of \$16.00/hour, seconded by Robert Baker, the vote was unanimous in favor.**

*7:10 JOINT MEETING with Energy Committee:*

*Update on Town Hall insulation project*

*Other business*

Peter Martin (chair), Brice Hereford, Peter Rosnick, and Sue Bridge updated the Select Board on recent events surrounding the proposed insulation of the Town Hall. In response to the objections of the Historical Commission, an alternate plan has been developed to use the available funds, which includes some insulation at the Town Hall and also now the ceiling of the Town Garage. The Select Board agreed with the direction they are considering.

*7:30: Dog Officer report on on-going complaints*

Tom Hutcheson gave the context—reports have been received of nuisance dogs, and administrative remedies have been exhausted, so we need an executive policy decision. Dog Officer Joe Colucci reported on the history of loose and nuisance dog problems at 651 Graves Road. Residents Erin and Curtis Hudson spoke about their personal distress caused

by the dogs. After a brief discussion, the Select Board agreed that a warning letter should be sent which would include a notice of the Town's intent to bring the issue to a formal hearing if it is not resolved satisfactorily.

*Sign letter inviting descendant of Marshall Field to 250<sup>th</sup> anniversary celebration* Tabled.

*Sign warrant for November 8 state and federal election*

**On a motion from John O'Rourke to sign the election warrant for November 8, seconded by Robert Baker, the vote was unanimous in favor.**

*Sign certificate of completion for South River project*

Tom Hutcheson explained that the engineer and our own project manager from the FRCOG approve the request, and in response to a question from Robert Baker, that the contractor has substantially completed all work, with items still to be done for final completion identified (in a "punch list" attached to the certificate). **On a motion from John O'Rourke to sign the certificate of substantial completion, seconded by Robert Baker, the vote was unanimous in favor.**

*Discussion regarding Assessors' communication: PILOT payments from tax-exempt property owners* Tabled.

*Consider noise complaint and possibility of land being stripped of soil and loam*

Planning Board chair Joe Strzegowski reviewed the complaint against Peter Lafogg, including the lack of a building permit, and an image from Google Earth showing potential stripping of soil and loam. He proposed a "Neighborly approach" to solving the problem: inviting Peter to joint meeting of boards; asking for explanation of current activity at Williamsburg Road site; advising him we have received a complaint; showing him the Google 2016/Conway GIS 2014 photograph; explaining the Zoning bylaws (No record of building permit, excessive noise and hauling activity, illegal gravel removal?); seeking Peter's permission to enter site to verify activity.

Then, if permission is denied, explain we could seek an injunction from the housing court, with Peter Lafogg being responsible for town's legal costs; verifying activity after receiving court's (injunction) permission to enter site; and taking appropriate action (Cease and Desist order, Special Permit, nothing).

After some discussion, John O'Rourke asked Joe Strzegowski and Tom Hutcheson to meet with Peter Lafogg privately and try the neighborly approach.

*Request from Treasurer for authorization to borrow from Stabilization Fund* Tabled.

*Open Space Committee contract with Laurie Sanders*

Tom Hutcheson presented the new contract, with its new scope of work and a rate of \$60/hr. He clarified, on a question from Robert Baker, that the money is grant money available for this purpose. **On a motion from John O'Rourke to sign the contract, seconded by Robert Baker, the vote was unanimous in favor.**

*Appoint Donald P. Graham, U.S.A.F. (ret.) as Veterans' Graves Officer*

John O'Rourke noted that the former Veterans' Graves Officer, Leroy ("Butch") Rose, had moved away from town; Robert Baker noted he had moved to Bernardston. Tom Hutcheson noted that Butch Rose had recommended Don Graham for the position. **On a motion from John O'Rourke to appoint Donald P. Graham as Veterans' Graves Officer, for a term ending June 30, 2016, seconded by Robert Baker, the vote was unanimous in favor.**

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

*Appoint Katherine MacColl and Gisele Litalien as members of the Cultural Council*

Tom Hutcheson explained that there was some time pressure to make these appointments, as the Cultural Council will be meeting to make its decision in early November. On a motion from **John O'Rourke to appoint Katherine MacColl and Gisele Litalien as members of the Cultural Council, for a term ending June 30, 2016, seconded by Robert Baker, the vote was unanimous in favor.**

## *Town Administrator update*

### **Committees**

The Energy Committee will hold a joint meeting of the four committees/boards (Select, Finance, Planning and Energy) in the Town Hall on Tuesday October 25 at 6:00 to discuss the proposal that the town would build a solar array behind the school that would produce energy equal to virtually the entire municipal and school electric load for the town.

The Conservation Commission is in serious need of new members, with a nominal four, but for most practical purposes the minimum of three. It is important to note that it is a regulatory position, with real responsibility and authority, and not a conservation planning position. Also, as much as making decisions locally is desirable, in the long term we might have to consider a regional conservation agent, presumably through the FRCOG.

### **Departments**

The Highway Department has switched to winter hours, Monday through Friday 6 a.m. to 2 p.m. Also, Michelle believes that a Facebook page, to which residents could subscribe, would be a useful addition to the Town website for updates, so I'm working with them on that. In the beginning, at least, comments would be directed to the Town website so that the site would not have to be monitored.

For IT, Town Meeting voted money for a website redesign several years ago. I've been working with Roy Cohen on the most efficient path towards a responsive website, which would be suitable for use on mobile devices, as well as other enhancements. Our goal is to enable a town website that is simple to deploy, maintain, and change. The current WordPress theme is highly customized, making for very difficult maintenance, and navigation is obsolete; we lack locational control of the "widgets," for example, for weather; and recently-developed plugins aren't really compatible. We have not kept up with best practices, so changing the theme is not trivial. He can do it well within budget, and we're considering the details now; please let me know if you'd like more information about this.

### **Projects**

The appeal to FEMA for Delabarre Ave. funding is being reviewed by MEMA in preparation for being forwarded to FEMA by the last week in October.

### **Other**

I'm working on the process for closing out the accounts we set up for pipeline-related activities. That should bring \$34,150 back into the general fund. Since the close-outs require Select Board votes, I'll have the forms ready for your next meeting. I've also asked Frontier about the regional space needs study, and expect to be able to free up that \$3,000 as well.

I've started final edits for the community development strategy, incorporating the many excellent comments I got from a number of people.

## *Concerns of the Selectmen*

Robert Baker would like to discuss the budget process and move to weekly meetings; the Select Board agreed.

## *Mail*

There is a Solarize celebration on October 20 from 5-6:30 in Shelburne Falls; a conference for the Massachusetts Selectman's Association on October 29; a regional legislative summit on November 19; a letter from FCAT inviting Select Board members to be interviewed regarding the election.

*Announcements*           None.

## *Next Meeting*

Scheduled for Monday, October 31 at **5:30 p.m.** at the Town Office, 32 Main Street

*Citizens' concerns*

Emmett Van Dreische requested that the locust trees on the Town common (triangle) at Pumpkin Hollow be assessed by the Tree Warden and any dead limbs removed. Tom Hutcheson said he would take care of it.

*Executive Session*                      None held.

**The meeting was adjourned at 8:16 p.m.**

Respectfully submitted,

Robert Baker