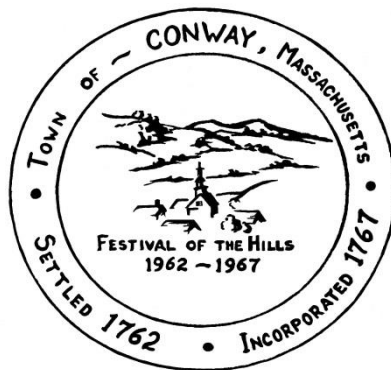


Town of Conway

Commonwealth of Massachusetts

2018 Annual Report



Fiscal Year 2018
July 1, 2017 – June 30, 2018

In Memory of Jack Ramey (1930-2018)

Musician, teacher, and historian Jack Ramey died on March 2, 2018 at the age of 88. Jack and his wife Sydney came to Conway in 1995 after he retired from a long and storied career as a teacher in Baltimore and New York City. When he and Sydney moved to Conway, Jack immersed himself in the life of the community, joining the Historical Commission and the Historical Society; he served on the Historical Commission from 1997 to 2005. He was involved in the establishment of the Conway Center Historic District, restoration of the Boyden School House, completion of the covered bridge restoration, and promoted the creation of a Town flag for display at the State House. He also served on the Board of Registrars (voter registration) from 2002 until he passed away in 2018.

But Jack's greatest joy was making music with others. In Conway, he founded the Conway Community Chorus and Instrumental Ensemble, providing townspeople with all types of music from European Masterworks to English and Early American folk tunes. For 16 years these groups gave winter and spring concerts.

Jack is survived by his wife of 62 years, Sydney. His contributions to Conway's civic and cultural life were greatly appreciated by the Town's residents and will be missed by all.



Frequently Asked at Town Meeting: What do the following terms mean?

<u>The term....</u>	<u>means...</u>
dismiss an article	defeat it
postpone an article indefinitely	defeat it
take no action on an article	defeat it
lay the question on the table	kill or postpone (depending on the town) a measure
table the question	kill or postpone (depending on the town) a measure
move the previous question	cut off debate and vote on the issue at hand

If you have more questions about procedure or how Town Meeting should proceed, please go to the following web site for the "Citizen's Guide to Town Meetings":

<http://www.sec.state.ma.us/cis/cistwn/twnidx.htm>

Contents

MEETING SCHEDULES	3
NATIONAL, STATE, AND REGIONAL OFFICIALS	4
CONWAY OFFICIALS – ELECTED.....	5
CONWAY OFFICIALS – appointed through 12/31/2018	6
CONWAY REPRESENTATIVES – APPOINTED TO REGIONAL ORGANIZATIONS	10
REPORTS.....	11
<i>BOARDS, COMMITTEES, AND COMMISSIONS.....</i>	<i>11</i>
Agricultural Commission	11
Board of Assessors	11
Board of Health (This report is based on Calendar Year 01 January – 31 December 2018)	12
Board of Registrars (This report is based on Calendar Year 01 January – 31 December 2018)	16
Capital Improvements Planning Committee	17
Community Preservation Committee.....	17
Conservation Commission.....	17
Council on Aging.....	18
Cultural Council	19
Energy Committee.....	19
Finance Committee	19
Highway Facility Committee.....	20
Historical Commission	20
Open Space Committee.....	22
Parks, Recreation & Trails Committee.....	23
Personnel Committee.....	24
Planning Board	25
Select Board	27
Wastewater Committee	29
Zoning Board of Appeals	30
<i>DEPARTMENTS – ADMINISTRATIVE.....</i>	<i>30</i>
Town Administrator (Report for Fiscal Year 2018)	30
Accountant	32
Tax Collector.....	35
Treasurer	36
Town Clerk (This report is based on Calendar Year 01 January – 31 December 2018).....	39
Town Clerk Annual Town Meeting Minutes May 14, 2018.....	43
Annual Town Election May 17, 2018	63
Special Town Meeting September 24, 2018	65
<i>DEPARTMENTS - PUBLIC SAFETY</i>	<i>71</i>
Ambulance	71

Animal Control	71
Emergency Management	72
Fire.....	72
Police	73
<i>DEPARTMENTS - PUBLIC WORKS</i>	74
Highway.....	74
<i>OTHER DEPARTMENTS</i>	75
Tree Warden.....	75
<i>DEPARTMENTS – SCHOOLS</i>	75
Conway Grammar School Committee	75
Conway Grammar School Superintendent.....	79
Frontier Regional School Committee	80
Frontier Regional School Superintendent	83
Frontier Regional School Superintendent	86
<i>REGIONAL ORGANIZATIONS – FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS (FRCOG)</i>	89
Administrative	89
Franklin County Cooperative Inspection Program (Based on Calendar Year 01 January - 31 December 2018)	91
Franklin County Cooperative Public Health Service	91
Franklin County Solid Waste Management District	92
Franklin Regional Planning Board.....	93
<i>REGIONAL ORGANIZATIONS – OTHER</i>	94
Fred W. & Ethel Dow Wells Trust	94
Franklin Community Access Television (FCAT)	95
Upper Pioneer Valley Veterans Service District	95
Franklin Regional Retirement System	96
Upper Pioneer Valley Veterans Service District	97

MEETING SCHEDULES

(Subject to change; please see postings at Town Office/Town Hall or contact chair to confirm.)

- SELECTBOARD:** Alternating Mondays – 6:00 p.m., Town Office; December-May, every Monday
Chair: John O'Rourke, Selectboard@townofconway.com, 369-4235 x3
- AGRICULTURAL COMMISSION:** As scheduled by Committee
Chair: Jason Silverman, jfsilverman413@gmail.com, 413-768-9437
- BOARD OF ASSESSORS:** Thursdays – 7:00 p.m., Town Hall
Staff Assessor: Natalie Whitcomb, assessors@townofconway.com, 369-4235 x5
Clerk hours: Monday, Tuesday, Wednesday 9-2; Thurs 10-2
- BOARD OF HEALTH:** 2nd and 4th Mondays – 7:00 p.m., Town Hall
Chair: Carl Nelke, boardofhealth@townofconway.com, 369-4235 x8
Clerk hours: Thursday 2-4; Sat. 9-noon
- CONSERVATION COMMISSION:** 2nd and 4th Tuesdays – 7:30 p.m., Town Hall
Acting Chair: Bruton Strange, concomm@townofconway.com
- CONWAY GRAMMAR SCHOOL COMMITTEE:** 3rd Thursday – 7:00 p.m., CGS Library
Chair: Elaine Campbell, drekiwi@gmail.com, 413-369-8089
- COUNCIL ON AGING:** 1st Wednesdays – 9:30 a.m., Town Hall
Chair: Patricia Lynch, patricialynch@earthlink.net, 369-4284
- FRANKLIN COUNTY TECHNICAL SCHOOL COMMITTEE:** 2nd Wednesday – 7:00 p.m., FCTS
Rep.: Brian Kuzmeskus, bkuzmeskus@fcts.org
- FRONTIER REGIONAL SCHOOL COMMITTEE:** 2nd Tuesday – 7:00 p.m., FRHS Media Center
Chair: Cyndie Ouimette, 665-1155
- PLANNING BOARD:** 1st and 3rd Thursdays – 6:00 p.m., Town Office
Co-Chairs: Mary McClintock, Joe Strzegowski,
planningboard@townofconway.com
- WASTEWATER COMMITTEE:** 2nd Wednesday – 7:00 p.m., Town Office
Chair: Joseph Strzegowski, planning@townofconway.com
- ANNUAL TOWN MEETING:** 2nd Monday in May, Conway Grammar School
- ANNUAL TOWN ELECTION:** Thursday following Town Meeting, Town Hall

NATIONAL, STATE, AND REGIONAL OFFICIALS

UNITED STATES SENATORS

Ed Markey (D)

10 Causeway Street, Suite 55, Boston MA 02222
218 Russell Senate Office Building, Washington, DC 20510
www.markey.senate.gov/contact, 202-224-2742

Elizabeth Warren (D)

1550 Main Street, Suite 406, Springfield MA 01103
317 Hart Senate Office Building, Washington DC 20510
www.warren.senate.gov/contact, 202-224-2742

UNITED STATES REPRESENTATIVE

Richard Neal (D)

78 Center Street, Pittsfield MA 01201
2208 Rayburn House Office Building, Washington DC 20515
https://forms.house.gov/neal/webforms/contact_Forms.shtml

GOVERNOR

Charlie Baker (R)

State Office Building, 436 Dwight Street, Suite 300, Springfield MA 01103,
Massachusetts State House, Office of the Governor, Room 280, Boston MA 02133
<http://www.mass.gov/governor/constituent-services/contact-governor-office>, 617-725-4005

REPRESENTATIVES IN THE GENERAL COURT

Senator Adam Hinds (D)

Berkshire, Hampshire, Franklin & Hampden District
100 North St. Suite 4, Pittsfield, Ma 01201
adam.hinds@masenate.gov, 413-344-4561; 617- 722-1625

Representative Natalie Blais (D)

First Franklin District
PO BOX 450, Sunderland, MA 01375
natalie.blais@mahouse.gov, 413-362-9453; 617-722-2425

FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS

Executive Committee, 12 Olive Street, Suite 2, Greenfield MA 0130
www.frcog.org, 413-774-3167

CONWAY OFFICIALS – ELECTED

TERM EXPIRATION

BOARD OF ASSESSORS	
Malcolm Corse.....	2020
Russell French.....	2021
Natalie Whitcomb, Chair	2019
BOARD OF HEALTH	
Carl Nelke, Chair	2019
Devon Whitney-Deal	2020
Mathilde M. Hunting (appointed 9/17/18).....	2019
Marie Jose Iken.....	2021
Virginia Knowlton (appointed 7/23/18).....	2019
William McLoughlin (resigned 6/30/18).....	2020
CONSTABLES	
Brian Blakeslee	2019
Ronald Hawkes	2019
James Recore.....	2019
CONWAY GRAMMAR SCHOOL COMMITTEE	
Elaine Campbell, Chair.....	2019
Ira Band (appointed 6/11/18)	2019
Ashley Dion.....	2021
Philip Kantor	2020
Michael Merritt	2020
Vacancy.....	2021
FRONTIER REGIONAL SCHOOL COMMITTEE	
Cyndie Ouimette	2019
MODERATOR	
J. Nicholas Filler	2019
PLANNING BOARD	
Mary McClintock, Co-Chair.....	2021
Joseph Strzegowski, Co-Chair	2020
Beth Girshman.....	2020
Andrew Jaffe.....	2019
William Moebius (appointed 7/9/18).....	2019
Vacancy.....	2021
SELECT BOARD	
Robert Armstrong.....	2019
Phil Kantor	2021
John O'Rourke	2020
TOWN CLERK	
Virginia Knowlton	2019
TREE WARDEN	
Walter Goodridge	2020

CONWAY OFFICIALS – appointed through 12/31/2018 TERM EXPIRATION

These are the officials serving as of April 1, 2019. Unless otherwise noted, officials are appointed by the Select Board; there is no requirement related to the number of members.

AGRICULTURAL COMMISSION	
Jason Silverman, Chair	2021
Mary Parker	2019
Susan Schroder	2020
AMBULANCE DEPARTMENT	
Gemma Vanderheld, Director	2019
Robert Armstrong, EMT	2019
Adam Baker, EMT	2019
Robert Benson, EMT	2019
Christopher Herrmann, EMT, Assistant Director	2019
Conan Pelc, EMT	2019
Jesse Sobek-Rosnick, EMT, Clerk	2019
Alexandra Williams, EMT	2019
Randall Williams, EMT	2019
ANIMAL CONTROL OFFICER	
Joseph Colucci	2019
ANIMAL INSPECTORS (Appointed by the State upon the recommendation of the Board of Health)	
Joseph Colucci, Barn Inspector	2019
Joseph Colucci, Quarantine Officer	2019
BOARD OF HEALTH STAFF (Board of Health-appointed)	
Virginia Knowlton, Clerk	2019
BOARD OF REGISTRARS (4 members including 2 Democrats and 2 Republicans, 3-year terms)	
Aina Barten (D)	2020
Lorraine Boyden (R)	2020
Virginia Knowlton (R)	2019
Sarah Newman (D)	2021
CABLE ADVISORY COMMITTEE (FORMERLY BROADBAND COMMITTEE)	
Robert Armstrong, Chair	2019
Bill Arduser	2021
Jonathan Barkan	2019
Jose Cruz	2021
Ronald Hawkes	2021
BURIAL AGENT (Board of Health-appointed)	
Virginia Knowlton, Burial Agent	2019
CAPITAL IMPROVEMENTS PLANNING COMMITTEE (formed for FY16—5 member, representatives from Selectboard, Finance Committee, 3 at-large)	
Dana Goodfield, Chair	2020
Robert Armstrong, Select Board representative	2019
Roy Cohen, Finance Committee representative	2019
Russell French	2021
Brian Kuzmeskus	2020
COMMUNITY PRESERVATION COMMITTEE (7 members, appointed by Conservation Commission, Historical Commission, Planning Board, Parks, Recreation & Trails Committee, Housing Committee, and Select Board)	
Robert Anderson, Co-Chair; Secretary; Parks, Recreation & Trails Committee Rep.	2019
Dusty King, Co-Chair, Treasurer, Representative at Large	2019
Aimee Anderson, Representative at Large	2019
Malcolm Corse, Historical Commission Representative	2020
Sue McFarland, Planning Board Representative (resigned 3/1/19)	2021

Peter Zale, Conservation Commission Representative (resigned 11/30/18)	2021
Vacancy (Housing Committee Representative).....	2020
CONSERVATION COMMISSION (<i>3-year terms, 5-member board</i>)	
Bruton Strange, Acting Chair	2021
Bob Armstrong, Associate Member.....	2021
Tony Cappabianca.....	2020
John Gates (resigned 9/30/18).....	2020
Marcelle Morgan	2019
Robert Nowak.....	2020
Leah Bowden	2021
COUNCIL ON AGING (<i>3-year terms</i>)	
Patricia Lynch, Chair.....	2019
Winona Corse	2019
Hank Horstmann	2021
Patricia Kocot	2021
Carolyn Thayer.....	2020
Margaret Tiley	2021
CULTURAL COUNCIL (<i>3-year terms, 2 consecutive term limits, **indicates end of 2nd term</i>)	
Gisele L'Italien, Co-Chair.....	2019
Michelle Sanger, Co-Chair.....	2020
Joanne Clapp	2020
Stein Feick.....	2021
Danielle Thompson.....	2020
ELECTION WORKERS (<i>regular & alternates</i>)	
Debra Craven, Teller – R.....	2019
Winona Corse, Warden - D.....	2019
Phylis Dacey, Clerk - R	2019
Lora Hanas, Extra Teller.....	2019
Sheila Harrington – R.....	2019
Dorothie Harris, Teller - D	2019
Marie Iken, Extra Teller.....	2019
Evelyn Kaweck, Teller – R.....	2019
Danielle Lochhead, Teller – D.....	2019
John Lochhead, Teller – D.	2019
Sydney Ramey, Teller – D	2019
Katherine Whitcomb, Teller – R.	2019
Natalie Whitcomb, Assistant Clerk – R.	2019
EMERGENCY MANAGEMENT	
George Murphy, Director.....	2019
Philip Snow, Assistant Director.....	2019
ENERGY COMMITTEE	
Peter Martin, Chair	2021
Susan Bridge*	2019
Brice Hereford (resigned March 6, 2019)	2019
Peter Rosnick (resigned June 12, 2018)	2019
ENHANCED 911 COORDINATOR	
Robert Baker.....	2019
FINANCE COMMITTEE (<i>Moderator-appointed, 6 members, 3-year terms</i>)	
Andrea Beaudoin.....	2020
Roy Cohen	2019
Thomas Donovan.....	2021
Alan Singer, Chair.....	2019
FIRE DEPARTMENT	

Robert Baker, Chief/Forest Warden.....	2019
Robert Armstrong.....	2019
Adam Baker, Deputy Chief	2019
Helen Baker.....	2019
Kyle Baker, Junior Firefighter	2019
Daniel Blakeslee.....	2019
Howard Boyden.....	2019
Matthew Boyden, Captain.....	2019
Willis Burnett.....	2019
John Conant II.....	2019
Debra Craven.....	2019
Dakota Deane.....	2019
Douglas Deane.....	2019
Amanda Dunnell.....	2019
Ronald Hawkes, Deputy Chief, Deputy Town Forest Warden	2019
Christopher Herrmann, Captain	2019
Laura (Dove) Hutt, Clerk.....	2019
Christina Lankarge.....	2019
Bradley Loncar.....	2019
Michael O'Connell, Jr, Junior Firefighter	2019
Joseph Peramba, Lieutenant	2019
Amanda Romanovicz, Junior Firefighter.....	2019
Brooke Romanovicz, Junior Firefighter.....	2019
Olivia Romanovicz.....	2019
Stephen Scala.....	2019
Kyle Stosz.....	2019
Gemma VanderHeld.....	2019
Nikolaus VanderHeld, Lieutenant.....	2019
Olivia Vicellio, Junior Firefighter.....	2019
HIGHWAY DEPARTMENT	
Ronald Sweet, Superintendent	2019
Adam Baker, Truck Driver/Laborer	2019
Deb Craven, Custodian.....	2019
Michelle Duguay, Assistant.....	2019
Jeremy Purinton.....	2019
Jason Stone, Truck Driver/Laborer	2019
Nicholas Sweet, Truck Driver/Laborer.....	2019
HIGHWAY FACILITIES COMMITTEE	
Jerry Axelson.....	2019
Tom Brogle.....	2019
Walter Goodridge.....	2019
Brice Hereford (resigned 3/19).....	2019
Hank Horstmann.....	2019
Peter Jeswald.....	2019
Ken Ouimette.....	2019
Ron Sweet.....	2019
Olivia Wyatt.....	2019
HISTORICAL COMMISSION (3-year terms)	
Sarah Williams, Chair.....	2021
Cynthia Bluh	2019
Willis Burnett.....	2019
Malcolm Corse.....	2020
Carl Darrow	2021

Laura Nicholls-Shaw	2020
Yulia Stone.....	2020
OPEN SPACE COMMITTEE (5-7 members, 3-year terms)	
Janet Chayes, Chair.....	2021
Jack Farrell	2019
Andrew Levchuk.....	2021
Melissa Patterson (resigned 6/1/18).....	2018
Michele Turre	2019
PARKS, RECREATION & TRAILS COMMITTEE (3-year terms)	
Robert Anderson	2019
Harry Bovio.....	2019
Paul Charest.....	2019
Walter Goodridge (resigned 9/16/18).....	2019
Marguerite Gump (resigned 04/10/18).....	2018
John Heffernan (resigned 11/12/18).....	2019
Julie Petty.....	2019
Jaclin Prusak.....	2021
PERSONNEL COMMITTEE (Moderator, Select Board, Finance Committee appointed, 3 members, 3-year terms)	
David Barten (Select Board-appointed)	2021
Susan Fentin (Moderator-appointed)	2020
POLICE DEPARTMENT	
Kenneth Ouimette, Chief.....	2019
Donald Bates, Reserve Officer	2019
James Bernier, Reserve Officer	2019
Christina Conklin, Reserve Officer	2019
Ronald Hawkes, Reserve Officer	2019
Nathan Jackman, Reserve Officer.....	2019
David Johnson, Reserve Officer	2019
Randall Williams, Reserve Officer	2019
TOWN ADMINISTRATOR	
Alexis Fedorjaczenko, Assistant to Boards/Committees.....	2019
Thomas Hutcheson, Town Administrator.....	2019
Lisa Turowsky, Assistant to the Town Administrator.....	2019
TOWN COUNSEL	
John H. Fitz-Gibbon	2019
TRANSFER STATION ATTENDANTS (Select Board-appointed)	
James Allyn	2019
Roger Goshea.....	2019
Leland Gray.....	2019
Paul Lloyd	2019
Leroy Rose	2019
James Wakefield.....	2019
TREASURER/TAX COLLECTOR	
Janice Warner, Treasurer/Tax Collector	2019
Lynn Kane, Assistant Treasurer/Tax Collector	2019
WASTEWATER COMMITTEE	
Marie Iken	2019
Carl Nelke.....	2019
Michele Novak.....	2019
Joseph Strzegowski.....	2019
ZONING BOARD OF APPEALS (3-year terms)	
Gary Fentin.....	2020
John O'Rourke	2019

Mark Silverman 2021

CONWAY REPRESENTATIVES – APPOINTED TO REGIONAL ORGANIZATIONS

	TERM EXPIRATION
FRANKLIN COUNTY TECHNICAL SCHOOL DISTRICT (<i>Moderator-appointed, 3-year term</i>)	
Brian Kuzmeskus	2021
FRED WELLS TRUST	
Kate French	2019
FRANKLIN COMMUNITY ACCESS TELEVISION	
Robert Armstrong, Delegate	2019
Michael Merritt	2019
FRANKLIN COUNTY COOPERATIVE INSPECTION PROGRAM ADVISORY COMMITTEE	
Thomas Hutcheson, Representative.....	2019
FRANKLIN COUNTY EMERGENCY DISPATCH	
Robert Baker, Representative.....	2019
Kenneth Ouimette, Representative	2019
Gemma VanderHeld, Representative.....	2019
FRANKLIN COUNTY SOLID WASTE MANAGEMENT DISTRICT	
Lynn Rubinstein, Representative.....	2019
FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS	
Glen Ayers, Regional Health Agent (retired 6/30/18).....	NA
Marie Iken, alternates, Cooperative Public Health Service Oversight Board.....	2019
James Cerone, Inspector-Local.....	NA
Andrew French, Inspector-Plumbing and Gas.....	NA
James Hawkins, Inspector-Building	NA
Thomas MacDonald, Inspector-Wiring.....	NA
John O'Rourke, Council Member	2019
FRANKLIN REGIONAL PLANNING BOARD	
Thomas Hutcheson, Select Board representative	2019
Joe Strzegowski, Planning Board representative.....	2019
FRANKLIN REGIONAL TRANSPORTATION AUTHORITY	
Robert Baker.....	2019
FRANKLIN REGIONAL SIGN-MAKING PROGRAM ADVISORY COUNCIL	
Ronald Sweet, Representative.....	2019
GREATER FRANKLIN REGIONAL COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY ADVISORY COMMITTEE	
Robert Armstrong.....	2019
UPPER PIONEER VALLEY VETERANS' SERVICES DISTRICT	
John O'Rourke	2019
Greenfield Area Veteran's Services District Director	NA
WIRED WEST	
Robert Armstrong, Delegate	2019
William Stathis, Alternate Delegate, resigned.....	2019

REPORTS

BOARDS, COMMITTEES, AND COMMISSIONS

Agricultural Commission

In FY2018 the members of the Agricultural Commission worked with resident Aimee Anderson to finalize Right to Farm signs. The budget for the year, \$250, supported this work.

Respectfully submitted, Jason Silverman, Chair



Board of Assessors

Although we are now almost at the end of FY2019, this report is for the most recent completed fiscal year, FY2018 (July 1, 2017 to June 30, 2018).

Fiscal Year 2018’s tax levy to be raised from all sources to cover the town’s expenses was \$6,599,663.19. However, the revenues from other sources totaled \$1,819,934, leaving the amount to be raised by taxes at \$4,779,729.19. Our total taxable base (real estate and personal), was \$258,363,740, for an FY18 tax rate of \$18.50.

	<u>FY2017</u>	<u>FY2018</u>	
Total town expenses	\$6,525,346	\$6,599,663	up 1.14%
Other revenues	<u>1,905,611</u>	<u>- 1,819,934</u>	down 4.5%
To raise from taxes	\$4,619,735	\$4,779,729	up 3.46%
Town tax base	\$260,266,741	\$258,363,740	down 0.73%
Tax rate	\$17.75	\$18.50	up 4.23%
Tax rate = amount to be raised / tax base / 1,000			

Conway’s real estate market is improving. Real estate values have stabilized, the number of sales has increased, and several new houses are under construction. As usual, the bulletin boards in the Town Hall display Conway properties now on the market and recently sold.

The Dept. Of Revenue has gone to a new calendar of recertification-revaluation every five years, instead of the three-year previous schedule. Therefore, instead of having a recertification in FY2020, Conway’s will be in FY2022. We will continue our site visits.

The Dept. of Revenue has also notified us that they will no longer be supporting the valuation program that we started using in 2003. It has been a wonderful program, at a modest annual cost and with trouble-shooting and all updates provided free of charge. About 75 towns subscribe to this program, the rest being covered by a program with one of the commercial vendors which are much more expensive and, often, less flexible than our DOR program. The State has agreed to support these 75 towns in the transition to a commercial vendor by creating a bid process for the replacement program and paying for the outside conversion costs and the first year of the subscription to the new program. Conway will have to pay for the in-house conversion costs, which will cover two years of running both the old and the new valuation systems, in order to assure that all of the data has transferred correctly. In addition, some work must be done on our old system to prepare the data for conversion, such as deleting extraneous calculation data. Hours for this are figured into the FY2019 overall budget. Our article asks for \$6,500 toward this multi-year project.

Our second article is the annual request to set aside the usual \$5,000 toward our next revaluation/recertification in FY2022. Instead of having to pay for it all in one year, it has been our practice to contribute toward it annually, in anticipation of the final cost.

Cyclical site visits will continue in the warmer months, focusing on the village. These visits are both necessary and helpful in maintaining current records and in catching any data errors that might exist. Accurate and complete data is the basis of fair valuations.

The Board continues its regular schedule of weekly evening meetings (usually on Thursdays at 5:00 p.m.) and the office is open Mon-Thurs mornings, plus some Thurs afternoons.

The Assessors' section on the town website at townofconway.com has some general information, downloadable forms, and directions for access to our GIS website and property maps. As always, you are welcome to stop by our office in the Town Hall or contact us with questions or concerns regarding the assessing process, your valuations on real estate, personal property, motor vehicles, personal exemptions, abatements, or any other assessing matters.

Respectfully submitted, Natalie H. Whitcomb, Chair; Russell A. French; Malcolm J. Corse; Laura Hutt, Clerk
 Phone: 369-4235, x5 e-mail: assessors@townofconway.com

Fiscal Year	Number of Single-Family Parcels	Average Single-Family Value	Average Single-Family Tax Bill	Rank in State (of 351)	Conway's Tax Rate	Overlay Reserve
2005	581	248,377	3,651	107	14.50	51,763
2006	583	272,813	3,683	127	13.50	49,362
2007	586	294,058	3,882	122	13.21	122,026
2008	584	307,628	3,692	146	12.00	58,431
2009	588	300,568	3,787	152	12.60	44,568
2010	592	300,939	3,948	148	13.12	65,334
2011	595	300,525	3,901	165	12.98	36,156
2012	597	295,141	4,194	152	14.21	36,336
2013	597	289,600	3,968	179	13.70	30,375
2014	596	281,368	4,412	156	15.68	27,100
2015	599	283,593	4,586	156	16.17	27,562
2016	609	282,937	4,719	160	16.68	56,959
2017	610	290,899	5,163	137	17.75	43,867
2018	612	283,050	5,236	146	18.50	19,475



Board of Health (This report is based on Calendar Year 01 January – 31 December 2018)

THIS YEAR the Board of Health returned to an old regulation that required the purchase of annual stickers. The primary expectation was that we could slow the flow of trash coming to Conway from other towns. A secondary reason was to get uniform sticker placement on all vehicles so that attendants can readily see stickers as residents pull into the facility. Considering the cost of the stickers, the additional time required to monitor the complying households and the additional bookkeeping, the rate was established at \$10.00 per sticker each year.

Thank you to all of the residents that have complied with the sticker regulations. Unfortunately, there are four or five households that refuse to abide by the rules. We do have an updated regulation that is a bit more detailed than the one that has been in effect for more than 20 years:

Transfer Station: Annual Sticker Regulation

- 1) Dated Annual Transfer Station Stickers will be available at the Transfer Station during regular facility hours. The fee will be \$10 per vehicle - payment by check is preferred.
- 2) Proof of residence is required – the transfer station is for residential use only with the exception of monthly Super Site Hazardous Waste Collections.
- 3) Stickers will be displayed on the upper portion of the windshield of the vehicle, behind the rear-view mirror as recommended by the police chief.
- 4) All stickers will be affixed by the Transfer Station attendant on duty.
- 5) Stickers not affixed in accordance with # 3 above will be in violation of this regulation:
 - Vehicles with non-compliant stickers may be turned away;
 - Trash disposal with a non-compliant sticker will be considered illegal dumping and will be subject to a ticket and fine as described in the Town of Conway Non-Criminal Disposition Bylaw;
 - Repeat offenders may be banned from using the facility.

Board of Health Regulation adopted 13 August 2018; Revised 11 February 2019

New stickers will be available in July and all residents will be expected to comply with the regulation.

The BOH sincerely appreciates the dedication and commitment of all individuals that were part of the 2018 Transfer Station team - Butch Rose, Lee Gray, Jim Wakefield, Jim Allyn, Roger Goshea and Paul Lloyd. Butch Rose retired on 01 September this year and Roger Goshea joined the team. These individuals have had to put up with more than their share of abuse since the new stickers were issued.

The Board also recognizes the efforts of volunteers who spend many hours organizing the items that move through the swap shop (a.k.a. the "Conway Mall"). The project has been very successful through the years, benefitting many town residents. This community project can continue to succeed only through the commitment of everyone using the facility. We owe a huge thank you to the Highway Department for plowing, assistance with the bulky waste container, and other related tasks. And another thank-you to the Police Department

Regarding recycling? Last year residents were warned that the town's recycling rate was the second lowest in the Franklin County Solid Waste Management District (FCSWMD). There are seventeen towns in the District and this year we finally made it to the BOTTOM of the Recycling List! Conway residents should hang their heads in shame! It is very disquieting to think that twenty years ago no one could out-recycle this town. While towns around us are averaged a 35.3 percent recycling rate in 2018, some reaching all the way to 49 percent, we remain at an embarrassing 29 percent.

The theory is that a PAYT (pay-as-you-throw) program would greatly enhance the recycling rate in Conway. For more than a dozen years, the Board of Health has held its ground on maintaining free access to trash disposal as long as the recycling rate didn't backslide. Well folks, there is a possibility that this might be your last chance at redemption. In the coming months, you will be hearing a lot more about recycling success stories from PAYT towns. Keep in mind that among the required duties of the Board of Health is to make rules and regulations for the disposal of garbage (MGL Ch 111, § 31B). The Board is authorized to require permits and set fees that are reasonably related to the costs expected to be incurred for a service. In 2018 your compacted trash cost the town about \$44,544.00 in disposal fees.

Bulky waste cost an additional \$13,700.00.

Transfer station attendants deserve considerable credit for their efforts to encourage recycling and monitoring the disposal of various materials. Paper and mixed containers cost about \$1100 to ship out of town each month. Right now, there are no disposal fees and the town is currently earns \$8.00 per ton for the dual stream separation.

Our current regional recycling processing contract with Springfield MRF is set to expire on 30 June 2020. A bid process is already underway to select a vendor for another 15-year contract. It is highly probable that the new contract will include a processing fee.

Revenue generated through the recycling program during the 2018 calendar year was only \$9,747.96. This was much lower than expected, but the positive side of the story is that the second half of the year generated \$1,600 more than the first half.

The Town also benefits from the Recycling Dividend Program (“RDP”). In 2018 the town received an RDP grant of \$2,800 through the Sustainable Materials Recovery Program. The amount is based on the town’s current recycling program and is governed by guidelines and limitations as to how the funds may be spent. The higher the percentage of our recycling, the more funds we may be able to receive.

About eighty-five percent of the funds expended by the BOH are used in the management of the transfer station services including transportation and disposal of solid waste, hazardous waste and recyclables.

- During the 2018 calendar year, Conway residents produced 552 tons of combined compacted and bulky waste material, a decrease of about 11 tons from last year’s total.
- About 246 tons of recyclable materials were shipped out of town or otherwise utilized. The amount was 14 tons less than last year. Recyclables included 106 tons of paper, 83 tons of mixed containers, 48 tons of scrap metal in addition to tires, electronics, clothing, books, and other miscellaneous items estimated at about 9 tons.

In addition to the five-member Board of Health, there are many other sets of hands involved in fulfilling the larger scope of Board of Health responsibilities.

- Lisa White, our town nurse, monitors infectious diseases (including investigations and the filing of required reports with the state), provides community education on a variety of health matters, helps residents connect with health and social services and develops special clinics to respond to important health needs. She regularly provides a walk-in wellness clinic serving Conway residents on the first Friday of each month at the Town Hall. The clinic provides basic health screenings, information and assistance with other health needs. Home visits are available for those in need. Feedback continues to suggest that this is a very valuable resource for many residents. (See Cooperative Public Health Services to Conway for additional details.
- Each year, the Board of Health is required by state law to submit the name of a nominee to the Department of Agriculture for the State appointed position of a town Animal Inspector. For the past four years, the position in Conway has been held by Joseph Colucci. He acts as both Barn Inspector and Quarantine Officer and makes more than 100 site visits per year. As Barn Inspector, he is responsible for ensuring that animals housed on a property are in good health, free from disease and that water, food and shelter are adequate. He must also create a census of the domestic animal population of the town. In recent years, an important aspect of the Animal Inspector duties has been to act as Quarantine Officer in rabies control among the domestic animal population. This year there were 5 rabies tests conducted on Conway animals with one positive test. The Board appreciates Mr. Colucci’s efforts on behalf of the town as both Animal Inspector and Animal Control Officer.
- Tick testing through the Laboratory of Medical Zoology (LMZ) at UMass continued to be available for Conway residents in 2018. Sixty-three ticks were tested during the last round. Conway has entered an agreement with LMZ to pay a \$15 portion of each test fee (the remaining cost to be paid by the resident submitter) in order to continue the testing program. Each testing package included 1) identification of tick species; 2) high resolution photomicrographs of the tick; 3) assessment of the tick’s feeding status; 4) tests for presence of pathogens common to the determined tick species; and 5) secure, private report delivered to the resident’s email. Twenty-seven of the Conway ticks carried the Lyme pathogen. Seven ticks tested positive for Babesiosis and five for Anaplasmosis.

Multi-talented Board members have been able to reduce operational costs by providing a large portion of the expertise required for many aspects of the regular duties that would otherwise need to be hired out, including soil evaluations, septic system (Title V) inspections, food service inspections, and camp inspections. This year, the Board adopted a Tobacco Regulation and a Regulation to Ensure Sanitary and Safe Operation of Marijuana Establishments and the Sale of Marijuana.

**Calendar year 2018 - Board of Health
Licenses & Permits Issued**

Permit Type	# Issued
<i>New Well Installation Permits</i>	04
<i>Septic Disposal System Construction Permits</i>	11
<i>Septic Installers Permits</i>	13
<i>Waste Haulers Permits</i>	05
<i>Recreational Camp Licenses</i>	02
<i>Annual Food Service Establishment Permits</i>	05
<i>Annual B & B Kitchen Permits</i>	05
<i>Temporary Food Establishment Permits</i>	10
<i>Residential Kitchen Permits</i>	03
<i>Wholesale Food Permit</i>	01
<i>Sale of Tobacco Products</i>	02
<i>Outdoor Hydronic Heater Permits</i>	0
<i>Swimming Pool Permit</i>	01
<i>Beaver Remediation Permit</i>	0

Type of Inspection	# performed
Percolation Tests – New Lots	01
Percolation Tests – Septic System Replacement	06
Septic System Installation Compliance Inspection	12
Property (Title 5) Septic Inspection	22
Other Septic Inspection	
New Well Siting and Inspection Visits	0
Food Service/Establishment Inspection	38
Inspections and Follow-ups of Various type	
Camp Inspection	02
Animal Inspector site visits	n/a

Members of the Board are grateful to the residents of Conway for their continued support and invite people to attend BOH meetings held every second and fourth Monday at 7:00 p.m. in the Town Hall.

Appointments by the Board

Animal Inspector	Joseph Colucci
Burial Agent & Clerk	Virginia Knowlton
Transfer Station Attendants	Leroy Rose (retired)
	Leland Gray
	James Wakefield
	James Allyn
	Roger Goshea
	Paul Lloyd

Respectfully submitted, Carl Nelke,
Chair; Mathilde Hunting, Marie José
Iken, Virginia A. Knowlton



Board of Registrars (This report is based on Calendar Year 01 January – 31 December 2018)

CALENDAR YEAR 2018 was a fairly busy year for the Board of Registrars with the annual meeting, the annual town election, a state primary, a special town meeting, and a state election. Extended voter registration sessions were held for each event for a total of 44 special registration hours. Registrars also certified more than 200 signatures on state and local petitions and nomination forms, held extended hours for petition drop-offs, monitored check-in at town meetings, and certified absentee ballot applications requiring an additional estimated 50 hours

A total of 96 new voters were registered in 2018. Only 6 new voters actually registered during the 44 hours of special voter registration and another 14 new voters registered at the town offices during the Clerk's hours. Most new voters registered either by mail or through the Registry of Motor Vehicles.

Each new registrant and each deleted voter is mailed a notification regarding their standing. All individuals making changes in their voter status are also notified by mail as are voters placed on the inactive list. More than 400 letters were mailed to voters regarding their status.

Fifty-five voters were removed from the list due to relocation or death and 16 voters were moved to the inactive list bringing our total of active registered voters to 1,433 as of 31 December 2018.

- ◆ The count of active voters includes 552 Democrats, 133 Republicans, 3 Libertarians, 5 Green Rainbows, 725 voters with no party affiliation, and political designations as follows: 3 Socialist Party, 8 United Independent Party, 2 American Independent Party, 1 MA Independent Party and 1 Inter 3rd Party.
- ◆ About 127 changes including names, addresses and political parties were recorded among active voters – the number of party changes was more than double the usual number of changes in a busy election year.
- ◆ More than 66 voters submitted duplicate registrations through the RMV.
- ◆ Eighteen individuals under the age of 18 preregistered to vote

A total of 73 voters remained on the inactive list at the end of the year. Inactive voters may be removed from the voter list only in specific, clearly identified circumstances as described in Massachusetts General Laws chapter 51, section 38. The name of a voter cannot be deleted from the voter list unless:

- [1] the registrars have received a death certificate or death notice; or
- [2] the registrars have received a duplicate copy of an affidavit of registration from another community; or
- [3] the registrars have received a change of address notification from the registry of motor vehicles; or
- [4] the registrars have received a written request from the voter; or
- [5] the voter has not responded to a written notice and has not voted in the next two biennial state elections following that written notice and has been notified in writing of the pending removal.

Since 1997, information for all town residents has been maintained through the Voter Registration Information System (VRIS) with the actual duties and responsibilities for maintaining the system falling to the town clerk.

Respectfully submitted, Virginia A. Knowlton, Chairperson; Aina Barten, Lorraine Boyden, Sarah Newman



Capital Improvements Planning Committee

No report was submitted for FY2018 from this Committee. Dana Goodfield, Chair; Robert Armstrong, Roy Cohen, Russell French, Brian Kuzmeskus



Community Preservation Committee

No report was submitted for FY2018 from this Committee. Aimee Anderson, Representative at Large; Robert Anderson, Parks, Recreation and Trails representative; Malcolm Corse (Historical Commission representative); Dusty King, Representative at large; Planning Board and Housing Committee representatives, vacant



Conservation Commission

The Conway Conservation Commission works with the community to protect wetlands, buffer zones, rivers, and streams, and to assume the role of steward for conservation restrictions on behalf of the Town. The Commission's responsibility is to bring an environmental perspective to the ongoing interaction between the environment and projects being undertaken within the Town. As the local representative of the Commonwealth Department of Environmental Protection, the Commission is charged with the primary enforcement of the Wetlands Protection Act and the Rivers Protection Act, two statewide laws. Our goal as a Commission is to approach our responsibilities from an educational perspective and to assist citizens with understanding the Wetlands Protection Act and Rivers Act, and the benefits derived from these laws.

It is the responsibility of the Commission to make formal determinations for landowners and homeowners as to whether the requirements of the Wetlands Protection Act or Rivers Act apply to their projects. It is an important goal of the Commission to work with landowners to balance their needs and rights with the requirements of these Acts. This process is done by the Commission interpreting the regulations that have been promulgated by Massachusetts upon inquiry by citizens and landowners by means of informal inquiry, and formal Requests for Determination of Applicability of the Acts (RDA), or a Notice of Intent (NOI) to do work within a designated area of jurisdiction.

The Commission consists of five members, volunteers who meet generally twice a month (the second and fourth Tuesday of each month at 7:30 at the Town Hall), to review projects and assist landowners. Currently the members are: Leah Bowden, Anthony Cappabianca, Marcelle Morgan, Robert Nowak, Anthony Cappabianca, and Bruton Strange, Acting Chair.

The Commission has obtained and attached to the town web page a helpful summary as to landowners' rights and responsibilities (see Con Com Helpful Links: Wetlands Protection Act Brochure). The proposed budget for Fiscal Year 2019 is \$1786.

In FY2018 the Commission acted on eight Requests for Determination of Applicability and three Notices of Intent. In addition, the Commission reviewed multiple Forest Cutting Plans and reviewed, or made site visits for, multiple building permit applications.

Respectfully submitted, Bruton Strange, Acting Chair



Council on Aging

Every community throughout the Commonwealth of Massachusetts has a Council on Aging (COA), created by the Executive Office of Elder Affairs under Ch. 40, s.8B of the Massachusetts General Laws. The Conway COA is a group of volunteers who meet monthly to assess the needs of Conway's senior population and to plan programs to meet those needs. The council meets at 9:30 a.m. at Town Hall on the first Wednesday of each month. Persons who are interested in or have concerns related to elder affairs are welcome to attend these open meetings.

As in past years, the COA continues to advocate for elders in the community. Chief among the council's concerns is the health of elders. A monthly foot screening is held at Town Hall, for which preregistration is required. The town nurse holds monthly drop-in hours at Town Hall on the first Friday. The council maintains a collection of durable medical equipment, which residents are welcome to borrow.

Each Monday from April through November a walking group takes easy walks around town. The COA sponsors two weekly yoga classes for seniors with different levels of physical ability—one a mat class, the other chair yoga. These have been well attended.

Conway seniors who live alone and/or have special needs are visited each month by a Triad Officer. Meals on Wheels delivers meals to seniors who need this service. The Shelburne Senior Center provides transportation services for shopping and medical appointments to elders in our rural Hilltown.

In the summer of 2018, the COA applied for and received a grant from LifePath, allocated under Title III of the Older Americans Act and the Church Street Home Fund, to initiate a free home repair program for Conway seniors, which began October 1. A handyperson is now available to do minor home repairs at no cost to seniors other than that for the materials needed.

Social events have included spring and fall senior luncheons, held on the fourth Thursday of the month at Town Hall. Seniors have also enjoyed the annual summer picnic, held at the Conway Sportsmen's Club, and the Thanksgiving and holiday dinners. The COA is currently working on offering regular monthly congregate meals for seniors provided by LifePath and overseen by a nutritionist. These meals will be available with a suggested optional donation of \$3.00 by the participants.

Notes on senior issues, concerns, and events are published each month in the UCC *Visitor*. The Senior Calendar provides a quick review of each month's activities.

Monies from a Formula Grant from the Executive Office of Elder Affairs and a town grant underwrite the council's programs. Each fiscal year, the COA creates a budget that is sent to Elder Affairs as part of an application for the Formula Grant. At the end of the fiscal year, the COA files an annual report with Elder Affairs that includes statistics on the population served, the number of volunteers and volunteer hours, and specifics of the services provided to Conway elders.

The COA's goals for the coming year are to continue to support ongoing programs and to develop new programs to meet future needs. The Conway COA is grateful to the townspeople and the town for the support given to all seniors and for the use of Town Hall.

Respectfully submitted, Patricia Ann Lynch, Chair; Carolyn Thayer, Treasurer; Winona Corse, Hank Horstmann, Patricia Kocot, Margaret Tiley



Cultural Council

The Conway Cultural Council is a group of volunteers who oversee and administer a grant program funded by the Massachusetts Cultural Council. Council members serve for three years, and currently include Stein Feick, Joanne Clapp, Gisele Litalien, Michelle Sanger and Danielle Thompson.

Grant funds are intended to benefit our community by supporting programs and events in the arts, humanities, and natural sciences. The Council meets in November/December to review grant applications and make funding decisions.

Our goal is to fund programs and events that provide citizens with affordable entertainment, education, and opportunities for creative growth. Our priority is programming that includes local artists, individuals, and groups that directly benefit our town. We also strive to serve a wide range of age groups, from preschoolers to senior citizens.

For fiscal year 2018 we reviewed 20 proposals and awarded \$5321 to 17 grantees. We were pleased to support several quality Conway-centered proposals as well as programs that benefitted Conway citizens such as the Mohawk Trails Concert Series, the Charlemont Forum, The Pioneer Valley Symphony, Pothole Pictures, Racial Justice Rising and many others.

We welcome new members to the committee.

Respectfully submitted, Co-chairs Gisele Litalien, Michelle Sanger; Stein Feick; Joanne Clapp; Danielle Thompson



Energy Committee

No report was submitted for FY2018 from this Committee. Peter Martin, Chair; Sue Bridge, Brice Hereford, and Peter Rosnik



Finance Committee

The Town of Conway Finance Committee was pleased to welcome our newest member, Andrea Beaudoin, during the latter part of FY18. Andrea is a key addition to the Finance Committee as she is both a legal resident of the Town of Conway and a local business owner. Andrea, in her previous career, was also a CPA.

On 10/30/2017, Town Meeting voted to reduce the size of the Finance Committee from six members to five. The MA Association of Town Finance Committees recommends, as a best practice, that a town the size of Conway have no more than five Finance Committee members.

Of note for the Town of Conway FY19 proposed budget: 1) the approximate \$255.4k increase is majority (~\$204k) represented by increases in the budgets for the Conway Grammar School and the Town of Conway portions of both the Frontier Regional School and the Franklin Technical High School. Most of these increases stem from contract-negotiated salary increases; 2) the Town of Conway operating budget will otherwise increase by less than 1.0%.

The Finance Committee remains concerned that the pace of revenue increases from the levy and appropriation portions of our Town Budget continues to be outweighed by expense increases. Property taxes and property tax rates assessed will continue to rise indefinitely under this scenario. That being said, the Town Conway continues to remain in sound fiscal health by virtue of maintaining both General Stabilization Fund and a Capital Stabilization Fund. In addition, the Town of Conway continues to make voluntary contributions towards the Other Post-Employment Benefits (OPEB) Fund – rare for a town the size of Conway in western MA.

In closing, the Town of Conway Finance Committee looks forward to more closely collaborating with the Long-Term Capital Planning Committee to continue to ensure our solid fiscal health.

Respectfully Submitted, Alan Singer – Chair; Roy Cohen; Tom Donovan; Andrea Beaudoin; Robert Stone



Highway Facility Committee

The Committee was formed in the Fall to revive the highway garage project. The initial members were Ken Ouimette, Ron Sweet, Tom Brogle, Liv Wyatt, Jerry Axelson, and Walter Goodridge. At the first meeting on October 9, Walter Goodridge was elected as chair.

These meetings were facilitated by Tom Hutcheson who provided much information to the new members. He prepared the agenda and minutes for each meeting, provided a list of building needs, and added a page to the Town website. The website page has copies of the minutes and other information which will outline the Committee's work in greater detail.

The November meeting was preceded by a visit to the existing garage. About 20 townspeople attended, and many accompanied the committee members back to the Town Office Building for the meeting. We discussed the history of this project, the possibility of, and problems with, adding on to the existing building, the need to research the availability of State financial assistance, types of construction, usefulness of the 2014 design documents, and how to keep all residents informed about the project and seek input from them.

At the December meeting, Andrea Lammas, former Buckland Town Administrator, gave the Committee much helpful information about the history and status of the Buckland garage project. For the new Committee members, it was a good introduction to the difficulty and expense involved in complying with state regulations for municipal procurement. Members reported on meetings with The Conservation Commission, an assistant to Adam Hinds, a building system manufacturer, and The Capital Improvements Planning Committee.

The Committee recognizes the importance of replacing the Town's long-inadequate, hazardous, and inefficient garage with a reasonably priced new facility.

Respectfully submitted, Walter Goodridge, Chair



Historical Commission

The Historical Commission in 2018 continued its comprehensive deed research into the earliest decades of Conway's settlement history, although at a slower pace than in the years before 2017's 250th celebration. Members also continued to conduct site visits to complement and inform that deed research. The deed research is a time-consuming process that's primarily conducted by one member before and after site visits. We've gained a new appreciation for the Conway Snowmobile Club, whose members keep passable the many early, narrow, but

well-built roads that still weave through every corner of the town, from those site visits. We've now at least outlined the earliest land owners within, and the locations of, the original-proprietor lots comprising most of the southern half of town, along those old roads, and have shifted our focus to the north side of town. Our aim continues to be to visually document, by means of some form of detailed mapping, the results of this research work.

The Commission also hopes to continue to conduct and process oral-history interviews, as the constraints of time volunteered by a couple of members and a few interested town residents (whom others are invited to join) allow. We plan to purchase a suitable microphone and recording system for the town, to replace the personal devices that we've used to record interviews to date.

We were very sorry to see the longtime Lawrence Harris residence, at 491 Shelburne Falls Road, completely razed late in the spring of 2018, following the demolition of the farm's tobacco barn and sturdy cow barn in preceding years. The large, former center-chimney home, with its apartment in an ell – on a farm first occupied, from the mid-1780s until the mid-1820s, by Benjamin Wells - still stood squarely on its knoll overlooking the river, despite having been allowed to stand empty for almost twenty years by the current owners, who purchased it from the Harris family in 1999, and who have recently been redesigning and significantly expanding the abutting former MacLeish (and Joel Parsons) residence on Pine Hill Road. Working with dairy cattle and other animals was a labor of love for Lawrence, a born farmer, and the last of a line of father-to-son “husbandmen” who followed Benjamin (Benjamin's eldest son Zeeb Wells was an early manufacturer of cloth in town, rather than a farmer). After Clerk Samuel Ware's brief intervening ownership ended in 1832, the farm went to George Stearns and his son George, Jr., to George, Jr.'s son Henry A. Stearns, to John Harris in 1907, to John's sons Lawrence and J. Warren Harris in 1933, and to Lawrence & Dorothy (Carpenter) Harris alone in 1958. That Lot 74 farm was therefore in the Harris family for almost a century - longer than it's been owned by anyone else. Thanks to the owners and the Totmans, who've rented the land for use as a hayfield for many years - across the river where baseball games between local teams used to be regularly played and watched - much of the land itself at least remains valuable active farmland. By 1797, on less than an acre of land between the river and the current location of the road through the farm of Benjamin Wells, there stood “one Grist Mill with two runs of Stones, one Saw Mill, two Dwelling Houses, [and] two small Barns.” We've recently deduced that the 1754 County Road from Deerfield to Ashfield (then Huntstown) likely crossed that farm, making the neighborhood near the former mills on Lot 74 - including the area where a dam and mill were later put into operation by Joiner Putnam Fay in about 1828, and last operated, well into the next century, by Malcolm Corse's Flagg ancestors as a sawmill - an early site of settlement in town.

Finally, in what feels like a profound loss to the community, the Commission deeply regrets the full-scale demolition, on November 12, 2018 and the week ensuing, of the 1885-built Congregational Church of Conway, a very significant edifice and social center in the history of our town. The week of demolition also removed the handsome stone basement walls that marked the site where the preceding, second Congregational Meetinghouse was likewise constructed in 1842. (The second meetinghouse was presumably constructed there in part to obtain basement space – lacking at the level Pumpkin Hollow site of the first Congregational Meetinghouse - which was then leased for the use of town government for more than 40 years.) We wrote to the Church to express our views, based upon news reporting about their plans, after we'd been informed by the Selectmen in September, 2018 that the entirety of the 2012 joint agreement between the Selectmen and the Church, referenced in last year's report, had been deemed “extinguished” at some unspecified earlier point, and with it the enforcement role that we'd been asked to assume late in 2012 for the preservation of the exterior of the Church. We attempted before the razing to save at least the front doors of the Church but were unsuccessful in that attempt. The 1885 Church – though quickly built in the aftermath of the fire that consumed its predecessor - stood longer than either of the preceding Congregational meetinghouses constructed here since 1767, and more than 60 years longer than our first Town Hall, also built in 1885. The historic Church did not fall without resistance when pushed by the demolition company's heavy modern machinery, despite the tornado damage sustained by its main steeple in February 2017. The cornerstone and the box placed under it on June 20, 1885 did not surface, or were not noticed, during the demolition process.

Respectfully submitted, Sarah Williams, Chair; Cynthia Bluh, Willis Burnett, Malcolm Corse (HC member on CPC FY18-FY20), Carl Darrow, Laura Nicholls-Shaw, Yulia Stone



Open Space Committee

The Open Space Committee in recent years has been shepherding the South River Meadow property through flood recovery while also overseeing efforts to control invasives such as Japanese knotweed, Oriental bittersweet, and multiflora rose to allow for native growth and enhanced habitat for pollinators, reptiles, fish and amphibians. This will continue to be a focus of the committee, but we are also eager to enhance this town-owned riverside site for use by residents for walks, birdwatching, wildflower viewing, fishing and other low-impact activities. In the future, benches and interpretative signage will be added; we are trying to identify funding for these improvements.

Invasives at the Meadow

In FY2017, knotweed, which forces out all native growth, was treated again; this invasive, like others, requires treatment over a period of years. Sections treated by Bay State Forestry have shown good results -- knotweed is significantly knocked back and multiflora and bittersweet are not growing, except for a few missed plants. Native species are returning, but so are significant amounts of goutweed and first-year garlic mustard. Committee member Michele Turre pulled and bagged all flowering garlic mustard on the property at the end of May 2018. Overall, there has been a significant reduction in invasive plant species at this 11-acre property, which also supports, in addition to the walking trail:

- a restored floodplain, which continues to function well to drain excess water during our frequent deluges;
- a healthy hay field managed by a local farmer; and
- nine carefully-placed bird boxes for cavity nesters.

Speaking of the river, the committee identified a section of shoreline farther north, near the Deerfield River, for invasive species control (primarily knotweed again). We secured a grant from the state Department of Conservation and Recreation (DCR) Partnerships Matching Funds Program for invasive control and habitat improvement on an acre at the South River State Forest. The state's \$15,000 share is matched with \$5,000 in local Open Space funds approved by the Selectboard. DCR will manage this three-year project with permitting and other assistance from the Open Space Committee.

And Japanese stiltgrass, another invasive perhaps more insidious because it can quickly blanket an area while squeezing out natives, continues to be a roadside problem. It also appears to be penetrating deeper into Conway's woods and fields. (One committee member, who tends to be especially watchful for invasives, discovered extensive stiltgrass on meadows far from the road!) While stiltgrass control efforts have been successful, they must be sustained -- in approximately half the areas where the grass was found in the past, none was found in 2016 -- but, because the seed lives seven to 10 years, eradication will require long-term, if not permanent, attention. The committee believes landowners must take on the responsibility of identifying and controlling this plant. One committee member has attempted to suggest control efforts to landowners who have stiltgrass on their property. Some have welcomed this, others have not. Please be assured that we can be a good resource and will help advise you on when and how to effectively control stiltgrass (see contact information at bottom of this report) or other invasives.

The committee scheduled public education and stiltgrass pulls for two weekends last August, and planned a neighborhood walk on Hoosac Road for early September 2018 to help residents identify roadside invasives. This "Neighborhood Habitat Improvement" gathering focused on providing information on invasive and desirable plant species and control methods for invasives. The committee hopes to do more of these walks.

Establishing public trails

Another focus of concern for the committee has been establishing trails and encouraging residents' use of them to highlight the value of undeveloped land. The committee is interested in teaming with property owners to find ways to link existing trails or to create new trails, and to offer advice on programs, such as one offered by the Franklin Land Trust, in which owners allow public access to trails in exchange for a small stipend.

Members of the committee planned a walk with a Reeds Bridge Road landowner to see if a trail could be forged between the Conway Grammar School and Field Memorial Library, the idea being to get children outdoors and walking. As a prelude to that exploration, in October 2017, the committee walked part of an existing trail that begins on town-owned property near the school to assess trail-clearing and invasives control needs.

Also, in November 2017, the committee joined a state forester on a walk to the town forest from Cricket Hill and discussed management options, including establishing a Forest Stewardship Plan, or applying for a habitat management grant.

And, in January 2018, the committee discussed the possibility of state recreational trails' grant funding, and brainstormed on connecting existing trails to snowmobile trails, developing a trail from the school to the library (as mentioned above), and possible connections to Conway State Forest and on to the Bullitt Reservation. In May, several members of the committee, along with resident Tony Borton, explored a possible leg of a route between Old Cricket Hill (through the state forest and near the Poland Brook Wildlife Management Area) and the Bullitt Reservation (the Trustees of Reservations property in Conway/Ashfield). More work needs to be done on this potential pathway.

Bigelow lot

The Selectboard asked the committee to determine what use the town-owned, 2.3-acre lot on Cemetery Hill Road should have. The lot was donated in 1990 by former townswoman Margaret Barr Bigelow, who lived with her husband Howard on Baptist Hill and believed in maintaining open space. A meeting was held with neighbors on May 1, 2018 to discuss their visions for the lot; that was followed by a site visit a week later. The deed conveying the property to the town greatly restricts what can be done; Ms. Bigelow said that it should be kept in perpetuity for passive recreation, such as wildflower-viewing or sledding. The lot by mid-summer is usually impenetrable due to overgrowth and invasive plant species. There was talk at both meetings about making a pathway through the land, controlling for invasives, and perhaps placing a bench at the roadside, but no decisions were made, as a neighbor expressed concerns about the loss of privacy.

Land use

Only about a quarter of the town's 24,405 acres is *permanently protected* through Agricultural Preservation Restrictions or Conservation Restrictions, according to our most recent information. Much farmland remains vulnerable to development as does environmentally-sensitive habitat. Future attention is best focused on prioritizing these areas, as recommended by the town's Open Space & Recreation Plan.

Contact us about invasive/native plants, bird boxes or conservation issues on your property. We want to share what we're learning!

Respectfully submitted, Janet Chayes, chair, janet@chayes.org; Michele Turre, mturre@gmail.com; Jack Farrell, jfarrell24@gmail.com; Andrew Levchuk



Parks, Recreation & Trails Committee

Concerns for child development, through recreation and recreational sports, continued to be the central concern of the committee in FY2018. Unfortunately, membership attrition also continued because of economic stress experienced by members with families and children. Membership was reduced to merely four members.

A pool party, complete with food, was approved at year's end. Youth soccer, basketball, and baseball continued through the year, as well as partially subsidized Senior Yoga. Improvements to the baseball field continued, as well as other maintenance issues at the central park, including providing portable toilet access and trash bags for dog droppings.

Work continued to convert Conway Youth Sports to a firmer footing with respect to liability and legal compliance. CYS is now a functioning program that is firmly part of the Town of Conway which can reasonably be run by volunteers. Some of the highlights of this effort are: (1) CORI process was instituted and management of the process was turned over to the Town Administrator's office; (2) the financial goal of a reserve account of around \$4000 was reached; (3) with the help of the Treasurer, online registration for all programs has been solidified.

Respectfully submitted, Robert Anderson, Secretary; Harry Bovio, Paul Charest, John Heffernan, Julie Petty, Jaclin Prusak



Personnel Committee

The Personnel Committee's composition and mandate was amended by Town Meetings on April 12, 2010, April 11, 2011, and most recently May 8, 2017, when its make-up was changed from five persons to three. According to the Town of Conway's Bylaws, the Committee is tasked with addressing the Town's relationship to its full-time and part-time salaried employees, in its various forms as outlined in the Bylaws.

The Committee's primary work is to assure that salaried workers are aware of their responsibilities, obligations and benefits as employees of the Town of Conway. The Committee also ensures that the Town's employees have the opportunity to learn about the Town's responsibilities and obligations to them.

State and Federal laws have generally shaped this Employer/Employee relationship. In the past five years, these laws have increased in number and have addressed many new issues, making for an increasingly complex set of understandings. An earlier Personnel Committee back in 2013 was responsible for identifying and making known to the Selectmen, as Employers, and to salaried employees, the laws that existed at that time. This was done by way of an employee handbook, known as the "Town of Conway Personnel Policies and Procedures." The handbook appeared on June 17, 2013, just before the Town hired Thomas Hutcheson as Town Administrator in August of that year.

It was Hutcheson who, in the fall of 2017, determined that the 2013 Handbook needed to be revised. He asked the three-member Personnel Committee to undertake the revision. From the fall of 2017 to the end of 2018, the Committee has made this revision of the employee handbook the central focus of its meetings; the draft handbook has undergone four revisions since March 2018. The process of revision began in earnest in March 2018 and was halfway completed by June 30, 2018, the end of FY2018.

The fact that an updated handbook was presented to the Selectmen on December 26, 2018 lies outside the scope of this Annual Report. Since Hutcheson set the process of revising the handbook in motion, however, not only have the three Committee members-- Susan Fenton, Robert Stone, and David Barten-- been active in doing so, but also Hutcheson and his Assistant Lisa Turowsky have been as well. Hutcheson has set the agendas for the Committee meetings and Turowsky has taken the minutes. Hutcheson and Turowsky were direct participants in the process of revision but could not vote. The three Committee members voted whenever there was a forum present.

It should be noted that of the five people involved in the process of revision, three were either practicing or retired lawyers. Since Fentin was an expert on Labor Law, and Stone an attorney for police interests, the effort to revise

the hand book benefited greatly from their familiarity with employment laws. Turowsky, a retired lawyer, was able to record minutes that rendered the discussions of complicated legal issues comprehensible.

The Committee's work is on-going, and issues of importance to Employee and Employer, apart from the handbook, will continue to be addressed at its meetings.

Respectfully submitted, David Barten, Chair; Susan Fentin, Robert Stone



Planning Board

The Planning Board of five elected members was authorized at a Special Town Meeting in October 2011. The first meeting of the board, elected in May 2012, was held on June 14, 2012.

Meetings are held on the first and third Thursdays of every month, at 6:00PM at the Town Office.

Mission Statement:

The Planning Board is responsible for drafting, amending and modifying zoning bylaws, and granting Special Permits. It is charged with creating a Master Plan that forecasts the long-term needs of the town with respect to housing, land use, economic development, environmental concerns, services and facilities, conservation, and recreation. The Board will make studies, hold meetings, authorize technical research, prepare plans, and develop proposals with regards to the future needs of the town.

Members from May 2017 until June 2018 were: Joe Strzegowski (Co-Chair since June 2015, representative to South River Meadow Property-related committees: Housing, Open Space, Flood Mitigation, Planning Board representative to Regional FRCOG Planning Board, Waste Water Treatment Feasibility Study Committee representative); Mary McClintock (Co-Chair); Dave Chichester (Clerk, Town Park Committee representative, Waste Water Treatment Feasibility Study Committee representative); Beth Girshman (elected May 2017 to a 3-year term, Mohawk Trail Woodlands Partnership Project representative); Sue McFarland (Ad Hoc Pipeline Committee representative, Community Preservation Committee representative); Andy Jaffe (Archivist and Documentarian).

Officers for the 2017-2018 year: Joseph Strzegowski and Mary McClintock as Co-chairs and Sue McFarland and Beth Girshman as Co-clerks.

Members from June 2018 until present are: Mary McClintock (Chair); Joe Strzegowski (Vice Chair, representative to South River Meadow Property-related committees: Housing, Open Space, Flood Mitigation, Planning Board representative to Regional FRCOG Planning Board, Waste Water Treatment Feasibility Study Committee representative); Andy Jaffe (Archivist and Documentarian); Beth Girshman (elected May 2017, co-clerk, Mohawk Trail Woodlands Partnership Project representative); Bill Moebius, appointed by Select Board; Sue McFarland, Associate Member.

From July 2017 until June 2018, the Planning Board:

- 1) Met with a citizen regarding their concerns about their property relating to possible lot sizes/parcels/potential dwelling units/common driveway.
- 2) Clarified building inspectors' question about fence heights and setbacks in new bylaw.
- 3) Worked with Jessica Atwood, Economic Development Planner for FRCOG, to develop and conduct an Economic Development Survey for the Town of Conway which gathered input from residents, business owners, and visitors.
- 4) Met with FRCOG staff about a possible short-term rental noise ordinance. PB determined that a noise ordinance for Conway was unwarranted at this time.
- 5) Met with FRCOG staff for continuing discussion and to prepare for moratorium vote on recreational marijuana at Special Town Meeting in fall 2017.
- 6) Set dates and publicity for informational sessions prior to Special Town Meeting.

- 7) Created publicity (press releases, flyers, link to Town website) to increase awareness of Economic Development Survey.
- 8) Heard reports from Beth Girshman, representative to Mohawk Trail Woodlands Partnership Project.
- 9) Discussed hiring for Planning Board clerical duties – minutes, postings, form filings, etc.
- 10) Discussed new Wordpress platform for Town website and responsibilities of individual boards and committees to update.
- 11) Attended annual Town All-Committee meeting.
- 12) Held Public Hearing on Proposed Temporary Moratorium on Commercial Recreational Marijuana Establishments.
- 13) Presented Proposed Temporary Moratorium at Special Town Meeting on October 30, 2017. Moratorium passed and was submitted to and approved by Attorney General's office.
- 14) Heard update from Kimberly McPhee, FRCOG on the South River Corridor Mapping Project and the 2016 River Corridor Management Plan and Overlay District.
- 15) Members signed Certificate of Receipt of Open Meeting Law materials, submitted to Town Clerk.
- 16) Received a letter from FRCOG regarding creating a PowerPoint presentation and survey for Conway residents about commercial recreational marijuana establishments.
- 17) Submitted budget for Planning Board costs, including potential clerical help, for FY 2018.
- 18) Heard report from architects, engineer, and building committee concerning United Congregational Church demolition and building plans.
- 19) Heard report from PB Vice Chair Strzegowski on Ashfield's draft Large-Scale Construction Bylaw and how it applies to Conway Large Scale Construction Bylaw (approved in 2016 and subsequently rejected by the Attorney General due to a procedural error).
- 20) Planned/held informational meeting related to Recreational Marijuana Commercial Establishments to gauge community concerns and share information.
- 21) Held public hearing on Large Scale Construction Bylaw
- 22) Presented Large Scale Construction Bylaw at annual Town Meeting, May 2018
- 23) Set timeline for Recreational Marijuana Commercial Establishments bylaw process for Conway. Scheduled public hearing, posted legal notices.

From July 2018 until January 2019, the Planning Board:

1. Voted to accept Bill Moebius, appointed by Select Board, as new Planning Board member.
2. Heard Wastewater Committee report/update.
3. Discussed private drives and numbering, and how private drives are listed with Registry of Deeds.
4. Prepared Recreational Marijuana Commercial Establishments bylaw for fall Special Town Meeting.
5. Discussed citizen's concern (stated in letter) about potential blasting project on abutting property.
6. Held public hearing on Proposed Zoning Bylaw re: Commercial Marijuana Establishments, and adjusted proposed Bylaws, with citizen input and concerns.
7. Presented proposed Zoning Bylaw for Commercial Marijuana Establishments, at Special Town Meeting, September 24, 2018.
8. Began discussions on setting Planning Board priorities for FY 2019.
9. Discussed whether to adapt Conway bylaws relative to commercial signage.
10. Discussed whether to address Zoning Use tables for Conway.
11. Identified areas of 2013 Master Plan, for updating, reconsideration and rewriting.
12. Participated in South River Zoning Erosion planning, with Kimberly McPhee, FRCOG.
13. Agreed to look at Massachusetts-approved small-scale bylaw
14. Developed solar bylaws, with expectation of developing new zoning bylaws for Conway.
15. Began working with newly-hired administrative assistant, Alexis Fedorjaczenko.
16. Attended FEMA Middle Connecticut Watershed Meeting.
17. Approved submitted plans for property division on Ashfield Road.
18. Developed Site Plan Review application.
19. Began process of reviewing application for large scale Solar Farm on Main Poland Road.

Respectfully submitted, Mary McClintock, Co-Chair; Joe Strzegowski, Co-Chair; Beth Girshman, Andy Jaffe, Sue McFarland



Select Board

Selectmen are elected for staggered three-year terms by the citizens of the Town. The Board of Selectmen acts in accordance with the will of the citizens and is responsible for providing executive leadership to:

- protect the welfare and safety of residents;
- ensure the effectiveness of essential municipal services;
- maintain long-term financial stability;
- plan strategically for economically and environmentally sustainable growth; and
- maximize the value of property tax dollars.

The Board meets at least weekly during budget season from November to May and at least biweekly from June to October to discuss, review and approve Town policies and financial decisions and operations. Some of the highlights of the actions of the Board of Selectmen during FY 2018 are as follows:

- Approved the agreement releasing the historic preservation restriction on the United Congregational Church (UCC) and approved the repayment of CPA funds in the amount of \$100,000 previously provided to the UCC for historic preservation and restoration. The church was severely damaged by the February 25th tornado.
- Approved the project for work to edit, reproduce and digitalize maps for the Cricket Hill, Boyden and South Park Cemeteries.
- Reviewed the report on Hampshire County Group Insurance Trust (HCGIT) vote on new health plan (no vote) with Treasurer, Jan Warner, and the expected changes to the health plan that were not considered substantial. The Board voted to accept the changes and stay with the HCGIT health plan.
- Approved the long-term financial plan to ensure that long range capital and infrastructure needs of the Town are properly considered for the next 10 to 20 years. The completed plan was sent to the State as part of our Community Compact requirements.
- Approved the interim report on the ADA self-evaluation and transition plan completed by the ADA committee after consultation with the Institute for Human Centered Design (IHCD) to ensure that all residents have equal access to municipal and school buildings.
- Approved three Chapter 90 projects for the Highway Department for North Poland Road #2 bridge, for engineering design on the bridge; East Guinea Road for reclaiming and new blacktop surface; and South Ashfield Road, milling the surface and new blacktop.
- Approved a change in policy for improving the process for deploying and paying police details for work done by contractors on roads in Town.
- Approved a policy for off-duty police details that emphasizes and clarifies that officers' first obligation is to the Town of Conway.
- Reviewed and approved a zoning moratorium for retail marijuana operations to give the Town more time to consider the zoning ordinances concerning retail marijuana operations. The law regulating retail operations is completely different than those relating to individual use.
Reviewed the project report on School facilities study. The report was considered inadequate for its purpose and did not provide sufficient analysis of system efficiencies. A re-designed study would cover shared services as well as shared facilities.
- Conducted a Special Town Meeting for residents to vote on a zoning moratorium for retail marijuana operations; mid-fiscal year money articles; reducing the size of some boards, commissions and committees; and citizen petitions.
- Approved cost-share commitment for updating to the Town's Multi-Hazard Mitigation Plan. Maintaining an updated plan allows the Town to continue to apply for FEMA hazard mitigation grants. The Town works closely with FRCOG on these types of grants.

- Conducted a tax classification hearing with the Board of Assessors and voted to maintain a single tax rate for the Town.
- Reviewed the report on the Mohawk Trail Woodlands Partnership which primarily promotes forest conservation and management and would have the potential to increase tourism and recreational areas.
- Approved a request from Treasurer/Collector, Janice Warner, to authorize short-term, 60-day borrowing from general stabilization in the event of a revenue shortfall due to a delay in sending out property tax bills.
- With the assistance of the Town's Claims Representative from MIIA member services, the Board met to discuss a lawsuit filed by former Town Administrator Ed MacDonald.
- Reviewed the opportunity to join with other communities in forming the Pioneer Valley Mosquito Control District. This would provide grants to monitor disease levels and provide a remedy (larvicide) that centers on catch basins to substantially decrease mosquito population.
- Considered the minimum value to be considered for capital planning that was recommended in the long-range financial plan to be \$10,000, which the Capital Improvements Planning Committee had suggested to be \$5,000.
- Discussed participation in FRCOG facilitation of electricity procurement aggregation which would include motivating residents to increase renewable energy to reduce dependence on fossil fuels. Reasons to aggregate include greater price stability and increased consumer choice in mitigating the impact of climate change by providing an opportunity to select a plan based on a higher renewable.
- Received a report from the Energy Committee that they are satisfied with the insulation project at the Town Hall. The energy savings of 24% have exceeded the 20% goal for the Green Communities grant.
- Reviewed the marked decline in ambulance revenues due to the being reimbursed only a percentage of the cost of providing ambulance services to patients with Medicare/Medicaid.
- Reviewed the increase in costs to the Board of Health budget due to the increase in hauling costs and the longer distance to incinerators that resulted in an increase of about \$10,000.
Reviewed the Information Technology (IT) budget to update software, increase Internet capacity and speed, and ensure that the legal requirements of municipal government regarding email storage are met.
- Reviewed the process and procedures for cleaning up an oil spill at the Transfer Station. DEP was notified on the DEP emergency hotline. DEP concluded that the resident and the Town were jointly responsible for the spill.
- Reviewed the expected substantial increase in the amount of radio fees for routine and emergency communications for emergency services (police, fire and ambulance) that required these departments to increase their budgets.
- Reviewed and approved the submission of MassWorks grant applications, primarily road projects, design/construction of the wastewater project, senior housing, and renovation of the Town Hall.
- Reviewed and approved submission of the Conway Grammar School and Frontier Regional Budgets to Town Meeting. The increase in the Grammar School budget was 3.48%; the increase for Frontier Regional budget was 3.09%. The Grammar School was not eligible for Title I funds due to the low number of economically disadvantaged students in Conway (35%.) The total number of students at the Grammar School was 138, 34 of whom were school choice students. Approximately 80% of the Grammar School expenditures came from Town appropriations.
- Signed authorization for oil spill clean-up at the Transfer Station. The Town was legally obligated to call it in to DEP. The Town was able to document that there were less than 10 gallons involved so the report of the spill to DEP was retracted.
Reviewed updates from the Conservation Commission and Open Space Committee on potential plans for public use and availability of the land at the South River Meadow.
- Reviewed and approved a Chapter 90 Project Request for reimbursement from the State for reclaiming pavement on Mathews Road.
- Reviewed and approved the final draft of the "Right to Farm" sign from Jason Silverman from the Agricultural Commission that Amy Anderson designed to post at entrances to the Town. The Agricultural Commission had funding for the signs in their budget.
- Reviewed and signed an agreement with Jason Silverman for haying the South River Meadow to maintain the land in agricultural use.

- Approved the Memorandum of Agreement with FRCOG recommended by the Energy Committee for energy technical assistance. The Energy Committee opinion was that there was no down side to entering into this one-year agreement with FRCOG that would enable the Town to participate at no cost.
- Discussed and approved the nomination of Carolyn Ness as a member of the Board of Directors of the Mosquito Control District. Carolyn Ness had been working on this issue for two years to get funding for mosquito-borne diseases.
- Discussed and approved a public forum for planning on the Municipal Vulnerability Plan that was conducted by Kimberly MacPhee from the FRCOG.
- Discussed and supported an initiative introduced by the Boston City Council to sign a letter in support of H2913, an Act relative to environmental justice and toxics reduction, a statewide environmental justice policy.

- Through a lengthy process of review and discussion during several months, the Annual Operating Budget, Capital Spending and Annual Town Meeting warrant were approved for presentation to the citizens.
- Reviewed and approved revisions to the Emergency Procurement Policy relating to a reduction in the Board's authority in emergency spending and requiring a review with the Treasurer about available funds.
- Reviewed and supported a request by the Ambulance Director to write a letter of support for legislative action (S2446) allowing an EMT and a first responder to respond to ambulance calls, rather than mandating two EMTs. This has been a concern in rural areas due to the volunteer nature of many rural ambulance services.
- Reviewed and approved scholarship applications to the Germain Trust and awarded eight (8) scholarships totaling \$6,000 to Conway students.
- Met with Colonial Power Group, Inc. regarding municipal electricity aggregation under MGL Chapter 164, Section 134(a) to provide residents with another competitive choice for electricity supply. Approved the municipal aggregation plan for the Town to join a group of 13 Franklin County towns to seek a competitive bid for electricity supply for the residents and businesses on Basic Service with Eversource.
- Reviewed and approved the final contract with the Festival of the Hills organization for Town services on the day of the Festival including police, fire and ambulance. The Festival of the Hills was previously a Town committee that transitioned to functioning as an independent organization.
- Reviewed recommendations of the Capital Improvements Planning Committee (CIPC) on capital requests of Town departments, boards and committees as guidance for capital spending items in the Annual Town meeting warrant.
- Reviewed and approved new cloud-based and affordable tax collection software reviewed by the Department of Revenue and recommended by the Treasurer and our IT consultant and acquired through a generic contract covering 13 towns with a separate contract for each town. The Conway-specific contract went through the 30B procurement process with two bidders. Quality Data needs 11 communities to commit to this new software.

Respectfully submitted, John O'Rourke, Select Board Chair



Wastewater Committee

No report was submitted for FY2018 from this Committee. Joe Strzegowski, Chair; Marie Iken, Carl Nelke, Michele Nowak



Zoning Board of Appeals

At town meeting on May 8, 2017, the Town By-Laws were amended to give the Zoning Board of Appeals the responsibility for considering applications for Special Permits when they concern "dimensional clearance requirements for accessory buildings or structures." In 2018, there were two such applications for special permits. This change provided abutters and other residents with a forum for asking questions and voicing their agreement or objections to buildings being proposed closer to lot lines than are otherwise permitted by the Conway Town By-Laws. The new process has been a great help to any Conway resident who otherwise would have had to apply for a variance with its greater restrictions.

Along with this process, the application for Special Permits to be heard by the Zoning Board of Appeals has been revised. This has ensured that applicants include all the necessary information which would be relevant to those abutters and other residents who have an interest in or concerns about the project. Applicants also must pay in advance the cost of the required notifications before hearings are held.

Respectfully submitted, Mark Silverman



DEPARTMENTS – ADMINISTRATIVE

Town Administrator (Report for Fiscal Year 2018)

Finance

The Town's finances going into Fiscal Year 2018 were not as strong as in earlier years due to increasing spending coming close to the maximum amount the Town is allow to tax—the "levy limit," which is defined by proposition 2 ½. This meant that for the first time in a long time, some potential projects were downgraded or eliminated from consideration (a trend which continued into FY19, though FY20 promises a return to fiscal health).

Free cash had reached a minimum in FY 2016 and had rebounded slightly in FY 2017. The Town had traditionally applied free cash to its capital projects, so this meant that capital investments were suffering. The Conway Grammar School began a program of improvements which were long due, though this also required funding, which the Town supplied at the May 8, 2017 annual Town Meeting.

Several changes were made in that Town Meeting warrant, preserving much of the form of the budget while allowing for more transparency. For the first time, salaries were split out from operating expenses so the Town could see more clearly what was being spent on personnel. Some related or smaller budgets were combined, most notably the Treasurer and the Tax Collector (Conway now has a Treasurer/Collector and an Assistant Treasurer/Collector), and the small permitting bodies and environmental committees were also grouped together as the "170 series"—the Planning Board, Zoning Board of Appeals, Conservation Commission, Open Space Committee, and Agricultural Commission together spend less than \$10,000.

Departments

There were no major changes in departmental staffing or capacity in Fiscal Year 2018.

IT

In 2018, the Town finalized its update of the Town's information technology function. We now have Windows 365 for all staff, which means Town data is backed up in the cloud as well as on a local server (which we need in case the internet is down). Town Office and Town Hall telephones are voice-over-internet, and the Town fax is now with Comcast as well. All software subscriptions, including security software, is up to date and the operating budget also covers all on-demand and regular maintenance, as well as equipment replacement. A complete inventory and replacement schedule are in progress.

Various Town departments and committees have set up Facebook pages, including the Fire and Highway Departments, though some have been abandoned, so this is an area needing on-going attention.

HR

The Personnel Committee took on a revision of the employee handbook, which includes the Town's personnel policies. Several laws have changed since 2013, the date of the last revision, and best practices have also been developed in several areas. The Committee looks forward to completing its review and proposing a new employee handbook in 2019.

Rose property ("Riverbend Meadow")

This piece of Town property had been hayed by Gary Totman, and is now being hayed by Jason Silverman, chair of the Agricultural Commission.

Municipal Vulnerability Preparedness (MVP) and Hazard Mitigation

The Town received the designation of "MVP" community as part of the state's efforts to address climate change. This will allow the town access to grant funding for projects designed to reduce the severity of the effects of climate change. Conway teamed with Ashfield for the designation, as one major vulnerability of both Towns is South River flooding. We hope to use this designation in conjunction with our five-year Multi-Hazard Mitigation Plan update for the Federal Emergency Management Administration to leverage funding for river corridor management activities along the South River.

Projects

Tornado damage

Fiscal year 2018 saw the finish of the Town's administration of tornado damage recovery. Final invoices were accepted by the state and the account closed.

ADA Compliance

After having completed an assessment of the Town's accessibility to people with handicaps, the Town received a 60% grant for making the downstairs bathroom in the Town Hall accessible. The Town contributed 40% and the downstairs bathroom now meets strict accessibility standards.

Town Hall insulation completed

After an extended process of re-design and overcoming several difficulties with installation, the Town closed out its initial Green Communities grant. The Town is now eligible for the competitive grant program.

Respectfully submitted, Thomas Hutcheson, Town Administrator



Accountant

**TOWN OF CONWAY
GENERAL FUND APPROPRIATIONS
FISCAL YEAR 2018**

General Fund Revenue Budget to Actual Summary:

	<u>Budget</u>	<u>Revenue</u>	<u>Variance</u>
Personal Property Taxes	220,464.54	221,932.59	1,468.05
Real Estate Taxes	4,515,397.37	4,490,550.99	(24,846.38)
Tax Liens/Foreclosure	0.00	105,958.49	105,958.49
Motor Vehicle Excise	217,325.00	241,441.98	24,116.98
Penalties & Interest on Taxes	15,000.00	20,743.41	5,743.41
Fees	22,000.00	31,424.90	9,424.90
Licenses & Permits	2,000.00	1,869.00	(131.00)
Intergovernmental	875,650.00	865,545.00	(10,105.00)
Fines & Forfeitures	2,000.00	1,770.00	(230.00)
Earnings on Investments	5,000.00	8,614.61	3,614.61
Miscellaneous Revenue	0.00	38,959.37	38,959.37
Transfer From Other Funds	67,621.00	67,621.00	0.00
<u>Total Revenue</u>	5,942,457.91	6,096,431.34	153,973.43

General Fund Expenditure Budget to Actual Summary:

	<u>Budget</u>	<u>Expenditures</u>	<u>Variance</u>
General Government	628,810.10	548,046.16	80,763.94
Public Safety	242,852.70	214,871.45	27,981.25
Education	3,382,250.86	3,377,213.64	5,037.22
Public Works	704,943.47	674,368.82	30,574.65
Health and Human Services	217,733.02	198,868.27	18,864.75
Culture and Recreation	18,967.26	17,557.78	1,409.48
Debt Service	98,971.90	97,869.10	1,102.80
State and County Tax Assessments	258,812.00	184,268.00	74,544.00
Pension & Fringe Benefits	639,472.00	617,846.87	21,625.13
Transfer to Other Funds	266,324.91	266,324.91	0.00
<u>Total Expenditures</u>	6,459,138.22	6,197,235.00	261,903.22

**TOWN OF CONWAY
SPECIAL REVENUE FUNDS
FISCAL YEAR 2018**

Fund	Description	Fund Balance June 30, 2017	Revenue	Expense	Fund Balance June 30, 2018
215	MA Highway A/R-C291 FY05	(66,779.25)	336,138.05	(269,358.35)	0.45
231	Ambulance Reserve for Rcpts	47,013.78	29,022.50	(32,621.00)	43,415.28
232	Dog Revolving Fund	5,402.68	689.20	(491.17)	5,600.71
233	Recreation Revolving	1,877.71	0.00	0.00	1,877.71
234	Tax Title Revolving	3,749.66	10,095.05	(4,420.19)	9,424.52
237	Conservation Wetlands Fund	8,091.36	357.83	(698.68)	7,750.51
238	Sports Revolving	4,051.92	6,285.00	(6,280.75)	4,056.17
252	Insurance proceeds	1,261.00	13,300.56	(13,300.00)	1,261.56
260	ZBA Notification Fees	0.00	84.28	0.00	84.28
270	250 Yr Celebration Donations	35,108.28	7,074.86	(8,039.27)	34,143.87
271	Conservation Donations	2,087.86	0.00	0.00	2,087.86
272	Fire Donations	3,511.82	395.00	0.00	3,906.82
273	Police Donations Fund	4,747.88	475.00	0.00	5,222.88
276	Festival Donations	8,920.72	0.00	0.00	8,920.72
277	Ambulance Donations	6,311.40	915.00	0.00	7,226.40
278	Cricket Hill Road	20,450.35	0.00	0.00	20,450.35
279	Road Machinery Earnings	0.17	0.00	0.00	0.17
282	Sale of Real Estate	84,695.07	0.00	0.00	84,695.07
283	U. S. Flag Fund	194.85	50.00	0.00	244.85
284	Historical Commission	358.78	100.00	0.00	458.78
285	Holiday Tree Fund	300.43	0.00	0.00	300.43
286	Fitzgerald Bridge	930.55	0.00	0.00	930.55
287	Covered Bridge	400.54	0.00	0.00	400.54
288	Youth Fund	844.04	0.00	0.00	844.04
289	Delabarre	800.00	0.00	0.00	800.00
290	Highlands Initiative	882.50	0.00	0.00	882.50
291	USDA/NRCS Grant	4,001.00	0.00	0.00	4,001.00
292	Septic Loan Paybacks	68,524.05	1,616.38	(2,018.13)	68,122.30
293	Peg Access/Broadband	24,492.19	14,235.99	(12,500.00)	26,228.18
294	Extended Polling Hours	2,983.00	176.00	0.00	3,159.00
296	Conway Trails	223.19	0.00	0.00	223.19
297	Public Utility Surcharge	0.00	1.30	0.00	1.30
298	Green Energy Grant	(11,141.43)	0.00	(23,504.93)	(34,646.36)
380	Community Preservation Act	574,336.37	265,310.74	(7,400.00)	832,247.11
403	Dare Grant-Police	2,813.51	0.00	0.00	2,813.51
404	Comm Policing Grant	5,773.22	0.00	(1,174.23)	4,598.99
405	Bulletproof Vest Grant	788.50	36.00	0.00	824.50
406	Watch your Car Grant	700.00	0.00	0.00	700.00
409	FEMA-All Hazards Grant	9.00	0.00	0.00	9.00
411	MEMA Grant	(12,324.91)	12,324.91	(10,675.00)	(10,675.00)
412	Council on Aging Grant	1,123.25	3,876.75	(5,000.00)	0.00
414	Library State Aid	5,019.25	2,546.05	(986.99)	6,578.31
415	Cultural Council	5,627.24	4,411.28	(5,028.84)	5,009.68
416	Small Cities Grant	49,013.08	0.00	0.00	49,013.08

418	Alternative Energy Grant	670.23	0.00	0.00	670.23
421	Master Plan Grant	595.00	0.00	0.00	595.00
422	DCR Fire Grant	179.16	0.00	0.00	179.16
424	EMPG	(860.00)	663.00	0.00	(197.00)
425	DEP Grant Recycling RF	7,904.02	2,450.00	0.00	10,354.02
428	FRCOG Multi town	13,750.00	0.00	0.00	13,750.00
429	DEP 319	(14,214.00)	14,214.00	0.00	0.00
430	META Grant	(4,000.00)	0.00	(1,885.50)	(5,885.50)
431	Municipal ADA Improvement Grant	0.00	9,300.00	(15,612.00)	(6,312.00)
502	School Choice	108,940.57	192,711.00	(133,266.25)	168,385.32
503	REAP Grants	(2,960.90)	37,025.27	(35,659.05)	(1,594.68)
505	SPED Assist	782.98	20,545.55	(25,859.08)	(4,530.55)
506	Wings Program	113,387.69	292,696.60	(259,850.22)	146,234.07
507	Grant Funded Teachers Stipends	0.00	9,700.00	(9,700.00)	0.00
509	Erate Reimb School	195.59	0.00	0.00	195.59
511	Child/Adult FDC	2,122.78	0.00	0.00	2,122.78
514	Summer Wings program	21,888.36	8,800.32	(20,995.26)	9,693.42
551	After School Program	59,744.34	62,826.50	(57,364.95)	65,205.89
552	Early Childhood Tuition	62,363.65	43,023.85	(31,241.24)	74,146.26
553	School Lunch	(7,333.23)	57,335.13	(55,745.29)	(5,743.39)
555	Student Activities Fund	9,488.69	12,951.51	(18,777.54)	3,662.66
556	Wellness Grant	18.90	800.00	(732.98)	85.92
557	Moves and Grooves	234.61	1,225.00	(922.84)	536.77
558	Fournier School Fund	2,822.36	0.00	0.00	2,822.36
559	Big Yellow School Bus	0.00	200.00	(200.00)	0.00
710	School Roof	2,952.54	0.00	0.00	2,952.54
720	Fire Truck	0.00	600.00	0.00	600.00
811	Sumner Boyden Trust	90,141.24	(255.02)	(3,251.64)	86,634.58
812	Cemetery Perpetual Care	25,916.61	0.00	0.00	25,916.61
813	Guilford Trust	801,237.33	(1,700.43)	0.00	799,536.90
814	G. Howland Trust	17,401.33	(50.78)	0.00	17,350.55
815	A & E Boice/Germain Fund	17,169.48	(50.44)	0.00	17,119.04
816	Whiting Street Fund	19,823.89	(57.85)	0.00	19,766.04
817	S.F. Howland Trust	12,030.02	(34.72)	(136.05)	11,859.25
818	Sale of Lots	10,963.97	(32.01)	0.00	10,931.96
819	M & M Germain	524,408.19	(1,475.96)	(5,000.00)	517,932.23
820	M. B. Germain	23,390.14	(58.56)	(3,999.96)	19,331.62
821	M. H. Germain	90,493.62	(262.30)	0.00	90,231.32
822	Joshua Boyden	8,701.68	(25.42)	0.00	8,676.26
823	Arabelle Turner	481.72	(1.34)	0.00	480.38
824	D O Paul	15,138.02	(44.19)	0.00	15,093.83
825	C & F Field	11,118.05	(32.46)	0.00	11,085.59
826	W E Tucker	963.34	(2.68)	0.00	960.66
827	E C Glazier	481.73	(1.34)	0.00	480.39
828	S Bradford	481.73	(1.34)	0.00	480.39
829	Emery Field	963.40	(2.68)	0.00	960.72
830	General Stabilization Fund	431,972.75	(1,220.44)	(21,000.00)	409,752.31
831	Ambulance Stabilization	152,396.84	(444.44)	0.00	151,952.40
832	Capital Stabilization	276,778.61	123,624.51	0.00	400,403.12
833	Garage Stabilization	852,123.18	97,247.70	0.00	949,370.88

834	Grammar School Stabilization	242,167.91	49,231.16	(35,000.00)	256,399.07
838	Edith Moore Chase	702.22	(2.16)	0.00	700.06
840	OPEB	21,506.93	(65.91)	0.00	21,441.02
891	Off Duty Police Detail	1,827.40	95,729.00	(85,079.77)	12,476.63
892	Firearm ID Cards	276.25	4,075.00	(3,975.00)	376.25
894	Fire Dept Fees	255.00	2,885.00	(2,885.00)	255.00
896	Town Clerk Fees	290.00	561.00	(561.00)	290.00
897	BOH Fees	2,536.14	2,715.00	(3,040.00)	2,211.14
898	Deputy Collector	156.00	3,025.00	(3,181.00)	0.00
TOTAL		4,930,142.67	1,849,856.36	(1,238,419.15)	5,541,579.88



Tax Collector

Tax Collector office hours are Monday, Wednesday, and Thursday 9am to 3pm. Taxpayers can make their payments online, by mail or in person. Online payments can be made for current tax bills only using the tax bill payment option on the town's website, www.townofconway.com. Feel free to contact our office for any questions or concerns you may have.

FY2017 TAX BALANCE 07/01/2016 TO 06/30/2017

Description	Beginning Balance	Additions	Payments & Adjustments	Ending Balance
2017 Real	0.00	4,407,400.34	-4,338,946.15	68,454.19
2017 Personal Property	0.00	212,334.70	-211,953.07	381.63
2017 Excise	0.00	235,134.98	-218,554.95	16,580.03
2017 CPF	0.00	86,469.49	-85,262.22	1,207.27
Total	0.00	4,941,339.51	-4,854,716.39	86,623.12
2016 Real	64,565.29	0.00	-64,565.29	0.00
2016 Personal Property	1,042.69	0.00	-442.02	600.67
2016 Excise	13,847.10	28,350.23	-39,643.06	2,554.27
2016 CPF	1,056.13	0.00	-1,056.13	0.00
Total 2016	80,511.21	28,350.23	-105,706.50	3,154.94
2015 Personal Property	741.16	0.00	-741.16	0.00
2015 Excise	2,290.22	34.17	-1,337.93	986.46
2015 total	3,031.38	34.17	-2,079.09	986.46
2014 and prior Personal Property	7,762.36	0.00	-6,282.89	1,479.47
2014 and prior Excise	8,048.93	0.00	-533.56	7,515.37
2014 and prior Total	15,811.29	0.00	-6,816.45	8,994.84
GRAND TOTALS	99,353.88	4,969,723.91	-4,969,318.43	99,759.36

Respectfully submitted, Janice Warner, Treasurer/Tax Collector



Treasurer

Treasurer's Report

Treasurer office hours are Monday, Wednesday and Thursday 9am to 3pm. Feel free to contact our office for any questions or concerns you may have.

General Fund Interest Earnings					
2018	2017	2016	2015	2014	2013
\$8,614	\$6,329	\$5,732	\$5,387	\$7,951	\$10,820

Long Term Investment Return					
2018	2017	2016	2015	2014	2013
-0.55%	1.77%	3.91%	1.90%	3.90%	5.20%

Debt

Debt Schedule							
Description	Initial Loan amt	Term	Remaining Term	July 1, 2017 beginning balance	FY18 Retirement	FY18 Interest pd	June 30, 2017 Balance
School Roof	305,528.00	5 yr	0 yr	61,000.00	61,000.00	1,354.20	0.00
Septic Repair Prog	38,306.26	20 yr	3 yr	8,034.00	2,018.13	0.00	6,015.87
Fire Truck	151,000.00	5 yr	4 yr	151,000.00	31,000.00	4,514.90	120,000.00
Total	494,834.26			220,034.00	94,018.13	5,869.10	126,015.87

Tax Liens and Possessions

Tax Liens are being addressed regularly. There were no new foreclosures in FY2018 and one sale of a tax possession.

Tax Possessions				
Description	Balance 7/1/2017	FY 2018 foreclosures	FY18 sales	Balance 06/30/2018
Bardwells Ferry Rd; Map 405, lot 8 and 9	7,798			
Main Poland Rd; Map 415 Lot 28	3,834			
Whately Rd Map 413 Lot 27.1 and Map 413 Lot 27.2	4,235		4,235	
Total	15,866.95	0	4,235.00	11,631.95

Tax Title Balance				
Description	Balance 7/1/2017	Additions	Payments and Adjustments	Balance 6/30/2018
Real Estate	97,601	62,691	105,958	54,333
Community Preservation fund	1,558	1,285	2,387	456
Total	99,159	63,976	108,345	54,790

Health Insurance

We are members of the Hampshire County Group Insurance Trust. The trust rates are compared annually to the Massachusetts Group Insurance Commission benchmark and remain to be the better option for the town and employees. The Trust reports a multiyear loss of reserve funds due to increasing claims and would need to increase premiums significantly to maintain current funds. In July of 2017 the Trust members voted to change plan benefits by increasing the co-pays and adding a pharmacy deductible in order to keep from changing to an overall deductible plan. The trust then later voted down the changes due to the fact that not all communities had taken appropriate action to prepare labor unions for the changes. The changes will be considered again in January of 2019. Conway is currently seeking other insurance options as well as engaging in the bargaining legal process required to make such changes.

Town Health insurance Expenditures

year	2018	2017	2016	2015	2014
expense	412,220	390,315	347,656	322,810	331,752
increase	5.61%	12.27%	7.70%	-2.70%	1.70%

Banking

<p>Allocation of Funds by Bank Accounts Fiscal Year Ending June 30, 2018</p>

<p>*Please note that these are bank balances only and do not include 4th quarter transfers to/from the general fund. See accountant report for current figures</p>
--

INTEREST BEARING CHECKING		Balance 7/1/2017	revenue & expense	interest earned	Balance 6/30/2018
Unibank	Payables	174,034	(78,763)	203	95,475
Unibank	School Payables	10,234	(36,155)	24	(25,897)
Unibank	Payroll	10,488	(397)	30	10,121
Subtotal		194,756	(115,316)	258	79,698

LONG TERM INVESTMENTS		Balance 7/1/2017	revenue & expense	interest earned & net gain	Balance 6/30/2018
Abbey Capital	CPA	534,975	239,447	18,835	793,257
Abbey Capital	Stabilization	1,955,439	273,719	63,719	2,292,878
Abey Capital	OPEB	21,507	(790)	724	21,441
Subtotal		2,511,921	512,376	83,278	3,107,576
LIQUID INVESTMENTS					
Adams Community Bank	Money Market	0	1,413,734	4,289	1,418,023
Country Bank	Deputy Tax Collections	3,171	(3,173)	2	0
Country Bank	Money Market	0	(0)	0	0
Easthampton Savings Bank	Money Market	1,125,834	(1,077,701)	3,284	51,417
Greenfield Savings Bank	General	38,259	(21,072)	5	17,193

Greenfield Savings Bank	Celebration 250	26,278	5,600	39	31,918
Greenfield Savings Bank	Student Activity	9,030	(5,976)	0	3,054
Peoples United Bank	Septic Repair	38,906	2,094	20	41,019
Unibank	Cultural Council	2,478	1,530	11	4,020
Unibank	Money Market	21,112	58,354	189	79,655
Unibank	Ambulance Rct	8,293	(8,095)	18	216
Unibank	Tax Collections	4,756	(4,650)	23	128
Unibank	Deputy Tax Collections	7,579	(2,082)	5	5,502
Unibank	Bond Proceeds	31	0	0	31
Unibank	Unipay School	2,224	(2,028)	10	206
Unibank	Remote Deposit	42,513	8,912	156	51,580
Unibank	Youth Sports	0	2,105	5	2,110
Subtotal		1,330,463	(1,046,183)	3,770	1,706,072
Investment Total		3,842,384	(533,807)	87,048	4,813,648

TERM INVESTMENTS		Balance 7/1/2017	revenue & expense	interest earned	Balance 6/30/2018
Easthampton Savings Bank	CD	0	(299)	299	0
Greenfield Savings Bank	CD Flex	46,566	2,730	72	49367.8
Subtotal		46,566	2,431	371	49,368

TRUST FUNDS		Balance 7/1/2017	revenue & expense	interest earned & net gain	Balance 6/30/2018
Abbey Capital	A&E B Germain	17,169	(604)	554	17,119
Abbey Capital	C&F Field	11,118	(389)	356	11,086
Abbey Capital	CS Boyden	90,676	(6,378)	2,870	87,168
Abbey Capital	DO Paul	15,138	(529)	485	15,094
Abbey Capital	EC Glazier	482	(16)	15	480
Abbey Capital	EM Chase	702	(26)	24	700
Abbey Capital	Emory Field	963	(32)	29	961
Abbey Capital	G Howland	17,401	(609)	558	17,351
Abbey Capital	Guilford Fund	901,193	(31,103)	28,694	898,785
Abbey Capital	J Boyden	8,702	(304)	279	8,676
Abbey Capital	M&M Germain	527,658	(25,585)	16,359	518,432
Abbey Capital	MB Germain	24,057	(4,782)	723	19,998
Abbey Capital	MH Germain	90,494	(3,147)	2,885	90,231
Abbey Capital	S Bradford	482	(16)	15	480
Abbey Capital	Sale of Lots	10,964	(383)	351	10,932
Abbey Capital	SF Howland	12,030	(555)	384	11,859
Abbey Capital	Tanner	482	(16)	15	480
Abbey Capital	WE Tucker	963	(32)	29	961
Abbey Capital	Whiting St Fund	19,824	(693)	636	19,766
Subtotal		1,750,498	(75,199)	55,261	1,730,560

GRAND TOTAL		5,834,204	(721,891)	142,938	6,673,274
--------------------	--	-----------	-----------	---------	-----------



Town Clerk (This report is based on Calendar Year 01 January – 31 December 2018)

THIS ANNUAL REPORT WILL BE A LITTLE DIFFERENT than those of the recent past as it is intended to be my final one. For the last quarter century or so, this space has been used to describe a variety of activities within the Clerk's office in an attempt to provide some insight into the diversity of the unseen aspects of what the clerk is doing behind the scenes. This report is a bit more reflective and personal in nature than its predecessors.

When all is said and done, the work of a Town Clerk is steeped not only in challenge but in tradition and in history. I feel honored to be among the 19 town clerks to have served the town of Conway in its 251-year history. Seven Clerks served for less than 5 years, another seven for less than 10 years, leaving only five clerks to have passed the ten-year milestone. Henry W. Billings holds the longevity record, having served the town for 54 years from 1861 to 1915. I hold claim to 40 years (1979-2019) followed closely by C. Lyman Parsons who served for 36 years from 1919 until 1955. Rounding out the top five are Oliver Root who held the position for 22 years (1784-1806) and David Childs for 19 years (1807-1826).

As much as I have valued this position, I have no expectation of reaching the bench mark set by Mr. Billings - he served the town until he was 89 years old. Theoretically I could pass his record before my 85th birthday, but I am not sure that I want to finish my days maintaining the challenge of blending the old traditions into the changing responsibilities and new obligations of the Clerk's office in what has become more than a full-time job.

In the early years, I quickly discovered that keeping up with all of the requirements of the office on an allowance of 10 hours per week was somebody's idea of a very grand joke! With a total population of nearly 900 people (including 600 registered voters) and less than 200 dogs, the work actually required more than 15 hours per week in 1980. The town grew explosively in the mid-1980s. The population and number of voters more than doubled and the number of dogs tripled. The Clerk's beyond-the-public-hours' time commitment reflects both the population increases and the addition of new and extended duties. Over the past year, the Clerk averaged about 33 hours per week.

After being told for several years that I was not old enough to attend senior luncheons and other activities, I kind of slipped into a land where time stands still. As a child, I was always taught to treat my elders with respect, so I watched in quiet amazement as a gaggle of "elders" vied for the top political position in the United States during 2016. I thought, how on earth do they expect to do all that work? Who is going to carry their heavy boxes, write their reports, and generally advise them (if they are willing to listen)? Then I came to the flat realization that they don't expect to do it at all! They are the elders and will be accorded their due respect. They are the magically honorable who do not have to take Conflict of Interest Exams or Cyber Security Exams to prove their integrity? I recently realized that I just happen to be one of the many "working aged" without an entourage of assistants. Alas, poor me (but not really)!

I often reflect upon the people that I have known, respected, enjoyed and lost. How did they pass so quickly? I consider all of the tasks that I had hoped to accomplish as Town Clerk and how most of them languish, still undone, due to lack of opportunity. Where did the time go? And I reflect upon my ever-present pet peeves and wonder if the next person to hold this office will succeed in making the changes that I have not been able to produce. Will we ever be able to get the majority of dog owners to register their fur-babies? Will we ever manage to get everyone who has been elected or appointed to take the oath of office and complete the Conflict of Interest training? I inherited many unfiled stacks of papers 40 years ago and though those papers have long since made their journey to recycling, there are always new papers to take the place of the ones that were filed.

My decision to leave this post was set in concrete on 18 May 2018, the day after the annual town election. On that day I bid farewell to my 14-year-old fur-child, Dragonslayer Tai's Sassy Sadie. She gave me endless insights into love, loyalty, patience and perseverance. Perhaps I held her here too long. After a difficult winter (lots of ice

and severe cold), I wanted her to be able to taste the grass and be warmed by the spring sunshine before she went on her solo adventure without me. How many sunrises did we watch together? How many early morning Avian symphonies did we hear together? How many miles did we walk together? I know we rambled more than 7,000 miles together, but I lost count of the sunrises and symphonies. Yes, I have thousands of wonderful memories of her, but I can't reclaim any of the lost time that I worked while she waited patiently for my return.

All my future journeys will be in memory of Sadie's unabashed expectation for each adventure and her delight at exploring new places and reading all the news. I can take Sadie's lessons into the future, but I will always ache for not having enough time with her.

The Town Clerk's posted public hours represent only a tiny fraction of the time required to fulfill the obligations of the position. For every hour spent dealing directly with the public, more than two additional hours are needed for tasks that cannot be effectively accomplished with public interruption - ballot preparation, voter list preparation, town listing updates, recording town meeting minutes, certifications of votes taken by the town, bylaw certifications for the Attorney General, vital records registrations and certifications, data entry updates, reports, records research, etc. Following is a sampling of some day to day tasks that are essentially invisible to the public:

- ❑ Local boards and committees filed more than 1,500 public meeting notices that were recorded and posted by the clerk in accordance with the Open Meeting Law;
- ❑ Twenty-five of the town's many Boards and Committees are submitting their meeting minutes to the Town Clerk for filing in the Town Office or otherwise providing public access;
- ❑ More than 50 copies of the State "Open Meeting Law" were copied and distributed and a large number of reminders of the importance of filing meeting notices with the clerk were issued;
 - Only four "Acknowledgement of Receipt" notices regarding Open Meeting were filed
- ❑ More than 100 copies of the "Conflict of Interest Law" summary and the certification requirements were made and distributed to town officers, appointees, and employees, each of whom is required to take the Conflict of Interest training every two years.
 - Thirty-five "Acknowledgement of Receipt" notices regarding Conflict of Interest were filed
 - Thirty-four certificates from the mandatory on-line Conflict of Interest training were received and recorded prior to the end of the year;
- ❑ A total of 52 elected and appointed officials received the oath of office (any person elected, appointed or reappointed to any town board of committee must be sworn to their duties by the town clerk before assuming their board of committee roles);
 - Fifty appointees in 2018 failed to take the oath of office or complete the COI certification;
- ❑ Packages related to zoning and general bylaw additions and changes were prepared for approval by the Attorney General in May and September;
- ❑ Twelve resignations were received, recorded, and forwarded as required by law;
- ❑ Seven new business certificates were issued;
- ❑ More than 450 letters were written and mailed to individual voters to confirm registrations or to advise of changes in voting status, etc.
- ❑ Six records requests were made through the Records Access Officers, and were recorded and tracked through the Clerk's office;
- ❑ Two Applications for Variance made to the Zoning Board of Appeals were recorded along with related decisions and certificates of no appeal;
- ❑ No Special Permit Applications for the Planning Board were filed with the Clerk's office this year;
 - One site plan review was filed by the Planning Board;
- ❑ One utility application was certified and recorded;
- ❑ The Clerk provided several personnel updates and created access to DOR accounts as Administrator of the Division of Local Services Gateway Security Module;
- ❑ An undetermined number of forms, certifications and letters were written on behalf of the town and dozens of certified copies from town records were issued;

- ❑ Assistance was provided to applicants in a variety of different cases associated with records maintained through the Clerk's Office and the Town Offices in general;
- ❑ See also Board of Registrars report for additional tasks.

Vital Records
Number of Recent Births Recorded in Conway

For reasons of privacy, names of children are no longer published in the town report.

YEAR	MALE	FEMALE	TOTAL
2010	5	8	13
2011	6	2	8
2012	4	6	10
2013	4	4	8
2014	9	3	12
2015	3	6	9
2016	7	2	9
2017	3	6	9
2018	4	7	11

2018 Deaths Recorded in Conway

DATE	NAME AND PLACE OF DISPOSITION	AGE
January		
01	Stanley F. Kawecki, Jr. Disposition at Wrisley Funeral Home, Deerfield	70 yrs
February		
03	Josephine A. Burnett of Ashfield Disposition at Springfield Crematory, Springfield	86 yrs
15	Tammy J. Wydra Disposition at Springfield Crematory, Springfield	60 yrs
20	Sean J. Butler of Newington, CR Disposition at Springfield Crematory, Springfield	55 yrs
March		
01	Stephen Stange Disposition at Springfield Crematory, Springfield	68 yrs
02	Jack Ramey Disposition at UMass Medical School, Worcester	87 yrs
09	Treffle A. Mercure Disposition at Springfield Crematory, Springfield	81 yrs
April		
05	Donna J. Dove Disposition at Center Cemetery, Bernardston	71 yrs
September		
20	Clifford Edward Desch, Jr. Disposition at Cheshire Family Crematory, Troy, NY	73 yrs
30	Syril Dratfield Disposition at Tufts University, Boston	93 yrs
October		
16	Herbert Dratfield Disposition at Tufts Medical School, Boston	96 yrs

2018 Marriages Recorded in Conway

DATE	PARTIES and RESIDENCE	MARRIED IN
May		
29	Carl William Moebius of Conway and Lara J. Matta of Conway	Conway
July		
14	Phillip Andrew Snow of Conway and Jennifer Lynn Basil of Conway	Northfield
December		
20	Milton Henryn Williams, Jr. of Conway and Denise Ruth Dwelley of Conway	Conway

2018 Dog Licenses Issued in Conway

The Conway dog list is current and fairly accurate with 527 listed animals. At the close of the year, 177 licenses had been issued, a mere 34% registration rate. We listed fewer dogs than last year and had a lower percentage of pets registered. This does not speak well for the responsibility of Conway dog owners. State law requires that ALL dogs in the state be registered annually. In addition to requiring registration, the state law directs veterinarians to forward lists of all dogs receiving rabies vaccinations to appropriate town clerks. The annual license provides the best avenue for re-uniting lost dogs with their owners and is a quick reference as to proof of a current rabies vaccination in the event that the pet is involved in an incident. It would be a great and inexpensive system if dog owners/parents and their veterinarians would take the initiative to follow the law.

CLASS	PRICE	# ISSUED	TOTAL VALUE
Male	\$ 3.00	73	\$219.00
Female	\$ 6.00	5	\$30.00
Spayed Female	\$ 3.00	94	\$282.00
Kennel [4 dog maximum]	\$ 10.00	5	\$50.00
Kennel [10 dog maximum]	\$ 25.00	0	\$0.00
Kennel [more than 10 dogs]	\$ 50.00	0	\$0.00
		177	\$581.00
TOTAL NUMBER OF LICENSES ISSUED			177
TOTAL VALUE OF LICENSES ISSUED			\$ 581.00
FEES RETAINED BY TOWN CLERK			\$ 132.75
AMOUNT RETURNED TO TREASURER			\$ 448.25

Respectfully submitted,
Virginia Allis Knowlton
Town Clerk, Board of Registrars Chair,



Burial Agent, Records Access Officer



Commonwealth of Massachusetts
Town of Conway, Massachusetts

AT A LEGAL TOWN MEETING of the inhabitants of the Town of Conway qualified to vote in town affairs, convened at the time and place and for the purpose specified in the warrant, 212 voters were checked at the door and issued yellow cards for the purpose of voting. Aina Barten, Lorraine Boyden, and Winona Corse served as checkers. The meeting was called to order by Moderator J. Nicholas Filler, and the meeting unanimously voted to dispense with the formality of having the warrant read by the Town Clerk. The following action was taken by those persons in attendance:

ARTICLE 1: Voted to accept the **reports** of the Selectmen, Town Treasurer, Town Clerk, School Committee, Tax Collector, Board of Health, Assessors, and other committees as printed in the annual Town Report.

ARTICLE 2: Voted to hear the report of the Finance Committee and **raise and appropriate only, by taxation, \$5,851,510** as indicated below:

A.

DEPT #	DEPARTMENT NAME	FY 2019	VOTE
114	MODERATOR	350	passed
122	SELECTMEN	6,500	passed
131	FINANCE COMMITTEE	300	passed
132	RESERVE FUND	40,000	passed
135	TOWN AUDITS	21,500	passed
141	ASSESSORS	7,690	passed
141	ASSESSORS SALARY	49,731	passed
145-146	TREASURER-COLLECTOR	15,562	passed
145-146	TREASURER-COLLEC. SALARY, WAGES	58,685	passed
150	TOWN ADMIN	14,485	passed
150	TOWN ADMIN SALARY, WAGES	85,802	passed
151	LEGAL	12,000	passed
159	INFORMATION TECHNOLOGY	29,980	passed
161	TOWN CLERK	2,825	passed
161	TOWN CLERK SALARY, WAGES	37,771	passed
162-163	REGISTRARS AND ELECTIONS	9,345	passed
170 SERIES	ConCom, Pl. Brd., ZBA, Ag. Com, Open Space	4,105	passed
190	PERSONNEL COMMITTEE	100	passed
192	BUILDING MAINTENANCE	56,100	passed
192	BUILDING MAINTENANCE WAGES	17,398	passed
193	TOWN INSURANCE	86,900	passed
210	POLICE	17,750	passed
210	POLICE SALARY, WAGES	109,822	passed
220	FIRE	36,945	passed
220	FIRE SALARY, WAGES	21,630	passed
231	AMBULANCE	25,000	passed
290 SERIES	DOG & TREE WARDENS, EMERG. MAN.	7,820	passed

422	HIGHWAY	230,000	passed
422	HIGHWAY SALARY, WAGES	252,495	passed
423	WINTER ROADS	103,000	passed
423	WINTER ROADS WAGES	19,346	passed
512	BOARD OF HEALTH (BOH)	141,923	passed
512	BOH SALARY, WAGES	58,993	passed
540 SERIES	HUMAN SERVICES (COA, VETERANS)	10,600	passed
630	PARKS, RECREATION, TRAILS	7,755	passed
691	HISTORICAL COMMISSION	400	passed
751	DEBT SERVICE	34,138	passed
752	SHORT TERM INTEREST	1	passed
830	FRCOG (town nurse under Board of Health)	50,183	passed
900	EMPLOYEE COSTS	671,206	passed

B.	300A	GRAM SCH OPERATING	1,825,454	passed
	300B	GRAM SCH TRANSPORT	83,362	passed

C.	892A	FRONTIER REG OPERATING	1,344,781	passed
	892B	FRONTIER TRANSPORTATION	23,472	passed

D.	320	TECHNICAL SCHOOLS	218,305	passed
----	-----	-------------------	---------	--------

		GRAND TOTALS:	5,851,510	
--	--	----------------------	------------------	--

*Motion made and passed to consider **Articles 6, 9 and 16** following article 2*

ARTICLE 6: Voted that the Town transfer \$25,000 from free cash to the **Conway Grammar School Capital Stabilization Account.**

ARTICLE 9: Unanimously voted that the Town transfer \$24,000 from the Conway Grammar School Capital Stabilization Account for **capital expenses for the Conway Grammar School.**

ARTICLE 16: Voted that the Town transfer \$5,677.00 from the general stabilization account for the purchase of a replacement tractor similar in size and features of a John Deere 1025R Sub-Compact Utility **Tractor, for the Frontier Regional School District**, not to exceed in total \$35,000.00. *(Moderator declared the article passed by a two-thirds majority on a voice vote.)*

At this point, the meeting voted to return to the articles in order.

ARTICLE 3: Voted that the Town appropriate \$330,000 to pay costs of **repairing Bridge #C-20-004 on North Poland Road**, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, provided, however, that any bonds issued pursuant to this vote shall mature in not more than 15 years from their date of issue, excluding the term of any temporary notes that may be issued in anticipation of the issuance of any such bonds, and, provided, further, that any such borrowing shall be contingent upon the passage of a Proposition 2½ debt exclusion ballot question: any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter

44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. *(Moderator declared the article passed by a two-thirds majority on a voice vote.)*

ARTICLE 4: Unanimously voted that the Town transfer \$100,000 from free cash and \$25,000 from the General Stabilization fund to the **Capital Stabilization Account**.

ARTICLE 5: Voted that the Town raise and appropriate \$50,000 for the **Highway Garage Stabilization Account**. *(Moderator declared the article passed by a two-thirds majority on a voice vote.)*

ARTICLE 6: (Voted following Article 2)

ARTICLE 7: Voted that the Town transfer \$48,000 from the Capital Stabilization Fund to **replace the Police Department cruiser**. *(Moderator declared the article passed by a two-thirds majority on a voice vote.)*

ARTICLE 8: Vote **failed** to replace the 2013 Volvo Excavator.

ARTICLE 9: (Voted after Article 2, following Article 6)

ARTICLE 10: Unanimously voted that the Town transfer \$21,528 from the Ambulance Receipts Reserved account for Fiscal Year 2019 **operating expenses for the Ambulance Department**.

ARTICLE 11: Voted that the Town raise and appropriate \$10,000 for rental of a **hydraulic boom lift for the Highway Department**.

ARTICLE 12: Unanimously voted that the Town transfer \$14,000 from the General Stabilization account to provide for a **Lucas cardio-pulmonary resuscitation (CPR) compression unit** for the Ambulance Department.

ARTICLE 13: Voted that the Town transfer \$12,000 from the Capital Stabilization account to **replace the 2012 Kubota tractor and snowblower** which will be traded-in. *(Moderator declared the article passed by a two-thirds majority on a show of hands.)*

ARTICLE 14: Unanimously voted that the Town transfer \$10,000 from free cash to the **Other Post-Employment Benefits account**.

ARTICLE 15: Voted that the Town transfer \$6,500 from Free Cash for the **further labor and supply costs of conversion of Assessors' software** (the valuation system).

ARTICLE 16: (Voted after Article 2, following Article 9)

ARTICLE 17: Unanimously voted that the Town transfer \$5,000 from Free Cash for the next **recertification of property values**.

ARTICLE 18: Voted that the Town create a new, **part-time position** of Administrative Assistant for the Conservation Commission, Planning Board, Zoning Board of Appeals, and other committees, boards, councils, and commissions, and to raise and appropriate \$5,518 for that position for Fiscal year 2019.

ARTICLE 19: Unanimously voted that the Town transfer \$2,513 from free cash for **local library operations** and expenses.

ARTICLE 20: Unanimously voted that the Town transfer \$1,000 from free cash for its **Christmas Tree fund**.

ARTICLE 21: Unanimously voted that the Town transfer \$500 from free cash for its **Flag Fund**.

ARTICLE 22: Unanimously voted that the Town authorize the Treasurer to spend \$15,000 from the **Medicaid Revolving Fund**.

ARTICLE 23: Voted that the Town appropriate or reserve for later appropriation monies from the **Community Preservation Fund** as recommended by the Community Preservation Committee the following amounts for community preservation purposes, with each item considered a separate appropriation:

- A. To appropriate \$4,219 from FY 2018 Annual Revenues for Administration of the Community Preservation Committee.

- B. To provide funds from Fiscal Year 2018 Annual Reserves
 - \$8,438 to the Community Preservation Historical Resources Reserve;
 - \$8,438 to the Community Preservation Community Housing Reserve;
 - \$8,438 to the Community Preservation Open Space Reserve; and
 - \$54,849 to the Community Preservation Budgeted Reserve.

ARTICLE 24: Failed to join the Pioneer Valley Mosquito Control District for an initial one-year term.

*Motion made and passed to consider **Articles 31 and 32** following article 24*

ARTICLE 31: Voted to approve the following General by-law, introduced by citizen petition:

A Bylaw Declaring Conway to be a Safe Community

Purpose:

The citizens of Conway would like you to know that no matter where you're from, if you are a resident, or visitor, or are just passing through town, you are welcome here.

Conway police shall not act as immigration officers and will not honor non-criminal, civil immigration detainer requests. In all interactions with Conway law enforcement and town employees you will be treated with respect.

We ask for your cooperation to help us insure the safety and well being of others.

Definitions:

"Law enforcement official" means Conway department, or officer or employee of town department, authorized to enforce criminal statutes, regulations, or local bylaws.

"Civil immigration detainer request" means a non-mandatory request issued by an authorized federal immigration officer to a local law enforcement official, to maintain custody of an individual once that person is eligible for release from custody, or to notify the requesting immigration office prior to the release of that individual.

"ICE administrative warrant" means a warrant, notice to appear, removal order, or warrant of deportation issued by a federal immigration officer, not a judicial officer, that does not confer detention authority on a local jurisdiction.

"Safe City Provisions"

A law enforcement official shall not initiate an investigation or take law enforcement action on the basis of actual or perceived immigration status, including the initiation of a stop, and apprehension, arrest, or any other contact. Victims and witnesses to crimes may be asked their status for the purposes of the US Victims of Trafficking and Violence Prevention Act (U-VISA)

A law enforcement official shall not detain an individual on the basis of a civil immigration request or an ICE administrative warrant after the individual is eligible for release from custody, unless ICE has a criminal warrant, issued by a judicial officer, for the individual.

To the extent permissible by law, no employee of any Conway Town department shall perform the functions of an immigration officer, whether pursuant to 8 U.S.C. section 1357(g) or any other law, regulation, or policy, whether formal or informal.

Effective Date

This Bylaw will become effective upon passage.

Severability

If any section, subsection, paragraph, sentence, clause, or phrase of this bylaw is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this bylaw.

Compliance with Federal Law

Nothing in this bylaw shall prohibit or restrain any law enforcement officer, or any Town employee or agent from sending to or receiving from, any local, state, or federal agency, information regarding citizenship or immigration status, consistent with 8 U.S.C. section 1373.

ARTICLE 32: Failed to approve the citizen petition to place mowing of the Commons, Ballfield, Cemeteries, and Grammar School grounds under the duties of the Highway Department.

At this point, the meeting voted to return to the articles in order.

ARTICLE 25: Voted that the Town adopt the provisions of M.G.L. Chapter 64N, Section 3, or any other enabling authority, to **impose a local sales tax upon the sale or transfer of marijuana or marijuana products** by a marijuana retailer operating within the Town to anyone other than a marijuana establishment at the rate of 3 percent of the total sales price received by the marijuana retailer as a consideration for the sale of marijuana or marijuana products, or at any higher rate as authorized by law.

FOR CHANGES SHOWN TO *EXISTING* BYLAWS (Article 26 and 27)
DELETIONS ARE IN ~~STRIKEOUT~~ AND ADDITIONS ARE UNDERLINED.

ARTICLE 26: Voted that the Town **amend its General Bylaws** under “Form and Conduct of Town Government,” Section, 5, to refer only to the annual Town Meeting warrant, as follows:

Section 5: Articles for the annual Town Meeting warrant will be received by the Selectmen not less than sixty days before the date set for the meeting....

ARTICLE 27: Voted that the Town will **amend its General Bylaws** under “Town Officers, Boards, and Committees” to include a new Section 11, as follows:

Section 11: The Town Clerk, or an agent designated by the Town Clerk, shall be authorized to assign appropriate numbers or letters to sections, subsections, paragraphs, and subparagraphs to Town general and zoning by-laws where none are approved by Town Meeting.

Where Town Meeting has approved numbering or lettering of sections, subsections, paragraphs, and sub-paragraphs of Town general and zoning by-laws, the Town Clerk, or an agent designated by the Town Clerk, after consultation with the Town Administrator, shall be authorized to make non-substantive editorial revisions to the numbering or lettering to ensure consistent and appropriate sequencing, organization, and numbering or lettering of the by-laws.

ARTICLE 28: Failed to amend General Bylaws by removing the requirement to mail the Town Report to each head of household under Section 6 : The Town Meeting.

ARTICLE 29: Voted to **amend the Protective By-laws** by adding the proposed Article 12, as follows:

LARGE SCALE INDUSTRIAL & COMMERCIAL FACILITIES

Article 12: Large Scale Industrial & Commercial Facilities Zoning Bylaw

12.1: Purpose

The purpose of this Bylaw is to provide for the public health, welfare, and safety of the residents of the Town of Conway (the "Town") through implementation of a zoning bylaw and performance standards for environmental and land use impacts associated with the construction or operation of large scale industrial and commercial facilities proposed to be located in the Town. This bylaw is adopted pursuant to the authority granted to towns in accordance with M.G.L Chapter 40A. Large scale industrial or commercial facilities are also subject to all other requirements of the Town's Zoning Bylaws to the maximum extent permitted by law. Specifically, the purpose of this Bylaw is to:

- a. Reduce adverse environmental and public health impacts from the construction and operations of large scale industrial and commercial facilities;
- b. Minimize noise, earth removal and related disturbance impacts to surrounding residential properties, businesses, and municipal and institutional facilities;
- c. Preserve the pre-existing character of neighborhoods, especially in rural areas and on agricultural lands adjacent to large scale industrial and commercial facilities;
- d. Avoid exposing residents and public and private property to risk of injury or damage;
- e. Minimize accidental damage to facilities due to man-made events or natural forces such as severe weather events; and
- f. Ensure the construction and operations are in compliance with local, State and Federal requirements.

Application and study requirements required by this Bylaw are in addition to and should be coordinated with any other requirements of Conway's Zoning Bylaws.

12.2: Definitions

Large Scale Industrial and Commercial Facility (LSICF) -- A large-scale industrial or commercial facility is defined as any industrial or commercial facility, including any associated facilities, which requires the mandatory preparation of an Environmental Impact Report (EIR) pursuant to the Massachusetts Environmental Policy Act (MEPA), specifically review thresholds sections 11.03(1)(a), and 11.03(3)(a) thru (9)(a). A LSICF shall also include: (1) any facility or use that creates 10 or more acres of impervious surface and (2) a facility or use which alters 50 or more acres of land, unless the project is consistent with an approved agricultural use plan or a forest cutting plan in accordance with State law.

Appurtenant Structure, Equipment or Facilities (ASEF) – Any structure, equipment, or other facilities (e.g. parking, contractor's yards, staging areas, etc.) associated with the construction, operation or maintenance of the LSICF.

Applicant - Owner and/or Operator of the LSICF and/or ASEFs.

Special Permit and Certificate Granting Authority – The Planning Board shall be responsible for granting a Special Permit and issuing a Certificate of Compliance to construct and/or operate a LSICF and/or ASEF if it determines that such facility is in compliance with this Bylaw.

12.3: Applicability

- a. This article applies to all LSICF and ASEFs that will be permitted or constructed after the effective date of the article. This bylaw shall not apply to the maintenance, construction, or improvement of a local road or to any residential use. This bylaw article shall not apply to Wireless Communications Facilities (see Zoning Article 8)
- b. All existing LSICF and ASEFs constructed prior to the adoption of this article shall not be required to meet the requirements of this article, provided that any modification to an existing LSICF or ASEF that occurs after the effective date of this article and which materially alters the size, type, location, or operation of the LSICF or ASEF shall require compliance with this Bylaw, as determined by the Planning Board.
- c. If any part or provision of this Bylaw or the application thereof to any person or business is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the remainder of this Bylaw, or the application thereof to other persons, businesses or circumstances unless by operation of law.

- d. An applicant for a proposed LSICF must seek a Special Permit from the Special Permit Granting Authority which is the Conway Planning Board. The Planning Board shall conduct a Special Permit process in accordance with Conway's Zoning Bylaws upon receipt of a completed Application and will determine if the proposed LSICF and ASEFs will meet the requirements of this Bylaw. The Planning Board may request additional information needed to determine compliance with this bylaw. The Applicant may not proceed with the construction or operation of the LSICF or ASEFs until a Special Permit has been granted by the Planning Board based on their determination that all the requirements of the Bylaw will be met.
- e. If a project has been determined to be exempt from local zoning due to Federal pre-emption, the LSICF or the ASEF shall still require a Certificate of Compliance that the project meets the requirements of this bylaw to the maximum extent feasible.
- f. No LSICF or ASEF shall be constructed, installed or modified without also obtaining a building permit and paying any required fees.

12.4: Compliance with Bylaw

- a. No LSICF or ASEFs shall be constructed or operated within the Town unless such facilities can meet all the requirements of this Bylaw. The Planning Board will make this determination based upon the application and any independent studies the Planning Board may require. In order to determine compliance, the Planning Board may require independent noise or engineering studies, air and water quality testing, or other tests or studies to be paid for by the Applicant in accordance with this Bylaw.
- b. The application for a LSICF and ASEFs shall be accompanied by a fee as established by resolution of the Planning Board consistent with State law.
- c. Any modification to an existing LSICF or ASEFs that materially alters its size, type, location, or operation shall require a new Application and must meet all requirements of this Bylaw. Like-kind replacements shall not require a new Application if so determined by the Planning Board.
- d. If the Planning Board finds the Applicant in conformance with this bylaw, the Planning Board may issue a Special Permit. Such Special Permit shall expire three (3) years from the date of issuance if construction has not begun.
- e. When construction is completed and the requirements of this Bylaw and the conditions of the Special Permit have been met, then the Planning Board will issue a Certificate of Compliance for Operation for the LSICF or ASEF which shall have a term of two years. If the Applicant wishes to continue the operation of the LSICF or ASEF beyond the two (2) year term it must request a renewal of the Certificate and demonstrate that the requirements of this bylaw and the conditions of the Special Permit continue to be met.
- f. If no Special Permit is required due to Federal preemption, a renewal of the Certificate of Compliance shall still be needed.

12.5: Pre-Application Conferences

- a. The Applicant ("Owner/Operator") is strongly encouraged to meet with the staff or municipal officials of the Town to determine the requirements of and the procedural steps and requirements of the Application. The intent of this process is for the Applicant to obtain necessary information and guidance before entering into any commitments or incurring substantial expenses with regard to the site and Application.
- b. The pre-application conference is intended for the benefit of the Applicant in order to address the required submittals and is advisory only and shall not bind the Town of Conway.

12.6: Application

The Applicant shall provide to the Planning Board all of the following materials with eight (8) copies and an electronic version:

- a. A narrative describing an overview of the project, including the number of acres to be involved and the location, number and description of the planned facilities, including staging and

- storage areas and other locations needed during the construction, operation or maintenance of the LSICF and ASEFs.
- b. GIS mapping, in paper and digital versions, at an appropriate scale of the proposed location of the LSICF and ASEFs for the purpose of identifying properties that may be impacted by noise, earth removal or other related disturbances and to inform the Fire Chief, Police Chief, Emergency Management Director, Highway Superintendent and other emergency responders. Included in this map shall be an area within the development site for the location and parking of vehicles and equipment used in the transportation of personnel and/or development and use of the site. Such location shall be configured to allow the normal flow of traffic on public roads to be undisturbed.
 - c. The contact information of the Applicant and if different, the organization and individuals responsible for the construction, operation and maintenance of the LSICF and ASEFs shall be provided to the Planning Board and all emergency responders. Such information shall include a phone number where such individual or individuals can be contacted 24 hours per day, 365 days a year. Annually, or upon any change of relevant circumstances, the Applicant shall update such information and provide it to the Planning Board, Select Board and all emergency providers.
 - d. A certification or evidence satisfactory to the Town that, prior to the commencement of any activity related to the LSICF or ASEFs, the Applicant shall have accepted and complied with any applicable bonding or permitting requirements. Bonding shall be required to ensure repair by the Applicant of any damage to municipal property including but not limited to roads, culverts, bridges, water or sewer facilities, cemeteries, and buildings caused by the construction, operation or maintenance of the LSICF and ASEFs.
 - e. A description of and commitment to maintain safeguards that shall be taken by the Applicant and its agents to ensure that the Town's roads and property utilized by the Applicant shall remain free of dirt, mud and debris resulting from construction, operation or maintenance activities and the Applicant's assurance that such roads or property will be promptly repaired, swept or cleaned if damage, dirt, mud or debris occur as a result of Applicant's usage, with guaranties that meet the requirements of §13.0 of this article.
 - f. Verification that a copy of the Applicant's "Operation's Preparedness, Prevention and Contingency Plan" for public health and safety has been provided to the Planning Board and all emergency responders, including a statement that the Applicant/Owner, upon changes occurring to the Operation's Preparedness, Prevention and Contingency Plan, will provide to the Town and all emergency responders a revised copy marked with the revision date.
 - g. Assurance that, at least 30 days prior to the commencement of any construction activities, the Applicant shall provide an appropriate site orientation and training course of the Operation's Preparedness, Prevention and Contingency Plan for all emergency responders. The cost and expense of the orientation and training shall be the sole responsibility of the Applicant. The Applicant or Owner shall be required to hold at least one site orientation and training course every six months under this section unless such requirement is waived by the Planning Board and Select Board in their sole discretion.
 - h. A copy of the documents submitted to the Massachusetts Department of Environmental Protection (MassDEP) and a Community and Environmental Impact Analysis meeting the requirements set forth in §7.0 of this article.
 - i. A copy of all permits and plans from the appropriate Federal, State, and/or local regulatory agencies or authorities issued in accordance with applicable laws, environmental requirements and regulations for the proposed use.
 - j. A traffic impact study and roadway maintenance and repair agreement meeting the requirements set forth in §10.0 of this Bylaw.
 - k. Assurance that before the commencement of any construction, operation, maintenance or emergency activities, information shall be provided to residents and businesses per the requirements in §9.0 of this Bylaw.
 - l. Certification that private freshwater well testing will be completed in compliance with §11.0 of this article.
 - m. Submission of a Water Withdrawal Plan identifying the source of the water, how many gallons will be used and withdrawn each day, the origination of the water, proposed truck routes, and all permits issued by the Commonwealth or any other governmental body. The site(s) for the treatment and disposal of the water shall also be identified.

- n. Submission of a Hazardous Materials Management Plan that includes a complete list of chemicals, pesticides, herbicides, fertilizers, fuels, and other potentially hazardous materials to be used or stored on the premises in quantities greater than those associated with normal household use. For those activities using or storing such hazardous materials, a Hazardous Materials Management Plan shall be prepared and filed with the Fire Chief, Police Chief, Emergency Management Director and the Board of Health. The Plan shall include: provisions to protect against the discharge of hazardous materials or wastes to the environment due to spillage, accidental damage, corrosion, leakage, or vandalism, including spill containment and clean-up procedures; provisions for indoor, secured storage of hazardous materials and wastes with impervious floor surfaces; evidence of compliance with the Massachusetts Hazardous Waste Management Act 310 CMR 30, including obtaining an EPA identification number from the Massachusetts Department of Environmental Protection; and proposed down-gradient location(s) for groundwater monitoring well(s), should the Planning Board or Board of Health deem the activity a potential groundwater threat.
- o. Submission of a Stormwater Management, Erosion and Restoration Plan to the Planning Board and Conservation Commission that addresses any pre-construction, construction, operation or maintenance activities. The clearing of natural vegetation shall be limited to that which is necessary for the construction, operation, and maintenance of the LSICF and ASEFs. Revegetation shall be provided for restoration areas required for construction but not necessary for ongoing maintenance or operations. Only native species typically found in the facility's environment may be used for restoration. Stormwater management shall meet all MADEP requirements and shall follow MADEP's Best Management Practices.

All Application materials shall be submitted to the Planning Board with copies sent to the Select Board, Conservation Commission, Board of Health, Zoning Board of Appeals, Fire Chief, Police Chief, Emergency Management Director and Highway Superintendent. Such boards and municipal officials shall have 45 days to identify concerns or deficiencies or to provide recommendations to the Planning Board with respect to the LSICF or ASEFs. The Planning Board shall hold a Public Hearing to provide interested parties with the opportunity to comment in accordance with the requirements of the Special Permit process. If no Special Permit is required due to federal preemption, a Public Meeting will be held at least 30 days before the issuance or denial of the Certificate of Compliance.

12.7: Community and Environmental Impact Analysis & Health Impact Assessment

- a. A Community and Environmental Impact Analysis Statement shall be submitted to the Planning Board to determine compliance with the requirements of this Bylaw and shall be drafted by a qualified environmental engineering consultant hired by the Applicant. The purpose of the statement is to determine the impact of the project on the environment of the existing site and the resultant changes the proposal will have on the site and surrounding area. This information will assist the Town to determine if the LSICF and ASEFs can meet the requirements of this Bylaw. The Town can also request a "peer review" of the Community and Environmental Impact Analysis by a qualified environmental engineering firm that the Planning Board selects at the Applicant's expense (see Section 8.0). At a minimum, the statement shall provide the following information:
 - i. A description of the proposed development, its purpose, a schedule of construction and length of operation. This information and technical data must be sufficient to allow a thorough assessment of the proposed LSICF and ASEFs impacts on municipal services, environmental resources and public health and safety during construction and operation.
 - ii. A comprehensive description of baseline environmental and infrastructure conditions including but not limited to ambient noise levels, air and water quality, stormwater and drainage patterns, and water and sewer infrastructure before any activities associated with the development occur.
 - iii. A description of the environmental impacts of the proposed development both during and after complete build out of the proposed development. This description should focus on the environmental resources most likely to be affected by the development proposal and on the broader regional aspects of the environment impacts, including ecological inter-relationships. These impacts shall be defined as direct or indirect changes in the existing environment and as either beneficial or detrimental. Whenever

- possible, these impacts should be quantified. This discussion should include the impact not only upon the natural environment but upon land use as well.
- iv. Provide a separate analysis of all potential hazard impacts and hazard areas that could be caused by man-made accidents and natural hazards (flooding, hurricanes, earthquakes, tornadoes, snow/ice storms) and their probabilities and risks, with supporting statistics developed by an analysis of similar LSICF and ASEF's in comparable locations.
 - v. A discussion of measures which are required by Federal, State or local regulations to protect or mitigate impacts upon the environment, including any associated research or monitoring. Include sufficient documentation and supporting material to demonstrate that the proposed measures will function as expected.
 - vi. A discussion of the unavoidable adverse impacts described in Subsections 7.b. and 7.c. — both the short-term impacts (i.e., those occurring during build out of the LSICF and ASEF's), the long-term impacts, and the cumulative impacts to the environment. Particular attention should be paid to the LSICF and ASEF's relationship to trends of other LSICF or ASEF's developments (i.e., cumulative noise or air quality degradation posed by other industrial or commercial development).
 - vii. Hydrologic analysis and information, including, but not limited to, a description, inventory, analysis and evaluation of the existing groundwater conditions and mapping of surficial geology. This analysis must be focused in terms of both surface water and groundwater quality and quantity; a discussion of likely and possible changes to these resources; and a discussion of measures to reduce or mitigate the identified impacts. Potential impacts on residents and businesses served by private wells located within 750 feet of the proposed LSICF and ASEFs (see Section §11.0) should be included in the analysis.
 - viii. Odor, vapors or particulate matter produced by the LSICF and ASEF's shall not exceed Federal or State air quality standards. Applicant shall identify all hazardous pollutants that will be emitted that affect air quality that are regulated by MassDEP or the EPA. For all air pollutants generated, Applicant shall hire a qualified consultant to perform air quality testing in accordance with Section 11.c.
- b. The express standards and conditions referenced herein shall be addressed by the Applicant and submitted with the Application. An escrow account for the review by professional consultants pursuant to M.G.L. Chapter 44, Sec. 53G shall be established by the Applicant in the initial amount of \$100,000 or such other amount as the Planning Board may determine. The escrow account shall be maintained following final approval of the Application to provide for inspections in accordance with §8.0 herein.
 - c. The Applicant shall conduct a Health Impact Assessment (HIA) of the proposed project as part of the Community Impact Analysis. An HIA is a systematic process that uses an array of data sources and analytic methods and considers input from stakeholders to determine the potential effects of the project on the health of a population and the distribution of those effects within the population. The HIA shall provide recommendations on mitigating, monitoring and managing those effects.

12.8: Professional Consultants

The Town may employ a professional consultant or consultants to conduct peer reviews of the proposal or to perform and/or review the testing and monitoring results in accordance with M.G.L. Chapter 44, Sec. 53G, at the expense of the Applicant.

- a. The function of the peer review consultant(s) shall be to advise, counsel, represent and/or aid the Town in ensuring compliance with this Bylaw, any other applicable municipal codes on such matters relating to the construction or operations of LSICF and ASEFs, and with State law and regulations applicable to the project. The Consultant shall identify best practices for the design and development of the project.
- b. During the construction, operation, maintenance, decommissioning or reclamation activities associated with the LSICF and ASEFs, the Town shall require the services of an on-site inspector with proven background and experience in the type of LSICF and ASEFs proposed to be constructed, whose role will include but not be limited to the following:

- i. Review of all applications for construction or operation of the LSICF and ASEF.
 - ii. Inspection of the site of the LSICF or ASEFs during key phases of construction.
 - iii. Inspection of LSICF or ASEFs upon receipt of a written complaint and request for an inspection by the property owner.
 - iv. Communication with appropriate municipal personnel if the inspector believes the Applicant, Operator or contractor is violating a municipal code addressed in this Bylaw or another bylaw of the Town or any other State or Federal law or regulation.
 - v. Authority to request and receive any records, logs, reports relating to the status or condition of the LSICF and ASEFs needed to determine compliance with this Bylaw.
 - vi. In the event a professional peer review consultant is employed for the purpose of advising, counseling or representing the Planning Board relative to ensuring compliance with this Bylaw, the cost for such services of the professional consultant shall be assessed against and paid for by the Applicant or Owner of the LSICF or ASEF in addition to any other consulting fees or charges assessed pursuant to this Bylaw.
- C. A consultant(s) shall be hired to perform and/or review the testing and monitoring results collected pursuant to Section 11 and will prepare a report summarizing those results and identifying any concerns. Such reports shall be submitted to the Select Board, Planning Board and Board of Health, and as appropriate MADEP.

12.9: Information Provided to Municipal Officials and Residents

Prior to the commencement of any construction activities of the LSICF and ASEFs, but no later than ninety (90) days prior, the Operator shall provide the following information to the Select Board, Planning Board, Board of Health, Fire Chief, Emergency Management Director and Highway Superintendent. For natural gas transmission lines and associated venting, metering and compressor stations, the potential impact area appropriate for the diameter and maximum allowable operating pressure for the proposed pipeline will be determined and GIS mapping of the impacted areas will be provided to the Town and residents in those zones as well as information on what to do or not do in the event of an emergency.¹

- a. A GIS map of the location of the LSICF and ASEFs and a copy of the plans prepared by a professional engineer or land surveyor licensed in the Commonwealth of Massachusetts showing the proposed location of all construction activity including equipment and structures and all permanent improvements for the LSICF or ASEFs including any post-construction surface disturbance in relation to natural resources and public or private property in the surrounding area. Following the construction of the LSICF and ASEFs, “as-built” drawings based on surveys completed by a professional surveyor and stamped by a Professional Engineer shall be provided to the Select Board, Fire Chief, Police Chief, Emergency Management Director and Highway Superintendent. Both large scale paper copies and digital versions shall be provided at an appropriate scale.
- b. A detailed description of the planned operations at the LSICF and ASEFs.
- c. The contact information for the construction manager and/or Operator of the LSICF and ASEFs.
- d. The availability of the construction manager and/or Operator to hold a meeting with residents and municipal officials to allow for questions and answers. The meeting(s) shall be held at least three months prior to the start of construction and monthly thereafter until completion of construction.
- e. Applicant will identify any aspect of construction or operations of the LSICF or ASEFs that will cause a disturbance such as noise, vibration, pollution, erosion, etc. Applicant will certify that it will provide notice of any planned blasting, venting of gas or release of other hazardous materials at least 2 weeks in advance. Any venting of gas or release of other hazardous materials, erosion, or other disturbance created as a result of an emergency shall be reported to the Planning Board, Select Board and Board of Health within 24 hours of the event.

¹ A Model for Sizing High Consequence Areas Associated with Natural Gas Pipelines by Gas Research Institute and C-FER Technologies, 2000

In addition, each resident, business or other non-residential use within 1,000 feet of any construction or staging area and any resident identified to be in a hazard zone (e.g. explosion, fire, etc.) shall be provided with information about the hazards and what to do in the event of an emergency. Residents within 1,000 feet of any construction or staging area and any resident identified to be in a hazard zone will be notified by the Applicant of public meetings scheduled to answer questions.

12.10: Road Use and Construction Site Access

The Operator shall provide a traffic impact study or description of the plan for transportation and delivery of equipment, machinery, water, chemicals, products, materials, water products and other items that may be utilized or produced in the siting, construction, completion, alteration or operation of the LSICF and ASEFs and maintenance after construction is completed. Such description shall include the following:

- a. A map showing the planned vehicular access route to the development, indicating all private access roads, all state, county and local roads, bridges and other transportation infrastructure that may be used, and the type, weight, number of trucks, and delivery schedule necessary to support each phase of the development.
- b. A list of all trucking contractors or employees of the Applicant who will travel to and from the development site with evidence of required registrations, licenses and insurance coverage.
- c. The proposed routes must be designed to ensure adequate capacity for existing and projected traffic volumes, allow for efficient movement of traffic, including appropriate turning radii and transition grade, and minimize hazards to users of public roads as well as adjacent property and human activity.
- d. To the maximum extent feasible, vehicle access to any construction or staging area proposed in the vehicular access plan should be an arterial or collector road.
- e. Use of local roads for construction vehicle access serving primarily residential neighborhoods requires written permission from the Select Board (see 12.a.i.) and MassDOT and must be in compliance with M.G.L. Chapter 85, Section 2.
- f. The Planning Board in consultation with the Select Board and Highway Superintendent reserves the right to designate alternate routes in the event the Applicant's proposed routes are deemed inadequate, unsafe or overly disruptive to normal vehicular traffic by a Massachusetts registered professional engineer working on behalf of the Town.
- g. In accordance with M.G.L. Chapter 90, Section 17C, the Select Board may reduce speed limits on local roads that may present public safety hazards for trucks hauling construction materials.
- h. The Applicant and Operator of the LSICF and ASEF's shall execute a roadway maintenance and repair agreement with the Town and post a bond in a form acceptable to the Planning Board, Select Board and its Town Counsel prior to beginning any work on the LSICF or ASEFs (see §13.0 of this Bylaw).
- i. The roadway maintenance and repair agreement shall require the Applicant and Operator to conduct an inventory, analysis and evaluation of existing conditions on Town roads, culverts and bridges along the proposed transportation route, including photography, video and core boring. The roadway maintenance and repair agreement will identify the responsibilities of the Applicant and Operator to prepare, maintain or repair Town roads, culverts or bridges before, during and immediately after construction and during operation of the LSICF and ASEF. The Applicant and Operator shall take all necessary corrective action and measures as directed by the Planning Board or Select Board pursuant to the agreement.
- j. Beginning with its intersection with a public road, any access road for the LSICF or ASEFs shall be improved in accordance with Planning Board, Select Board or Conservation Commission requirements to prevent water pollution and soil erosion or damage to roads. No water, sediment or debris shall be carried off-site onto any public or private property. If any substantial amount of mud, dirt or other debris is carried onto public property from the development site of the LSICF or ASEFs, the Operator shall immediately stop work, clean the mud, dirt or debris and implement a remedial plan as directed by the Planning Board, Conservation Commission or Select Board to manage stormwater and prevent runoff of mud, dirt or other debris onto public property including roads, wetlands and surface waters. Operator will be responsible for the clean-up of any sediment or debris carried onto private property if clean-up is requested by the private property owner and permission for access is given.

- k. All-weather access roads suitable to handle emergency equipment shall be provided and maintained in accordance with the directions of the Select Board in consultation with the Fire Chief, Police Chief, Emergency Management Director and the Conservation Commission.
- l. The Operator shall take necessary safeguards to ensure appropriate dust control measures are in place.
- m. All applicable permits or approvals must be obtained, including access or driveway permits, to State, county or local roads, construction permits within State, county or local roads, and permits for overweight or oversize loads. Access directly to State roads may require MassDOT highway occupancy permits for overweight vehicles. The Applicant shall provide to the Planning Board and Select Board a copy of State permits and all other applicable permits or approvals.
- n. A suitable off-road area within the development site for vehicles to stand while gaining access to and from the LSICF and ASEF development site shall be provided so that the normal flow of traffic on public or private roads is undisturbed. Ingress and egress points to the development site from any public road shall be located and improved in order to meet the requirements of the 2006 MassDOT Project Development and Design Guide² as amended. Private roads, easements, and driveways may not be used for access to the LSICF and ASEF development site unless written permission from the property owner(s) is obtained and a copy of such permission is provided to the Planning Board and Select Board prior to the issuance of the Special Permit.
- o. The Operator shall take all necessary precautions to ensure the safety of persons in areas established for road crossing and/or adjacent to roadways (for example, persons waiting for public or school transportation). Where necessary and permitted, during periods of anticipated heavy or frequent truck traffic associated with the development, the Operator will provide flagmen in accordance with 701 CMR Section 7.0 to ensure the public safety and shall include adequate signs and/or other warning measures for truck traffic and vehicular traffic.

12.11: Water, Noise & Air Testing & Monitoring

- a. **Water.** The Applicant and Operator of a LSICF and/or ASEFs shall provide the Planning Board, Select Board, and Board of Health with the results of a pre-construction and post-construction water analysis and flow rate for each existing public freshwater well within 750 feet³ of the LSICF and/or ASEFs, and for each private freshwater well within 750 feet of the LSICF and/or ASEFs provided that written permission is given by the property owner. If surficial geology warrants a greater testing area, the Planning Board or Board of Health can direct the Applicant and Operator to conduct testing for additional wells within the larger area provided that written permission is given by the property owner. The tests shall conform to the following requirements and all costs to conduct the testing, including any restoration of the property, and the testing results will be provided to the property owner free of charge:
 - i. Water samples must be collected and analyzed utilizing proper sampling and laboratory protocol from an independent MassDEP certified water testing laboratory.
 - ii. Well samples shall be analyzed and flow rates (gpm) determined prior to any construction activity to document baseline water quality data and flow rates of the well, especially before any planned blasting.
 - iii. If permission is granted in writing by the property owner, a post-construction sample analysis shall be submitted for water quality testing by the Operator within three months after construction is completed for wells within 750 feet. Wells within 750 feet of the facility or associated structures shall be tested on an annual basis throughout the life of the facility with the results provided to the property owner with a copy to the Planning Board and Board of Health. If surficial geology warrants a greater testing area, the Planning Board or Board of Health can direct the Applicant and Operator to conduct

²<https://www.massdot.state.ma.us/highway/DoingBusinessWithUs/ManualsPublicationsForms/ProjectDevelopmentDesignGuide.aspx>

³ MADEP Interim Wellhead Protection Area default radius for non-community sources for non-transient wells (NTNC).

testing for additional wells within the larger area on an annual basis provided that written permission is given by the property owner.

- iv. Parameters to be tested for include, but are not limited to, methane, chloride, sodium, TDS, pH, arsenic, barium and strontium, radon, a subgroup of the volatile organic chemicals (VOCs) called BTEX (benzene, toluene, etc.), and residuals from any blasting or directional drilling operations conducted during the construction phase.
- v. If the results of the pre-construction and post-construction sample analyses indicate that well water contamination, as defined by MA DEP or EPA standards, has occurred or flow rates have been reduced, the owner of the well should file a complaint against the Owner/Operator with the regional MassDEP office with a copy to the Town Board of Health. The Owner/ Operator shall be required to conduct clean-up activities or repair or replace the well affected. After clean-up activities are conducted, the well shall be tested monthly for the contaminants listed in 11.a.iv. for a 24-month period to ensure that the clean-up has been properly completed. The well(s) shall be tested annually thereafter with the permission of the property owner.
- vi. LSICFs or ASEFs that do not use any hazardous materials for their operations may request a waiver of water quality testing after the post-construction analysis has been completed if post-construction testing results find no decline in water quality or production rates in comparison to the base line water quality data. Such waiver must be approved by both the Planning Board and Board of Health.

b. **Noise.** The Applicant and Operator shall test and monitor the noise resulting from the LSICF and ASEFs:

- i. Prior to the construction or operation of a LSICF and ASEFs, the Applicant shall identify ambient noise levels at the property line of each residential and business structure located closest to the proposed facility within a ¼ mile radius and at public buildings, schools, medical, emergency or other public High On-site Population locations closest to the proposed facility within a ¼ mile radius. For linear facilities such as pipelines, ambient noise level shall be measured at a minimum every ½ mile along the proposed route 300 feet away from the edge of the proposed easement and at each residence and business located within ¼ mile of the proposed easement. Any testing proposed to be completed on private property requires the written permission of the property owner. "Ambient" noise is defined as the background A-weighted sound level that is exceeded 90% of the time and the background C-weighted sound level that is exceeded 90% of the time measured during a 2 hour time period during the quietest part of the day or night (day 7:00 a.m. to 7:00 p.m.; night 7:00 p.m. to 7:00 a.m.). All testing required by this Bylaw shall be done by a qualified licensed professional acoustical engineer paid for by the Applicant. All testing shall be done in accordance with the professional standards of the appropriate accrediting agencies and the sound level meter used in conducting any evaluation shall meet the American National Standard Institute's standard for sound meters or an instrument and associated recording and analyzing equipment. The Planning Board may have the results of the noise testing "peer reviewed" in accordance with §8.0 of this Bylaw.
- ii. The Applicant shall provide to the Planning Board and Board of Health documentation of the established ambient noise levels prior to starting construction of a LSICF or ASEF.
- iii. Complaints received by the Town shall be addressed by the Applicant and Operator of the LSICF or ASEF within 24 hours following receipt of notification by continuously monitoring for a period of 48 hours at the nearest property line to the complainant's residential or public building or 100 feet from the complainant's public building, school, medical, emergency or other High On-site Population public location or facilities, whichever is closer. Any testing proposed to be completed on private property requires the written permission of the property owner. The Applicant and Operator shall report the findings to the Planning Board and Board of Health and shall mitigate the problem to the allowable level of noise if the noise level exceeds the allowable standard (see Section 12. i.).

c. **Air.** For all air pollutants generated, Applicant shall hire a qualified consultant to perform air quality testing to be conducted on a daily, weekly or more frequent basis at any LSICF or ASEF

emission location including Compressor Stations, Metering Stations or Venting Stations located in the Town during the operation of the facility to protect public health and safety. Ambient air quality monitoring station(s) should be installed at least a year prior to the construction and operation of the LSICF or ASEF's in order to establish baseline conditions. Air quality reports should be provided to the Town and if requested by the State, to State officials on a monthly basis at a minimum.

12.12: Design, Installation & Reclamation

a. Access.

- i. To the maximum extent feasible and in accordance with State law, construction vehicle access to the LSICF and ASEFs shall be from an arterial or collector road. Unless permission is granted by the Select Board, no LSICF or ASEF construction or operations site shall have access solely through a local road.
- ii. Accepted professional standards pertaining to minimum traffic sight distances for all access points shall be adhered to.

b. Structure height.

- i. Permanent structures associated with the LSICF and ASEFs shall comply with the height regulations for the zoning district in which the LSICF or ASEF is located.
- ii. There shall be an exemption to the height restrictions contained in this section for the temporary placement of construction equipment necessary for the construction of a LSICF or ASEFs. The duration of such exemption shall not exceed the actual time period of construction or re-construction of the LSICF or ASEF.
 - (a) The time period of such exemption shall not exceed six months.
 - (b) The Operator shall give the Planning Board and Select Board prior written notice of at least 30 days before the beginning date for its exercise of the exemption.

c. Setbacks. Surface land uses affiliated with the LSICF or ASEF and all supporting equipment and structures shall be setback a minimum of seven hundred and fifty (750) feet from residential buildings and all commercial, industrial and institutional uses or a minimum of five hundred (500) feet from the nearest lot line, whichever is greater. Setbacks in areas of "High On-site Populations" shall be increased to ¼ mile (1,320 feet). The Planning Board shall determine whether setbacks should be increased beyond ¼ mile if the area that could be impacted in the event of an accident at the LSICF or ASEF is greater than ¼ mile. High On-site Populations⁴ are defined in the footnote below. Applicants that cannot comply with the setback requirements can request a waiver from the Planning Board to reduce the setback distance but must notify in writing any property owner(s) within the setback area that would be impacted by the requested reduction.

d. Screening and fencing. The Applicant shall provide a plan prepared by a registered Landscape Architect licensed in Massachusetts showing landscaping proposed to be installed to screen and buffer surface land uses affiliated with the LSICF and ASEFs. The landscape plan shall incorporate the use of native vegetation, including evergreens, shrubbery and trees, which shall be of sufficient density to screen the facility. Security gates and/or fencing as appropriate to ensure public safety shall be installed after consultation with the Planning Board, Select Board, Fire Chief, Police Chief and Emergency Management Director with openings no less than 12 feet wide. Any fence installed shall be surrounded by native vegetation to provide screening. Existing vegetation in proximity to LSICF and ASEFs shall be preserved to the greatest extent possible. Emergency responders shall be

⁴ High on-site populations are defined as the following: retirement housing; assisted living facilities; congregate living facilities; convalescent services; parks, churches, detention facilities; day care services (commercial); hospitals; medical offices exceeding 5,000 sq. ft. of gross floor area; and educational facilities (public or private) that pose a public safety concern due to the characteristics of the occupants, development, or site that would make evacuation difficult in the event of an emergency.

given means to access all LSICF and ASEFs in case of an emergency. Warning signs shall be placed on the security gates or fencing associated with the LSICF or ASEFs, providing notice of the potential dangers and the contact information in case of an emergency.

- e. Lighting. To minimize night time light pollution, no LSICF and ASEFs shall be artificially lighted except as required for emergency night time access or by the FAA. Beacon light permitted only if required by the FAA with evidence of this FAA requirement submitted with the application. Any other lights shall be full-cutoff down lighting and shall be shielded so as to prevent intrusion upon roads and nearby properties.
- f. Shadow & Flicker. Wind Energy Facilities shall be located in areas that do not result in any shadowing or flickering on off-site inhabited buildings. The applicant has the burden of proving that any shadowing or flickering on off-site inhabited buildings will not occur.
- g. Odor. No LSICF and ASEFs shall produce odors detectable beyond its property boundaries.
- h. Noise. The Applicant and Operator shall minimize, to the extent possible, noise resulting from the LSICF and ASEFs and will conduct testing and monitoring as outlined in Section 11.b.:
 - i. The noise generated during the LSICF or ASEF operations shall comply with the provisions of the Massachusetts Department of Environmental Protection's, Division of Air Quality Noise Regulations (310 CMR 7.10), as amended, or the provisions of this Bylaw, whichever is more restrictive.
 - ii. A source of sound will be considered in violation of this Bylaw if the source:
 - (a) increases the broadband sound level by more than 5 dB(A) above ambient pre-construction noise levels during construction activities and subsequent operations or increases the broadband sound level by more than 5 dB(C) above the pre-construction ambient noise level during construction activities and subsequent operations; or
 - (b) produces a "pure tone" condition, when an octave band center frequency sound pressure level exceeds the two (2) adjacent center frequency sound pressure levels by three (3) decibels or more; or
 - (c) results in sound or noise levels at any time greater than 35 dB(A) during the day or 30 dB(A) at night (typical range 30-40 dB(A) for rural or quiet residential areas); or
 - (d) for low frequency sounds or noise with octave center frequencies at or below 125 Hz, results in a maximum noise level outside the property boundary greater than 40 dB(C)
 - iii. Exemption from the standards established in this subsection may be granted by the Planning Board during the construction stages of a LSICF or ASEF development for cause shown and upon written agreement between the Applicant and the Planning Board. However, any such exceedances of the noise standards shall not be allowed between 7:00 p.m. and 7:00 a.m.
 - iv. LSICF and ASEFs shall be constructed and operated to mitigate sound levels and shall install devices or use other equipment to mitigate sound levels to ensure that the noise level standards at residential or public buildings, medical, emergency or High On-site Population locations are not exceeded.
- i. Hours of operation. Except for emergency operations, hours of construction activities or operation at a LSICF or ASEFs are limited to Monday through Friday, 7:00 a.m. to 7:00 p.m. and not permitted on weekends or legal holidays. Truck traffic related to the construction or operations of the LSICF or ASEFs shall be allowed only during these hours of operation. Exemption from the standards established in this subsection may be granted by the Planning Board for cause shown and upon written agreement between the Applicant and the Town.
- j. Reclamation/restoration of all disturbed areas.
 - i. Reclamation shall be initiated as soon as weather and ground conditions permit after construction or re-construction of a LSICF or ASEFs, and reclamation shall be completed no more than six months after this point.
 - ii. Reclamation shall be carried out on all disturbed areas and achieve the following objectives:
 - (a) Final soil profiles shall be designed to equal or reduce soil erosion potentials over stable pre-operation conditions, and final land forms shall be stable;

- (b) Preexisting visual character of site shall be restored or enhanced through planting of local or adaptive vegetation. Invasive species shall not be considered acceptable; and
- (c) Disturbance of soil cover shall be minimized.

k. Prohibitions.

- i. No LSICF or ASEF shall be allowed to be constructed or operated in the floodway (*see diagram*) designated as such in the Flood Insurance Study (FIS) and shown on the Federal Emergency Management Agency (FEMA) FIRM maps dated 7/2/80 or any successor maps issued by FEMA.
- ii. Construction or operation of a LSICF or ASEFs outside of the floodway but in the one-hundred-year floodplain is discouraged but may be permitted by the Planning Board in its discretion if the following provisions are met:
 - (a) The Applicant must provide conclusive documentation that no other location is more appropriate for location of the LSICF or ASEF other than a location within the floodplain.
 - (b) An adequate emergency evacuation plan shall have been produced by the Applicant and filed with the Town.
 - (c) No storage of chemicals shall be permitted within the floodplain. An exemption from this requirement may be granted by the Planning Board, in consultation with the Board of Health, if the Applicant and Operator can show that such storage will not potentially cause any harm to property, persons or the environment in the case of a one-hundred-year flood, and further provides security to the Town ensuring the Applicant's and Operator's ability to remedy any damage or injury that may occur.
 - (d) Only necessary and needed structures will be permitted within the floodplain.
 - (e) All structures within the floodplain shall be designed to withstand a one-hundred year storm event.
 - (f) An engineer registered in Massachusetts and qualified to present such documentation that the LSICF or ASEF will not cause additional flooding on adjacent, upstream and/or downstream properties shall provide such documentation to the Town.
 - (g) The Applicant has received approval from the Conservation Commission if required.

12.13: Performance Bond, Insurance and Indemnity

- a. Performance Bond or Escrow Account. The Applicant shall submit to the Town a Performance Bond from a surety authorized to do business in the State to cover any damage to public property that occurs as a result of the construction of the LSICF and any ASEF's in an amount and for a term (e.g. construction period plus 2-3 years) determined by a professional engineer and acceptable to the Town. In addition, the Applicant shall provide a bond or establish an escrow account that will ensure that all testing and maintenance provisions required during the life of the LSCIF or ASEF facility are completed in accordance with this bylaw and any agreement with the Planning Board related to the LSCIF and/or ASEF.

The bonds shall provide, but not be limited to, the following condition: there shall be recoverable by the Town, jointly and severally from the principal and surety, any and all damages, loss or costs suffered by the Town in connection with the Applicant's geophysical operations within the Town. The rights reserved to the Town with respect to the bond are in addition to all other rights of the Town, and no action, proceeding or exercise of a right with respect to such bond shall affect any other rights of the Town.

- b. Insurance. Prior to conducting any operations hereunder, the Applicant, Operator and its contractors shall furnish certificates of insurance to the Planning Board showing the Town as an additional insured with respect to operations conducted within the Town and showing liability insurance covering commercial, personal injury, and general liability in amounts not less than \$1,000,000 per person, \$10,000,000 per occurrence, and \$10,000,000 property damage. The Applicant and Operator shall also provide certificates of insurance to the Planning Board and Select Board showing the Town as an additional insured under general liability umbrella insurance with a minimum amount of \$10,000,000.

- c. Indemnity. The Applicant shall protect, indemnify, defend and hold the Town, its officers, employees, agents and representatives harmless from and against all claims, demands and causes of action of every kind and character for injury to, or death of, any person or persons, damages, liabilities, losses and/or expenses, occurring or in any way incidental to, arising out of, or in connection with the Applicant or its contractors', agents', or representatives' construction or operation of the LSICF or ASEF, including attorneys' fees and any other costs and expenses incurred by the Town in defending against any such claims, demands and causes of action. Within 30 days of receipt of same, the Applicant and/or Operator shall notify the Town in writing, of each claim for injuries to or death of persons, or damages or losses to property occurring or in any way incidental to, arising out of, or in connection with the Applicant's or its contractors', agents', or representatives' operations conducted or associated with the LSICF or ASEFs. At the Town's discretion, the Town may conduct an independent investigation, monitor, and review the processing of any such claim, to ensure that such claim is handled as required herein.
- d. Notwithstanding anything contained herein to the contrary, construction and/or operation of the LSICF or ASEF is not allowed until a copy of all Bonds, Insurance Certificates, Agreements or Studies required by this Bylaw have been completed and provided to the Planning Board, Select Board and Town Counsel. The Performance Bond and the Certificates of Insurance must also be filed with the Town Clerk.

12.14: Removal Requirements and Abandonment

- a. Any LSICF or ASEF which has reached the end of its useful life or has been abandoned consistent with Section 14.0 of this bylaw shall be removed. The Owner and/or Operator shall physically remove the installation no more than 180 days after the date of discontinued operations. The Owner or Operator shall notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:
 - i. Physical removal of all LSICF or ASEF structures, equipment, security barriers and transmission lines from the site.
 - ii. Disposal of all solid and hazardous waste in accordance with local, State, and Federal waste disposal regulations.
 - iii. Stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Board may allow the Owner or Operator to leave landscaping or designated below-grade foundations or structures in order to minimize erosion and disruption to vegetation.
 - iv. Absent notice of a proposed date of decommissioning or written notice of extenuating circumstances, the LSICF or ASEF shall be considered abandoned when it fails to operate for more than one year without the written consent of the Planning Board and Select Board. If the owner or Operator of the LSICF or ASEF fails to remove the installation in accordance with the requirements of this section within 180 days of abandonment or the proposed date of decommissioning, the Town retains the right, after the receipt of an appropriate court order, to enter and remove an abandoned, hazardous or decommissioned LSICF or ASEF. The Applicant and Operator shall agree to allow entry to remove an abandoned or decommissioned installation. The Town's cost for the removal may be charged to the property owner in accordance with the provisions of M.G.L. 139.
 - v. The Owner/Operator of a LSICF or ASEF shall provide a form of surety, either through an escrow account, bond or other form of surety approved by the Planning Board and Select Board in consultation with Town Counsel to cover the cost of removal in the event the Town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the Planning Board and Select Board, in consultation with a Professional Engineer and Town Counsel, but in no event to exceed more than 125 percent of the cost of removal and compliance with the additional requirements set forth herein, as determined by the Applicant and the Town. Such surety will not be required for municipal or State-owned facilities. The Applicant shall submit a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.

12.15: Violations and Penalties

- a. Any owner, Operator or other person who violates or permits a violation of this Bylaw shall pay to the Town a fine of \$300 per violation plus, to the extent permitted by law, all court costs, including, but not limited to, reasonable attorney's fees, incurred by the Town on account of such violation. Each day a violation exists shall constitute a separate offense. Further, the appropriate officers or agents of the Town are hereby authorized to issue a cease and desist notice and/or to seek equitable relief, including injunction, to enforce compliance herewith.

Motion was made, seconded and unanimously voted to amend the third sentence in 12.11.a.v. to read,

“After clean-up activities are conducted, the well shall be tested monthly for the contaminants listed in 11.a.iv. for a 24-month period to ensure that the clean-up has been properly completed.”

The Moderator declared a two-thirds majority vote on the article as amended based on a hand-count:

YES = 98 and NO = 11

ARTICLE 30: Failed to amend Section 11.3, of the Protective By-laws of the Town of Conway, “Temporary Moratorium.”

ARTICLE 31: (Voted following Article 24)

ARTICLE 32: (Voted after Article 24, following Article 31)

ARTICLE 33: Voted that the Town adopt the following resolution:

Resolution of the Town of Conway in support of 100 percent renewable energy

WHEREAS, too much of Massachusetts’ energy comes from fossil fuels that pollute our air and water and alter our climate making food production harder; and,

WHEREAS, Massachusetts communities are already feeling the impacts of climate change with extreme weather events such as Conway’s February 2016 tornado as well as more frequent and severe flooding events and drought conditions; and,

WHEREAS, the Town of Conway is already taking action to reduce its carbon emissions and promote clean energy, including “Green Communities” energy efficiency retrofits of municipal buildings and a Town-wide solar incentive program that resulted in 27 private residences installing photovoltaic systems generating 167.4 kw, and also Conway is participating in a Franklin county aggregation plan for procuring renewable energy; and

WHEREAS, Conway currently contains large tracts of state and private forest land which, as long as they remain living forests, sequesters significant amounts of carbon and additionally serve as quality-protectors of the drinking water-supplies of most of our neighboring towns and,

WHEREAS, the transition to 100 percent renewable energy should promote employment opportunities and economic growth in our communities, facilitate local control and ownership over energy options, and bring tangible benefits to low/ fixed income residents and others who have historically been disadvantaged by our energy system;

WHEREAS, clean energy has already brought many benefits to Massachusetts, including tens of thousands of clean energy jobs, and more of our energy dollars retained in the local economy and reduced pollution; and

WHEREAS, Massachusetts has historically been a leader in putting protections of our environment into law with Chapter 91 in our State Constitution preserving in perpetuity biologically important forests and other ecosystems which are essential to the fight against global climate crisis, and has a responsibility to continue to set a positive example for other states and countries to follow; and

WHEREAS, Massachusetts can get 100 percent of its energy from clean, renewable sources by harnessing its abundant solar and wind resources, and taking advantage of innovations in energy efficiency, green transportation, energy storage, and other technologies; and

NOW, THEREFORE, BE IT RESOLVED by the Citizens at this Conway Town Meeting, in the County of Franklin, Commonwealth of Massachusetts, that Massachusetts should commit to a goal of 100 percent clean, renewable energy, and move as quickly as possible to achieve that goal;

AND BE IT FURTHER RESOLVED that Conway's citizens direct our select board to communicate this intent by letter with statewide elected and appointed officials, including the Legislature and Governor, urging them also to do everything in their power to bring Massachusetts closer to 100 percent renewable energy, and ensure that the benefits of renewable energy are realized by Massachusetts residents from all walks of life;

AND BE IT FURTHER RESOLVED that the Town of Conway will commit to a goal of 100 percent renewable energy, and its officials and staff will consider all municipal decisions in light of whether they will bring the City and its residents, businesses, and institutions closer to 100 percent renewable energy;

AND BE IT FURTHER RESOLVED that the Town of Conway will attempt to avoid taking actions that could increase the use of fossil fuels, biofuels, or delay the transition to 100 percent renewable energy.

At 11:38 p.m., the meeting adjourned until Thursday, 17 May 2018, to the Town Hall between the hours of 11:00 a.m. and 7:00 p.m., to bring in their votes for:

One Selectman for three years;

One Assessor for three years;

Two member of the Board of Health for three years;

Two members of the local School Committee for three years;

One member of the local School Committee for two years;

Two members of the Planning Board for three years;

One Moderator for one year;

And to vote on the following question:

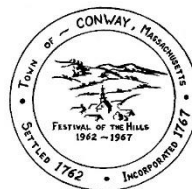
Shall the Town of Conway be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to pay costs of repairing Bridge #C-20-004 on North Poland Road, including the payment of all costs incidental and related thereto?

Yes _____ No _____.

A true record of the Meeting,

Attest:

Virginia A. Knowlton, Town Clerk



Annual Town Election

May 17, 2018

THE ANNUAL TOWN ELECTION in the Town of Conway was held at the Town Hall on Thursday, 17 May 2018 in accordance with the warrant issued by the Selectmen and properly posted by a constable of the town.

SPECIMAN BALLOTS, penalty and instruction cards were posted in accordance with the law. The ballot box was inspected by the election officers, found to be empty and registered at zero. The following were sworn to the faithful performance of their duties: REPUBLICANS – Phylis Dacey (Election Clerk), Julia Clark, Debra Craven, and Natalie Whitcomb; DEMOCRATS – Winona Corse (Warden) Lora Hanas, Dorothe Harris, Danielle Lochhead, John Lochhead, and Sydney Ramey. No voters requested use of the AutoMARK machine.

THE WARRANT WAS READ by the Town Clerk and pursuant to the warrant, the polls were declared open by the Election Clerk at 11:00 a.m. The polls were closed at 7:00 p.m. in accordance with the warrant. At the time of the closing, the ballot box registered 207. The number of ballots by actual count was 207 and each of the check lists totaled 207. The votes were counted and the results were announced by the Town Clerk at 9:00 p.m. The actual count was as follows:

SELECTMAN – for 3 years		1 MEMBER, LOCAL SCHOOL COMMITTEE – for 3 years	
Philip L. Kantor	136		
Robert G. Baker	56	Michael H. Merritt	177
Ronald Boyden	1		Blanks 30
Robert Corse	1		
Daniel Fitzgibbons	1		
Kate French	1	2 MEMBERS, PLANNING BOARD	
Nelson Shifflett	1		– for 3 years
Joseph Strzegowski	1	Mary A. McClintock	187
	Blanks 9	Howard Boyden	2
		Barbara Llamas	1
ASSESSOR – for 3 years		Sue K. Mcfarland	0
Russell A. French	199	Hazel Goleman	1
	Blanks 8	Michael Kurkulonis	2
			Blanks 221

2 MEMBERS, BOARD OF HEALTH

- for 3 years

Marie Jose Iken	179
Margaret T. Burch	2
Tim Fisk	1
Hazel Goleman	1
Gina Mcneely	1
Blanks	230

MODERATOR – for 1 year

J. Nicholas Filler	190
Howard Boyden	1
Vinchesi, Patricia	1
Blanks	15

2 MEMBERS, LOCAL SCHOOL

COMMITTEE – for 3 years

Ashley N. Dion	183
Ira N. Band	2
Hazel Goleman	1
Michelle Sanger	1
Jan Warner	1
Blanks	226

QUESTION 1

Shall the Town of Conway be

allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts

required to pay for the bond issued in

order to pay costs of repairing Bridge

#C-20-004 on North Poland Road,

including the payment of all costs

incidental and related thereto?

YES	162
NO	31
Blanks	14

ALL BALLOTS were counted and all official election material was properly enclosed, sealed in public and placed in the vault.

ALL BALLOTS were counted and all official election material was properly enclosed, sealed in public and placed in the vault.

A True Record of the Election,
Attest:
Virginia A. Knowlton, Town Clerk



AT A LEGAL TOWN MEETING of the inhabitants of the Town of Conway qualified to vote in town affairs, convened at the time and place and for the purpose specified in the warrant, 82 voters were checked at the door and issued yellow cards for the purpose of voting. Aina Barten, Lorraine Boyden, and Sarah Newman served as checkers. The meeting was called to order by the Town Clerk in the absence of the Moderator. Nominations for meeting Moderator were received from the floor and Kenneth Ouimette was unanimously voted to serve and was duly sworn to his duties by the Town Clerk. The call and return of service having been examined and found to be in order, it was unanimously voted to dispense with the formality reading the warrant. The following action was taken by those persons in attendance:

ARTICLE 1: Unanimously voted that the Town **pay two bills from previous fiscal years**, from United Site Services for the use of portable toilets, \$44.80 out of the Board of Health budget, and \$9.75 out of the Parks, Recreation, and Trails budget, for a total of \$55.45. *(Nine-tenths vote.)*

ARTICLE 2: Unanimously voted that the Town **grant authority to the Select Board to negotiate payment in lieu of taxes (PILOT) agreements** for any and all solar energy projects, in consultation with the Board of Assessors.

ARTICLE 3: Voted that the Town **grant authority to the Select Board to approve a payment in lieu of taxes agreement** for an approximately 5 megawatt (AC) solar energy project on a parcel at 2394 Main Poland Road, Franklin County Registry of Deeds Book 3639, Page 247.

ARTICLE 4: Voted that the Town adopt M.G.L. Part I, Title IX, Chapter 64G, Section 3A and 830 CMR 64G.3A.1, **Local Option Room Occupancy Excise**, as amended, for short-term (under 90 days annually) rentals, and an Occupancy Excise on short-term rentals in excess of 90 days annually, not exceeding 6%, but that no excise shall be imposed if the total amount of the rent is less than fifteen dollars (\$15.00).
Vote by actual hand count was YES = 44 and NO = 37.

ARTICLE 5: Article Failed to approve a transfer of funds from the **Garage Stabilization Fund** to the “Plans – Highway Garage” account, account number 001-422-5842, to hire an Owner’s Project Manager and revise existing plans for the Conway Highway Garage.

ARTICLE 6: Unanimously voted to will **replace the existing Conway Zoning Bylaw Article 11, “Temporary Moratorium on Recreational Marijuana Establishments”** in its entirety with the following:
(Amendments to the original text appearing in the warrant appear at the end of the voted bylaw.)

ARTICLE 11: ADULT USE RECREATIONAL MARIJUANA ESTABLISHMENTS

11.1 Purpose and Intent

It is the purpose of this article to promote public health, safety and general welfare, and to support the availability of recreational marijuana in accordance with State law and regulations (935 CMR 500.000 et seq.). To mitigate potential impacts to adjacent areas and the environment this bylaw will regulate the locations and site development to promote safe attractive business areas, prevent crime, maintain property values, protect and preserve the quality of residential neighborhoods and to protect the safety of children and young people in the vicinity of schools, public parks and other areas where children congregate.

11.2 Special Permit Granting Authority & Site Plan Review

The Planning Board shall be the Special Permit Granting Authority (SPGA) under this section in accordance with M.G.L. Chapter 40A, Sections 9 and 9A. Special permits issued by the Planning Board shall require a positive vote by a supermajority vote of Planning Board Members. Any proposed Marijuana Establishment requires a Special Permit and Site Plan Review approval. The Planning Board may in any particular case, where such action is in the public interest and not inconsistent with the intent and purpose of this Article, waive strict compliance with the requirements set forth in sections 11.4 and 11.5.

11.3 Definitions

Craft Marijuana Cultivator Cooperative - a marijuana cultivator comprised of residents of the Commonwealth organized as a limited liability company or limited liability partnership under the laws of the Commonwealth, or an appropriate business structure as determined by the Cannabis Control Commission, that is licensed to cultivate, obtain, manufacture, process, package and brand marijuana and marijuana products for delivery to marijuana establishments but not to consumers.

Host Community Agreement – A marijuana establishment seeking to operate in Conway shall execute an agreement with the host community setting forth the conditions for having a marijuana establishment located within the host community. Such Host Community Agreement shall include, but not be limited to, all stipulations of responsibilities between Conway and the marijuana establishment. A Host Community Agreement between a marijuana establishment and a host community will include a community impact fee for the host community. The community impact fee shall be reasonably related to the costs imposed upon the municipality by the operation of the marijuana establishment and shall not amount to more than 3 per cent of the gross sales of the marijuana establishment or a greater amount if allowed by the State. Such Host Community Agreement shall be effective for 5 years and can be renewed for successive 5 year periods at the option of the Town. Any cost to Conway imposed by the operation of a marijuana establishment shall be documented and considered a public record.

Independent Testing Laboratory - a laboratory that is licensed by the State Cannabis Control Commission and is: (i) accredited to the most current International Organization for Standardization 17025 by a third-party accrediting body that is a signatory to the International Laboratory Accreditation Cooperation mutual recognition arrangement or that is otherwise approved by the Commission; (ii) independent financially from any medical marijuana treatment center or any licensee or marijuana establishment for which it conducts a test; and (iii) qualified to test marijuana in compliance with regulations promulgated by the Cannabis Control Commission.

Licensee - a person or entity licensed by the State Cannabis Control Commission to operate a marijuana establishment.

Marijuana Cultivator - an entity licensed to cultivate, process and package marijuana, to deliver marijuana to marijuana establishments and to transfer marijuana to other marijuana establishments, but not to consumers.

Marijuana Establishment – a marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of marijuana-related business licensed by the Commonwealth of Massachusetts except a medical marijuana treatment center.

Marijuana Product Manufacturer – an entity licensed to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to marijuana establishments and to transfer marijuana and marijuana products to other marijuana establishments, but not to consumers.

Marijuana Products – products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

Marijuana Research Facility – an entity licensed to engage in research projects by the State Cannabis Control Commission.

Marijuana Retailer – an entity licensed to purchase and transport marijuana and marijuana products from marijuana establishments and to sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

11.4 Requirements Regarding the Allowed Locations for Marijuana Establishments

- A. See Sections 22 and 23 of these bylaws for locations for permitted Marijuana Establishments.
- B. Marijuana Establishments shall not be located within 500 feet of any existing public, parochial, or private school, kindergarten, State-approved day care center or other locations where children congregate. This setback shall include the grounds on which said public, parochial, or private school, kindergarten or State-approved day care center is located on. The distance between any Marijuana Establishment and any public, parochial, or private school, kindergarten, State-approved day care center or other location where children congregate shall be measured in a straight line, without regard to intervening structures, from the closest property line of any existing public, parochial, or private school, kindergarten, or State-approved day care center or other places where children congregate to the building or parking area of the Marijuana Establishment, whichever is closest.
- C. Marijuana Establishments shall not be located within 500 feet from any public recreation area or park measured in a straight line, without regard to intervening structures, from the closest property line of the recreation area to the building or parking area of the Marijuana Establishment, whichever is closest.
- D. Marijuana Establishments, excluding Marijuana Retailers, shall not be located within 200 feet from any existing residential use. The distance between a residential use and a Marijuana Establishment shall be measured in a straight line, without regard to intervening structures, from the closest property line of the residential property to the building or parking area of the Marijuana Establishment, whichever is closest.

11.5 Site Development, Permitting Standards & Application

Pursuant to Chapter 40A Section 9A the following site improvements and amenities are required to protect public safety and neighboring property values, in addition to the Special Permit requirements found in Section 63 and the Site Plan Review requirements found in Section 64 of these bylaws. The Planning Board is empowered hereunder to review and approve Special Permit applications for Marijuana Establishments and impose requirements for: buffering; odor control; noise; outdoor lighting; parking; access to the site from public roads; hazardous materials; and landscaping and buildings. The purpose of these requirements is to avoid site development which may result in negative environmental, neighborhood, or public safety impacts.

- A. Dimensional Requirements: Except for outdoor cultivation, any building or structure containing a Marijuana Establishment shall meet the setback requirements of this Section 11 and all other dimensional requirements of the appropriate district as specified in these bylaws. For any property proposed to contain a Marijuana Establishment, the applicant for a Special Permit for such use shall demonstrate that the entire property shall comply with these requirements and controls following the establishment of such use thereon. For outdoor cultivation, a minimum setback (clearance) from any property line of 25 feet shall be required.
- B. Parking and Loading Requirements: On-site parking and loading shall be provided in accordance with the requirements of Section 34 of these bylaws. For any property proposed to contain a Marijuana Establishment Business, the applicant for a Special Permit for such use shall demonstrate that the entire property shall comply with these requirements and controls following the establishment of such use thereon.
- C. Site Screening: Rear and side property lines shall be screened from any neighboring residential, educational, childcare or recreational uses or properties. Screening shall be by fencing that is 3-1/2 feet tall within 20 feet of the street and 6 feet tall elsewhere on the property and/or a 10 foot wide vegetated planting of hardy evergreens and deciduous trees and shrubs no more than six (6) feet on

center and no less than five (5) feet in height or other appropriate screening approved by the granting authorities.

- D. **Lighting & Security:** Energy efficient site lighting shall be maintained at a minimum lumen to ensure adequate visibility on the property to ensure public safety. Light standards may not exceed twenty (20) feet in height and shall be shielded from abutting properties and shall incorporate full cut off fixtures to reduce light pollution. Additional security features, such as security cameras covering external areas with the capability to function with minimal lighting at night, shall be installed and maintained. Internal lighting in greenhouses shall be fully screened from abutters after sunset.
- E. **Noise & Odors:** Except for outdoor cultivation, no noise, or marijuana odors, or other odors detectable at the property line of the Marijuana Establishment shall be allowed. Outdoor marijuana cultivators shall be required to mitigate odors through siting, use of low-odor seed varieties, and other odor-reduction methods as practicable.
- F. **Hazardous Materials:** Submission of a complete list of chemicals, pesticides, fertilizers, fuels, and other potentially hazardous materials to be used or stored on the premises in quantities greater than those associated with normal household use. Depending on the quantities proposed to be used or stored on site, the Planning Board may request that a Hazardous Materials Management Plan be prepared to protect against the discharge of hazardous materials or wastes to the environment due to spillage, accidental damage, corrosion, leakage, or vandalism. The plan should include spill containment and clean-up procedures, and provisions for indoor, secured storage of hazardous materials and wastes with impervious floor surfaces. Permitting priority will be granted to organic cultivation.
- G. **Driveways:** Driveways shall comply with Section 34 of these bylaws.
- H. **Signs:** All signs for a Marijuana Establishment must meet the requirements of Section 33 of this bylaw and the State Regulations (935 CMR 500.000 et. seq.) including the requirement that, no advertising signs shall be located within twenty feet of a public or private way and must be set back a minimum of twenty (20) feet from all property lines.
- I. **Buildings:** Appearance of buildings for Marijuana Establishments shall be consistent with the appearance of other buildings in Conway, not employing unusual color or building design which would attract attention to the premises. In the Rural Residential and Agricultural Zoning District new buildings for Marijuana Cultivators including Craft Marijuana Cultivators shall resemble local agricultural buildings, such as barns or greenhouses. Marijuana Establishment Buildings shall not exceed 10,000 square feet in total on any parcel in the Rural Residential and Agricultural Zoning District.
- J. **Cultivation:** Marijuana products are required to be grown indoors in greenhouses, barns or other buildings or outdoors in a manner that minimizes public nuisances including odors, noise, and lighting to neighboring properties.
- K. **Energy Efficiency:** Marijuana establishments are required to prepare an energy efficiency plan. The use of renewable energy sources such as solar should be considered.
- L. **Water Efficiency:** Marijuana Establishments are required to prepare a plan for water management and efficiency. Applicant shall provide expected water usage amounts for cultivation or processing and will address whether such amounts will impact nearby public or private drinking water supplies or other water resources in the area.
- M. **Marketing:** Marijuana Establishments shall not be allowed to disseminate or offer to disseminate marijuana marketing materials to minors or suffer minors to view displays or linger on the premises. No free samples may be provided by Marijuana Establishments to consumers.

- N. Applications: The applicant requesting permission to operate any Marijuana Establishment must file their application with the Special Permit Granting Authority and the Town Clerk. Such application shall contain the information required by Section 63 Special Permit and any rules and regulations established by the Special Permit Granting Authority and the State Cannabis Control Commission. The application shall also include:
1. Name and Address of the legal owner and Licensee of the Marijuana Establishment;
 2. Name and Address of all persons having lawful, equity or security interests in the Marijuana Establishment;
 3. Name and Address of the Manager of the Licensed Marijuana Establishment;
 4. The number of proposed employees; and
 5. Proposed security precautions.
- O. Site Plan Review: No Marijuana Establishment shall be established prior to submission and approval of a site plan by the Planning Board, pursuant to Section 64. The site plan shall, at the minimum, depict all existing and proposed buildings, parking spaces, driveways, service areas, and other open uses. The site plan shall show the distances between the proposed Marijuana Establishment and all existing uses within 1,000 feet of the property lines of the proposed Marijuana Establishment.
- P. Change in License or Owner: The Owner and Licensee of any Marijuana Establishment issued a Special Permit under this bylaw shall report, in writing, within 10 business days any change in the name of the legal owner of the Marijuana Establishment or any expiration or suspension of a license to the Building Inspector and Planning Board. Any failure to meet this requirement of this Bylaw will result in the immediate issuance of a cease and desist order by the Building Inspector ordering that all activities conducted under the Special Permit cease immediately.
- Q. Change of Ownership: A Special Permit issued under this Article shall lapse upon any transfer of ownership or legal interest of more than 10% or change in contractual interest in the subject premises or property. The Special Permit may be renewed thereafter only in accordance with this Article 11 and Section 63 (Special Permit) and Section 64 (Site Plan Review) of these bylaws.
- R. Host Community Agreement: Applicant shall submit the proposed Host Community Agreement that is required between a Marijuana Establishment and the Town it is operating in at the time they submit their Application.

11.6 Expiration

A Special Permit to operate a Marijuana Establishment shall expire after a period of five calendar years from its date of issuance but shall be renewable for successive five-year periods thereafter, provided that a written request for such renewal is made to the Special Permit Granting Authority at least 60 calendar days prior to said expiration and that no objection to said renewal is made and sustained related to compliance with the conditions of the Special Permit as well as public safety factors applied at the time the Special Permit renewal is requested. In addition, a Host Community Agreement satisfactory to Conway shall be provided if requested by the Town.

11.7 Severability

The invalidity of any provision of this Section shall not invalidate any other Section or provision thereof.

Amendments to original warrant Article 6 regarding replacement of the existing Conway Zoning Bylaw Article 11, "Temporary Moratorium on Recreational Marijuana Establishments" with ARTICLE 11: ADULT USE RECREATIONAL MARIJUANA ESTABLISHMENTS.

All amendments to the printed by law were seconded and voted in accordance with the law.

Deletions to the warrant article are shown as strikethroughs, additions underlined and *italicized*.

11.2 Special Permit Granting Authority & Site Plan Review

...Establishment requires a Special Permit and Site Plan Review approval. *The Planning Board may in any particular case, where such action is in the public interest and not inconsistent with the intent and purpose of this Article, waive strict compliance with the requirements set forth in sections 11.4 and 11.5.*

11.4.B.....-approved day care center or other places where children congregate to the *building or parking area property line* of the Marijuana Establishment, *whichever is closest.*

11.4.C

.....structures, from the closest property line of the recreation area to the ~~property line~~ *building or parking area* of the Marijuana Establishment, *whichever is closest.*

11.5.A

Dimensional Requirements: *Except for outdoor cultivation, Any* building or structure containing a Marijuana Establishment shall meet the setback requirements of this Section 11 and all other dimensional requirements of the appropriate district as specified in these bylaws. For any property proposed to contain a Marijuana Establishment, the applicant for a Special Permit for such use shall demonstrate that the entire property shall comply with these requirements and controls following the establishment of such use thereon. *For outdoor cultivation, a minimum setback (clearance) from any property line of 25 feet shall be required.*

11.5.C

Site Screening: Rear and side property lines shall be screened from any neighboring residential, educational, childcare or recreational uses or properties. Screening shall be by ~~a solid stockade fence~~ *ing* that is 3 1/2 feet tall within 20 feet of the street and 6 feet tall elsewhere on the property and/or a 10 foot wide vegetated planting of hardy evergreens and deciduous trees and shrubs no more than six (6) feet on center and no less than five (5) feet in height *or other appropriate screening approved by the granting authorities.*

11.5.D

Lighting & Security: Energy efficient site lighting shall be maintained at a minimum lumen ~~as determined by the Conway Police Department~~ to ensure adequate visibility ...

... Additional security features ~~recommended by the Conway Police Department~~, such as security cameras covering external areas with the capability to function with minimal lighting at night, shall be installed and maintained. Internal lighting in greenhouses shall be fully screened from abutters after sunset.

11.5.E

Noise & Odors: *Except for outdoor cultivation, n*No noise, or marijuana *odors,* or other odors detectable at the property line of the Marijuana Establishment shall be allowed. *Outdoor marijuana cultivators shall be required to mitigate odors through siting, use of low-odor seed varieties, and other odor-reduction methods as practicable.*

11.5.F

Hazardous Materials: Submission... *Permitting priority will be granted to organic cultivation.*

11.5.G

~~Driveways-~~*Driveways shall comply with Section 34 of these bylaws. No driveway to a Marijuana Establishment shall be within three hundred (300) feet of any existing residential use. No such premises shall have any*

~~driveway entrance or exit for motor vehicles within five hundred (500) feet of the property used by any school, public library, or church or other location where children congregate.~~

11.5.J

Cultivation: Marijuana products are required to be grown indoors in greenhouses, barns or other buildings or outdoors in a manner that ~~to~~ minimizes public nuisances including odors, noise, and lighting to neighboring properties.

AT 9:41 p.m., MOTION WAS MADE and seconded and vote was taken to adjourn the meeting.

A True Record of the Meeting,

Attest:

Virginia A. Knowlton, Town Clerk



DEPARTMENTS - PUBLIC SAFETY

Ambulance

The Ambulance Department has continued to serve the residents of Conway for another year. We respond to approximately 60-100 ambulance calls each year. Due to the confidential nature of our business we cannot share many details of the types of calls that we respond to, but rest assured, the EMT's of Conway will always answer your calls for help, no matter what the need may be.

The 2018 Annual Town Meeting approved an appropriation to purchase a Lucas 3 External Compression Device. This machine will be vital to our safety and ability to respond to cardiac arrest calls in Conway as well as in our mutual aid areas of Franklin County. This past December the purchase was finalized, and ambulance personnel have been trained on the proper use and storage of the machine. Over the following weeks we will train with the Fire and Police Departments so that they will be able to assist with use of the Lucas 3 if necessary.

As a department, we continue to work and train closely with Conway Fire and Police Departments on several levels. We have recently established a yearly First Responder training to ensure that all personnel are up to date on their certifications, and to make the scheduling process more manageable for all.

To be sure that we meet current federal regulations for continuing education, we all continue to attend classes and conferences with other EMT's in the Franklin county area.

Currently the Ambulance Department has a critical need for EMT's; we are actively seeking NEW EMT's, so if you or anyone you know is interested in becoming an EMT, or already has a certification, please contact me at 413-369-4235 or ambulance@townofconway.com.

To be trusted with the care of another person is a truly humbling and rewarding responsibility, and I urge everyone who is able to dedicate some portion of your time, in any capacity, to helping your fellow citizens and neighbors. On behalf of myself and my fellow EMT's, I thank you for trusting us with your Emergency Medical Care needs and we look forward to serving you for another year.

Respectfully submitted, Gemma VanderHeld, Director-Conway Ambulance



Animal Control

In 2018 I received 81 complaints involving animals in Conway. *Sixty-three* percent of the calls involved loose dogs. The remaining calls were farm animals and wild animals. As in 2017 *six* dogs were transported to the Franklin County Regional Dog Shelter. None had 2018 licenses and only two were vaccinated against rabies.

Conway has a bylaw requiring dogs to be leashed while walking in public areas. State law requires dogs and cats to be vaccinated against rabies. Dogs must be licensed with the town clerk every year. These laws are enforceable with non-criminal summonses.

Wild animals continue to test positive for rabies in Franklin County. Vaccinate your pets to protect them and the public.

Incidents of animal calls:

Loose dogs	46
Loose horses	7
Raccoons	5
Dog bites	3
Barking dogs	2
Woodchucks	2
Skunks	2
Cats	2
Loose cows	2
Bats	2
Porcupines	2
Other	6

Includes squirrel, coyote, sheep, deer and bear.

Respectfully submitted, Joe Colucci, Animal Control Officer



Emergency Management

No report was submitted for FY2018 from this Committee; George Murphy, Director; Philip Snow, Assistant Director



Fire

To the citizens of Conway, I hereby submit my Thirty Ninth annual report of the fire department. This past year our department responded to 66 calls consisting of:

- 14 alarms sounding
- 1 lost person
- 14 wires down
- 5 car accidents
- 1 river rescue
- 2 furnace problems
- 1 odor investigation
- 2 chimney fires
- 2 brush fires
- 13 misc. calls
- 10 mutual aid to other towns
- 1 animal rescue

The first half of the fiscal year was spent training our firefighters on the proper use and care of our new pumper.

During the winter months we train on chimney fires, ice rescue, (RIT) rapid intervention team training, CPR, first responder training, self-contained breathing apparatus (SCBA) training, and cancer awareness. In the spring we train on brush fires, pumper/tanker operations, and river rescue.

We are very proud to have six well-trained junior firefighters, both boys and girls. Our firefighters consist of very well-trained men and women.

I would like to thank all our firefighters, and juniors, for their time and dedication all year. The Town of Conway is very proud of them all.

Many thanks to the citizens, EMTS, Ladies auxiliary, and police department for their continued support this last year.

Yours First in Fire Safety, Chief Robert Baker



Police

Community:

Our department experienced another active year in 2018. As all residents and commuters are well aware, this was the completion phase of the Route 116 repaving project from the Deerfield town line to the Ashfield town line. Prior to the paving we worked with Mass DOT to improve road safety on Route 116. Trimming tree limbs allowed more sun light on the road surface and removing dead and dying trees will enhance public safety while traveling our roadways.

In addition to assistance with road construction we continued to offer a variety of community oriented and personal safety programs. These programs include RAD for women, a personal safety class that empowers the individual through physical defense, awareness and avoidance techniques. These classes are available at basic or advanced levels. We also have instructors certified to teach a keychain defense system. We continue to offer Firearms Training Classes. This is a state-mandated safety training class for any new applicant wishing to obtain a License to Carry Firearms or a Firearms Identification Card. All of these safety programs are grant-funded with no cost to residents and no cost incurred by the town.

Through a strong collaboration with the Conway Sportsman's Club we successfully sponsored The Youth Summer Program. Twenty-six youth participated in activities such as archery, firearms safety, fly-tying, fly fishing, target and skeet shooting, snorkeling and hiking.

Statistics:

The following listed items required Conway Police involvement:

Motor Vehicle Accidents	27
Disabled Motor Vehicle	13
Breaking and Entering	10
Vandalism	7
911 Calls	52
Burglar Alarms	44
Animal Complaints	27
Motor Vehicle Citations	89
Larceny	7
Disturbances	33
Arrests	6
Public Safety Hazards	76
Summons/Restraining Orders	17
License to Carry Firearms	88

The Conway Police Department invites and welcomes community input. We are open to all that may be interested in attending or volunteering at the many community projects that we engage in annually. I would like to thank my officers for their dedication and support to the community. They include Ron Hawkes, Randall Williams, Christina Conklin, Nathan Jackman, James Bernier, David Johnson and Donald Bates. On behalf of the entire Conway Police Department I would like to say THANK-YOU to the people of the Town Office, Massachusetts State Police, and The Franklin County Sheriff's Department, Shelburne Control, the staff at the Conway Grammar School, The Conway Sportsman's Club, and the numerous volunteers who continue to give so much of themselves.

Respectfully Submitted, Kenneth D. Ouimette, Chief of Police



DEPARTMENTS - PUBLIC WORKS

Highway

The Highway Department is responsible for over 60 miles of roads here in the Town of Conway. Maintenance of our roadways is continuous, due to ever-changing conditions and requires frequent monitoring. Our goal is to take in a full view of our environment to foresee possible issues and resolve them. This approach helps us compile a running itemization of projects based on priority and allows us to utilize our budget in the most cost-efficient way.

We continue to focus on the safety and longevity of our roadways. Much has been done this past year to clear brush and small trees within approximately 10 feet of our roadways and to cut back tree canopies. Brush and small trees are cleared to avoid overgrowth that can cause drainage issues, damage to the roadway via root systems, and visual obstructions to drivers and pedestrians. Clearing brush and trees also improves access to and maintenance of our culverts and ditches for proper drainage. Tree canopies are trimmed to avoid visual obstructions and to allow the sunlight through to the roadway, allowing much-needed sun onto the roadway to help melt ice in the winter season and to dry the roadway in the wet season. Each job that we do is for specific reasons which impact the integrity of our roadways. In the long run this approach saves on man hours, extends the use of our equipment, and reduces our use of gravel, fill and hard pack.

This fiscal year was a busy one with fluctuating temperatures and record rainfall. We continued to build up and repair our gravel roads and maintain our paved roads. This involved but was not limited to repairing potholes and washouts, repairing and cleaning culverts, and grading. The unpredictable weather delayed our progress at times, but we successfully completed several paving and road improvement projects. We finished up shoulder work on Sabans Road from paving this past fiscal year and began shoulder work in preparation for paving Mathews Road. Paving projects were completed on South Ashfield Road, Williamsburg Road and East Guinea Road.

Our staff handles most of the maintenance and repairs of our equipment and trucks. We do our best to do most of our maintenance and repairs in-house, but some work must be done off-site with outside vendors. This is due to the lack of space and proper lifts to safely do certain maintenance tasks in the current Highway Garage. It is our hope that a new Highway Department facility will be approved in the near future. This would allow our equipment, vehicles and materials to be housed in the same area while giving us the much-needed space to maintain our fleet.

The Conway Highway Department Facebook page has been a great source of information and feedback. Our goal with Facebook is to keep the public informed and updated with current projects, road conditions or closures, storm and weather conditions, as well as helpful information and tips. Our website provides much of the same

information along with additional forms, applications and links. Please visit our web site <http://www.townofconway.com/departments/highway-department/> and like us on Facebook for more information. As always if you have any questions or concerns please contact me at 413-369-4235 ext.10, email me at highway@townofconway.com, or email my assistant at highwayassistant@townofconway.com.

Finally, I would like to thank the residents for their continued support and the Highway Department crew for their hard work and dedication to the Town.

Respectfully Submitted, Ron Sweet, Highway Superintendent



OTHER DEPARTMENTS

Tree Warden

The only expenditures for the year were for membership in the Massachusetts Trees Wardens and Foresters Association and for attendance at the annual conference in January. During the year the tree warden consulted with residents, the Superintendent of the Highway Department and with Eversource regarding tree removal issues.

Respectfully submitted, Walter Goodridge, Tree Warden



DEPARTMENTS – SCHOOLS

Conway Grammar School Committee

	<u>Term Expires</u>
Elaine Campbell, Chair	2019
Ira Band, Vice Chair	2019
Michael Merritt, Secretary	2020
*Philip Kantor, Member	2020
Ashley Dion, Member	2021

*Representative to Frontier Regional School Committee

ADMINISTRATION

Superintendent	Darius Modestow
Director of Business Services	Patricia Cavanaugh
Director of Elementary Education	Louise Law
Special Education Director	Karen Ferrandino
Principal	Kristen Gordon

SUPPORT STAFF

Executive Assistant to Superintendent	Donna Hathaway
Administrative Assistant (SPED)	Diana Capuano
Administrative Assistant	Mary Jane Whitcomb
Receptionist	Rhonda Lutenegger

Bookkeeper, Union #38
Bookkeeper, Union #38
Grants Accountant
Secretary to Principal

Brenda Antes
Donna Lloyd
Stephan Shepherd
Lora Hanas

CONWAY GRAMMAR SCHOOL

ENROLLMENT - OCTOBER 1, 2018

<u>Grade</u>	<u>Boys</u>	<u>Girls</u>	<u>School Choice</u>	<u>Tuitioned In</u>	<u>Total</u>
Pre-K	11	5	0	0	16
K	2	8	4	0	14
1	2	2	9	2	15
2	7	3	4	2	16
3	5	8	7	2	22
4	9	4	3	1	17
5	7	4	3	1	15
6	6	8	5	1	20
TOTAL	49	42	35	9	135

UNION #38 TEACHERS' SALARY SCHEDULE
CONWAY, DEERFIELD, SUNDERLAND, WHATELY

July 1, 2017 - June 30, 2018

<u>STEP</u>	<u>B</u>	<u>B+15</u>	<u>M</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>CAGS</u>
3	42,680.00	44,011.00	45,386.00	46,806.00	48,269.00		49,704.00
4	44,011.00	45,386.00	46,806.00	48,269.00	49,779.00		51,214.00
5	45,386.00	46,806.00	48,269.00	49,779.00	51,334.00		52,769.00
6	46,806.00	48,269.00	49,779.00	51,334.00	52,934.00		54,369.00
7	48,269.00	49,779.00	51,334.00	52,934.00	54,588.00		56,023.00
8	49,779.00	51,334.00	52,934.00	54,588.00	56,295.00		57,730.00
9	51,334.00	52,934.00	54,588.00	56,295.00	58,054.00		59,489.00
10	52,934.00	54,588.00	56,295.00	58,054.00	59,867.00		61,302.00
11	54,588.00	56,295.00	58,054.00	59,867.00	61,737.00		63,172.00
12	56,295.00	58,054.00	59,867.00	61,737.00	63,668.00		65,103.00
13	58,054.00	59,867.00	61,737.00	63,668.00	65,662.00		67,097.00
14	62,925.00	64,827.00	67,162.00	69,183.00	71,922.00		73,357.00
20	64,879.00	66,816.00	69,200.00	71,261.00	74,056.00		75,491.00

Nature's Classroom Teacher: \$100 per day of attendance by a teacher.

Workshop Presenters: \$30 per hour of presentation and reimbursement for reasonable expenses.

Head Teachers: \$1,500

Placement on 20 occurs when a teacher has completed 19 years of service as a teacher in the District.

Mentors: \$500 per each new teacher, \$250 for second/third-year teacher, \$250 for each additional teacher being mentored, to a maximum of three (3) in any year.

UNION #38 INSTRUCTIONAL ASSISTANTS' SALARY SCHEDULE
CONWAY, DEERFIELD, SUNDERLAND, WHATELY

July 1, 2017 - June 30, 2018

Instructional Assistants

2017-2018	
Step 1	\$13.26
Step 2	\$13.36
Step 3	\$13.85
Step 4	\$14.33

Step 5	\$14.80
Step 6	\$15.29
Step 7	\$15.77
Step 8	\$16.25
Step 9	\$16.74
Step 10	\$17.22
Step 11	\$17.70

Revised salary schedule with increases to Step 1, Step 10, and Step 11. Steps for those who are eligible, with no double steps.

Educational Support Nurses, LPN, COTA, SLPA & PTA

2017-2018	
Step	2.5%
1	\$22.67
2	\$23.65
3	\$24.62
4	\$25.58
5	\$26.54
6	\$27.52
7	\$28.49
8	\$29.46
9	\$30.44
10	\$31.39

Conway Grammar School Superintendent

District Mission Statement

Building dynamic learning communities, one student, one teacher, one family at a time.

District Vision Statement

Vibrant, collaborative, engaging, and inclusive learning communities promoting the growth of every student.

As the new Superintendent of the Frontier Regional and Union #38 Schools, I am proud to submit the annual report on behalf of the dedicated teachers and administrators of this district. In the past twelve years, I have served as Principal and Assistant Principal of the Frontier Regional School and am pleased and honored to have the opportunity to serve our five schools in the role of Superintendent. This is an extraordinary district and I will do everything that I can to support the work our teachers do each day with our students and will continue the traditions that make this district so special.

One of the most important things I focus on is teamwork. When people work together, we can accomplish far more than any one single person can accomplish alone. This district is propelled by a dedicated and skilled team of educators. My commitment to them is paramount—to support, honor, and to help them thrive. In that vein, I would like to acknowledge our extended team of faculty and staff members who work tirelessly to create a stand-out and supportive learning environment for students. I am inspired by our administrators, teachers, and support staff, students and central office and administrative staff, as they are a vital part of our ongoing success. I also appreciate, and am energized, by the ongoing support of parents; the communities of Conway, Deerfield, Sunderland and Whately; our School Committees, town officials and employees. With this team effort, our schools will continue to be a vibrant and vital part of our communities, and will make all of us feel enormously proud

Thank you.

Darius Modestow, Superintendent of Schools

Enrollment & School Choice: The October 1, 2018 enrollment for Conway Grammar School totaled 135 (PreK-6) students. This is a decrease of 3 students from the October 1, 2017 (PreK-6) enrollment figures of 138 students. Of those 135 (PreK-6) students, 35 were School Choice students. This is an increase of 1 student from the October 2017 (PreK-6) School Choice enrollment figures of 34 students.

Curriculum Initiatives Science and Engineering Design:

STEM: Science, Technology, Engineering and Mathematics education is an exciting focus in our classrooms in the Conway Grammar School. Science instruction involves hands on lessons enhanced through participation in an innovative web based instructional resource engaging students with interesting science “mysteries” to solve. Highly motivating lessons incorporate concepts from the national Next Generation Science Standards. Students practice math skills through creating an imaginary “budget” for building their projects, estimating, measuring, and drawing designs to scale. They learn scientific concepts such as density, erosion, refraction, reflection, properties and phases of matter, and practice engineering skills through the design process; generating multiple solutions to a design problem, planning and drawing to represent one or more solutions involved.

Professional Development: Early release Fridays provided time for faculty to participate in sustained professional development and collaboration with peers across the district and within their own schools to improve student learning. Teachers participated in professional development throughout the year with faculty from the Hitchcock Center in Amherst, MA. Several classrooms conducted field trips and/or participated in science projects when the Hitchcock Center faculty came to our school.

Assessment: Union#38 schools continue to use standards-based report cards that align with district curriculum standards. Teams of teachers from the four elementary schools met with grade level colleagues throughout the year to collaborate on ways to measure student growth on the district standards.

Mathematics: Teachers use small group and individualized instruction to meet students’ learning needs in mathematics. The use of web based individualized math programs extend learning for students as they practice and strengthen math skills and strategies taught in teacher led lessons.

Literacy: Students develop reading comprehension strategies such as predicting, analyzing, and summarizing through interacting high-quality reading materials in both print and digital formats. Upper grade students read and respond to current news stories with an online educational resource that teachers use to match stories to students’ interests and reading levels.

Students in K – 2 participate in small group reading instruction using specially designed books at their instructional level. This provides a consistent approach to literacy instruction in the early grades. Students develop writing skills in narrative, opinion/argument, and informational writing by participating in writing units developed by the Teachers’ College Reading and Writing Project. In the upper grades, teachers use a variety of texts and formats, including several well-designed online resources to support students’ continued development of critical reading.

Technology: Students receive instruction in digital literacy skills during focused technology instructional time with the school library/media specialist. Students learn about responsible use of technology, digital content, and interactions. They are taught safe and appropriate use of technology, and how to recognize and handle cyberbullying situations. Students learn how to use digital tools and keyboarding skills to publish multimedia projects and to communicate or exchange information.

Staff:

Retired faculty: Emma Linderman, School Psychologist.

Newly hired faculty: Shafiya Finger, School Psychologist.

Special Thanks: We are pleased to acknowledge the dedication of Conway School Committee members Chair Elaine Campbell, Vice Chair Ira Band, Secretary Michael Merritt and Members Philip Kantor, and Ashley Dion. The members of the Committee work tirelessly on behalf of the children in Conway. Together, I look forward to working with this group to continue to strive for the best educational experience for our students.



Frontier Regional School Committee

	<u>TERM EXPIRES</u>
* Robert Halla, Chair, Whately	2019
William Smith, V. Chair, Whately	2021
Judy Pierce, Secretary, Sunderland	2019
Olivia Leone, Member, Deerfield	2021
* Philip Kantor, Member, Conway	2019
* Mary Ramon, Member, Deerfield	2019
* Keith McFarland, Member, Sunderland	2019
Robert Decker, Member, Deerfield	2020
Cyndie Ouimette, Member, Conway	2019
Lyn Roberts, Member, Sunderland	2020
Damien Fosnot, Member, Deerfield	2019

*Representing the local Elementary School Committees for one-year term.

Regular meetings are held on the second Tuesday of each month, in the Media Center, Frontier Regional School, South Deerfield, Massachusetts at 6:00 p.m.

ADMINISTRATION

Darius Modestow	Superintendent of Schools
The Management Solutions	Business Services
Sarah Mitchell	Director of Secondary Education
Karen Ferrandino	Director of Special Education
Scott Paul	Director of Technology

SUPPORT STAFF

Donna Hathaway	Executive Assistant to Superintendent
Diana Capuano	Administrative Assistant (SPED)
Mary Jane Whitcomb	Administrative Assistant
Paula Light	Frontier Regional Bookkeeper/Treasurer
Donna Lloyd	Frontier Regional Bookkeeper
Stephan Shepherd	Grants Accountant
Deborah Coons	Student Information Systems Data Specialist
Stuart Dusenberry	Network Administrator
Keith Van Buren	Information Technology Specialist

FRONTIER REGIONAL SCHOOL

George Lanides	Principal
Scott Dredge	Assistant Principal
Roberta Reiter	Principal's Secretary
Kelly Blanchette	Special Education Secretary
Michelle Russell	Attendance Secretary
Mary Lapinski	Guidance Secretary

FRONTIER REGIONAL SCHOOL

ENROLLMENT - OCTOBER 1, 2018

Grade	Conway	Deerfield	Sunderland	Whately	School Choice	Tuitioned In	Total
7	16	40	18	12	31	1	118
8	15	46	24	12	25	0	122
9	14	27	23	9	27	0	100
10	15	47	20	5	23	0	110
11	11	35	8	9	31	1	95
12	9	34	16	6	30	0	95
SP	0	3	0	1	2	1	7
Total	80	232	109	54	169	3	647

FRONTIER REGIONAL SALARY SCHEDULE

July 1, 2017 – June 30, 2018

<u>STEP</u>	<u>Bachelors</u>	<u>Masters</u>	<u>M+30CAGS/Doctorate</u>	
0	\$42,092	\$44,121	\$46,607	\$48,937
1	\$44,262	\$46,039	\$48,371	\$50,788
2	\$46,099	\$48,006	\$50,195	\$52,706
3	\$47,234	\$50,041	\$52,084	\$54,688
4	\$48,888	\$51,642	\$53,997	\$56,697
5	\$50,168	\$53,336	\$56,025	\$58,825
6	\$52,328	\$55,037	\$57,875	\$60,766
7	\$53,708	\$56,784	\$59,738	\$62,724
8	\$55,130	\$58,215	\$62,435	\$65,556
9	\$57,874	\$61,524	\$65,210	\$68,470
10	\$60,907	\$65,088	\$68,071	\$71,476
11	\$61,917	\$67,488	\$71,214	\$74,775
12	\$64,324	\$69,982	\$73,767	\$77,454
13	\$65,288	\$71,031	\$74,873	\$78,616
20L	\$65,788	\$71,531	\$75,373	\$79,116
25L	\$66,288	\$72,031	\$75,873	\$79,616

APPENDIX A

2016-2019 SALARY SCHEDULES

Unit C Instructional Assistants

	HOURLY RATES		
Step	2016-2017	2017-2018	2018-2019
	Top Step increase only*	2.5%	2.5%
1	\$13.25	\$13.58	\$13.92
2	\$13.73	\$14.07	\$14.43
3	\$14.22	\$14.58	\$14.94
4	\$14.68	\$15.05	\$15.42
5	\$15.17	\$15.55	\$15.94
6	\$15.64	\$16.03	\$16.43
7	\$16.15	\$16.55	\$16.97
8	\$16.60	\$17.02	\$17.44

9	\$17.10	\$17.53	\$17.97
10	\$17.60	\$18.04	\$18.49

Unit C Educational Support Nurses

Step	HOURLY RATES		
	2016-2017	2017-2018	2018-2019
	1%	2.5%	2.5%
1	\$22.12	\$22.67	\$23.24
2	\$23.07	\$23.65	\$24.24
3	\$24.02	\$24.62	\$25.23
4	\$24.96	\$25.58	\$26.22
5	\$25.90	\$26.54	\$27.21
6	\$26.85	\$27.52	\$28.20
7	\$27.80	\$28.49	\$29.20
8	\$28.74	\$29.46	\$30.20
9	\$29.69	\$30.44	\$31.20
10	\$30.62	\$31.39	\$32.17

NOTE: Schedule reflects following agreement:

FY 2017: Instructional Assistants shall implement a revised Salary Schedule which includes the removal of the bottom step and an increase to the top step. Employees will remain on the same step as a result of the step removal (no double steps).

Educational Support Nurses shall receive step movement for eligible employees and a 1% increase to Schedule.

FY 2018: Step movement for eligible employees and a 2.5% increase to Schedule.

FY 2019: Step movement for eligible employees and a 2.5% increase to Schedule.



Frontier Regional School Superintendent

Building dynamic learning communities, one student, one teacher, one family at a time.

As the new Superintendent of the Frontier Regional and Union #38 Schools, I am proud to submit the annual report on behalf of the dedicated teachers and administrators of this district. In the past twelve years, I have served as Principal and Assistant Principal of the Frontier Regional School and am pleased and honored to have the opportunity to serve our five schools in the role of Superintendent. This is an extraordinary district and I will do everything that I can to support the work our teachers do each day with our students and will continue the traditions that make this district so special.

One of the most important things I focus on is teamwork. When people work together, we can accomplish far more than any one single person can accomplish alone. This district is propelled by a dedicated and skilled team of educators. My commitment to them is paramount—to support, honor, and to help them thrive. In that vein, I would like to acknowledge our extended team of faculty and staff members who work tirelessly to create a stand-out and supportive learning environment for students. I am inspired by our administrators, teachers, and support staff, students and central office and administrative staff, as they are a vital part of our ongoing success. I also appreciate, and am energized, by the ongoing support of parents; the communities of Conway, Deerfield,

Sunderland and Whately; our School Committees, town officials and employees. With this team effort, our schools will continue to be a vibrant and vital part of our communities and will make all of us feel enormously proud. Thank you.

Darius Modestow, Superintendent of Schools

Overview: Frontier Regional School opened in 1954 in the town of South Deerfield, Massachusetts. The school includes students in grades 7 through 12 with an enrollment of 647 students. This is an increase of 26 students from the October 1, 2018 enrollment figures of 621 students. Of the 647 students, 169 were School Choice students, which is an increase of 12 students from the October 1, 2017 School Choice enrollment figure of 157.

The class of 2018 had 81 graduates, 72% planned to attend a four-year college, 25% a two-year college, (97% higher education), and 3% were undecided and/or planned to enter the labor market. This is consistent with graduates of the class of 2017 where there were 82 graduates: 69% planned to attend a four-year college, 27% a two-year college, *87% higher education), and 12% were undecided and/or planned to enter the labor market.

Capital Planning Committee

The subcommittee on capital planning was established by vote of the Frontier Regional School (FRSD) Committee in December 2017. The subcommittee charge was to identify all capital needs of the FRSD and develop a plan for addressing those needs in FY20 and in subsequent years.

The eight-member Capital Planning Subcommittee is comprised of one regional school committee person and a select board member from each town. In addition, the Frontier Regional School District (FRSD) Principal (now District Superintendent) was named chair of the committee. To assist the Task Force, the FRSD entered into a contract with the Franklin Regional Council of Governments for the services of its Municipal Finance Specialist.

Conway	Bob Armstrong, Select Board Philip Kantor, Regional School Committee
Deerfield	Trevor McDaniel, Select Board Robert Decker, Regional School Committee
Sunderland	Scott Bergeron, Select Board Judy Pierce, Regional School Committee
Whately	Frederick Orloski, Select Board Robert Halla, Regional School Committee
Superintendent	Darius Modestow
District Facility Director	Robert Lesko
FRCOG Municipal Finance Specialist	Joe Markarian

The Task Force, in general, met monthly beginning in January 2018, including an on-site inspection of the track to assess its current condition. Its members reviewed a detailed list of immediate and long-term proposed expenditures prepared by the RSD Superintendent and Facility Director. Over the course of multiple meetings, the Task Force focused on categorizing and prioritizing items on the list. The dollar amount of expenditures, as well as the timing of a purchase or project, was part of the discussion as well. As an initial action, a capital item was defined as a project, purchase or acquisition with a value of \$10,000 or more, or a life span of five (5) years or more.

Potential revenue sources were discussed with a focus on Frontier Regional School District (FRSD) general funds, annually certified Excess & Deficiency (E&D) and proceeds from borrowing. The Task Force reviewed numerous funding scenarios all in the context of the FRSD overall budget and member towns' capacity to absorb costs.

The Task Force also recognized the value of establishing a consistent year-to-year process for evaluating capital needs and for arriving at annual expenditure recommendations. Consequently, among the goals of its recommendations is to create continuity, enhance predictability, and build confidence in the process among member towns. Equally important is a FRSD commitment to a sustainable maintenance and repair program and a willingness to create financial capacity to cover future unanticipated, unforeseen capital costs. The Task Force also developed a 10-year plan that accounts for all other current capital and deferred maintenance needs and funds a maintenance and repair program.

Proposed by the Task Force and approved by the school committee is to borrow \$1,826,664 in notes to address the major capital needs that cannot be addressed in the regular budget or use of other revenue sources. These projects include partial roof replacement, parking lot paving and repair, carpeting, upgrades to the library, HVAC upgrades and repair, and replacement of the outdoor track. This capital improvement proposal and approval to take on debt by the regional school will be brought forward for a vote by the towns this spring.

I am very proud of the work of the capital planning subcommittee. The dedication of both their time and knowledge to improve the structure around capital improvement planning in implementation.

FRONTIER CURRICULUM AND PROFESSIONAL DEVELOPMENT:

Massachusetts curriculum standards in science and social studies were updated in the past two years. Frontier faculty worked in department teams to study the new frameworks, revise the current curriculum, and implement the new standards.

The 2016 science standards were fully implemented in Frontier science classrooms in the beginning of the 2017/18 school year. Science teachers worked to incorporate the state framework changes that require students to master science practices such as generating multiple solutions to design problems, analyzing data, predicting results and drawing conclusions.

The new Social Studies Framework was published in draft format this year. Like the science standards, this framework emphasizes the development of skills and practices for scientific study. Students develop practices for the study of history and social sciences through critical reading of historical documents, analyzing perspectives and developing academic arguments to support a viewpoint. Frontier faculty members spent part of the year reviewing the standards and delineating how each practice will be taught in grades 7 through 12. The emphasis is on supporting students in developing a progression of skills, strategies, and conceptual understanding that build from one year to the next.

The English department adopted new resources that support students in developing strategies to become critical readers and effective writers. In addition, a new online vocabulary building resource was adopted to build students' literacy skills.

ASSESSMENT AND SCHEDULING:

Faculty participated in professional development based on the previous year's recommendations by the assessment committee. Faculty members explored research-based assessment practices and are implementing new strategies to both measure student learning as well as promote the acquisition of skills as defined by the new standards.

The scheduling committee examined the current high school schedule configuration and options for expanding choices for students. The current middle school schedule, that was modified four years ago, is working well and will be relatively unaffected. The planning committee is proposing the following changes for implementation during the 2019/20 school year:

- Create one 45-minute short block at the high school level.
- Add 5 additional credits each year to high school. This will result in increased credits needed for graduation.

- Students will be required to take 2.5 of these credits as a directed study (special education skills classes will count towards this requirement).
- Band and Strings will be offered during the 45-minute short block. Only elective non-singleton classes will be offered during the short block (i.e.: no competing classes for our performing arts classes).
- A continued limit of 30 AP credits per year
- Offer more electives such as:
 - Sociology
 - An early childhood class
 - Introduction to sports medicine
 - Classical mythology
 - Other topics that students have shown an interest in when they take independent studies.

Staff: George Lanides joined the Frontier Regional School as Principal.

New Faculty: Christina Barbieri, English Teacher; Charles Leach, English Teacher; Joseph Barrett, Special Education Teacher/Inclusion Specialist

Retired Staff: Walter Flynn, English Teacher

Resigning staff: Joseph Costello, English Teacher

Special Thanks

We are pleased to acknowledge the dedication and hard work of Frontier Regional School Committee Members: **Chair Robert Halla, Vice Chair William Smith, Secretary Judy Pierce, Members Robert Decker, III, Mary Ramon, Lyn Roberts, Philip Kantor, Cyndie Ouimette, Keith McFarland, Damien Fosnot and Olivia Leone.** I look forward with pleasure to continuing our work together.

Thank you to the citizens of our four towns for being supportive of public education and our wonderful schools. Respectfully submitted, Darius Modestow- Principal, Frontier Regional School

Frontier Regional School Superintendent

FRONTIER REGIONAL SCHOOL SUPERINTENDENT REPORT

2018 Annual Report to Towns

We submit this annual report for 2018 on behalf of the Franklin County Technical School District and its administration, faculty, staff and students.

Enrollment for member towns as of October 1, 2018 was 461 students with town breakouts as follows:

Bernardston	29	Erving	30	Montague	85	Sunderland	6
Buckland	8	Gill	11	New Salem	7	Warwick	7
Colrain	23	Greenfield	96	Northfield	28	Wendell	12
Conway	6	Heath	9	Orange	68	Whately	9
Deerfield	15	Leyden	5	Shelburne	7		

Franklin County Technical School awarded 112 diplomas to our seniors in June of 2018. Massachusetts students are required to pass the MCAS in order to receive a high school diploma and once again our students were very successful in meeting this high academic standard. The state has adjusted their measures for evaluating district/school accountability. FCTS was placed in the Not Requiring Support category, which would be equivalent

to being classified as a Level 2 school in past accountability ratings. Additionally, the district is meeting targets set by the Department of Education for passing rates of students of high risk with disabilities.

On June 23, 2015 Franklin County Technical School District was fortunate to have received approval from all nineteen member towns to participate in a bond authorization which allowed FCTS to fund the MSBA 73.89% reimbursed Window and Door Replacement Project, as well as afford FCTS the opportunity to repair its twenty year-old roof and ensure paving upgrades of its forty year old driveway, track, parking lot and associated areas, which were original to the school in 1976. Payment for the 15-year bond is in its second year, which will impact member towns in FY20. FCTS has the advantage of utilizing vocational students and licensed instructors from carpentry, electrical, plumbing and landscaping to provide maintenance and repairs to our school grounds and facility saving member towns tens of thousands of dollars annually. These shop programs also saved member towns an estimated \$100,000 on the projects. Additionally, Automotive and Collision Repair shop programs maintain our school vehicle fleet, which reduces costly vehicle maintenance. Many of our school vehicles are used for our various construction jobs within Franklin County and also provide for athletic transportation, which significantly reduces our overall transportation costs.

Franklin County Technical School students are learning the value of paid work opportunities through a newly revamped Cooperative Education Program (Coop). There are more than 56% of our seniors involved in paid Coop jobs and internships related to their vocational field of study.

On December 12, 2018, Franklin County Technical School's Advanced Placement (AP) test scores, were recognized by National Advanced Placement Center as one of the Commonwealth's top 18 school districts. The AP District Honor Roll recognizes school districts who have demonstrated significant increases with their AP scores for all areas. Franklin County Technical School's AP students were honored for the percentage of students which scored 3 or higher on their AP exams. FCTS was also recognized for their diverse student population and overall participation of students taking the AP exams. Franklin County Tech offers AP courses in Computer Science, Statistics, and English Language and Composition.

Franklin County Technical School has been busy with community-based projects that act as learning opportunities for our students. Every year the shop programs, with instructors and students, embrace the authentic work that is done in our communities. The instructional nature of our work may cause the duration of a project to increase, but costs associated with a project are significantly decreased for our member communities. Following is a list of just some of the many projects completed by FCTS students and instructors within Franklin County over this past year:

In Bernardston, the Carpentry program has begun working with the town to build a new transfer station building. In Buckland, Landscaping students have installed a playground and rehabilitated a ballfield for the recreation department. Electrical students completed an annual clean up and placement of flags at Colrain's Farley Cemetery. In Gill, Landscaping students worked the Source to Sea Watershed cleanup; and built raised garden beds and an outdoor classroom at the Gill Elementary School. The Culinary Arts program once again assisted the Sheriff's Department at the "Senior Safety Expo" at Schuetzen Verein by preparing and serving food to participants. Landscaping students conducted a fall cleanup and pruning at the North Cemetery in Leyden, as well as refurbishing a wishing well at the cemetery, with our CAD/CAM students creating a plaque for the well.

In Greenfield, students in the Pre-Employment Program visit clients at the Greenfield Adult Day services each month to make crafts and play games with the clients. The Cosmetology program visits GVNA HealthCare, Charlene Manor and Poet Seat Health Care to provide hand massage and nail painting for the clients, and Health Tech students offer chair yoga, relaxation, nail care and aroma touch hand therapy to adult health care clients, as well. Health Tech students also work with the faculty at the Parent Child Development Center (PCDC) to create and teach health and safety topics to preschoolers and parents in Greenfield and Turners Falls; and also volunteer at the annual YMCA Girls Day Out event. Plumbing and Electrical students have completed work on the Habitat for Humanity house on Smith Street. Electrical students continue to volunteer at the Relay for Life with wiring and setup help. Carpentry and Landscaping were involved in work on a new cabin for Camp Keewanee. They also built and installed six ADA accessible picnic tables for the Poet Seat Health Care Center. Future Farmers of America

(Landscaping students) donated generously to this year's annual food drive that is conducted school wide, with the food being donated to the Family Inn in Greenfield.

Within the Millers Falls/Turners Falls/Montague area, Electrical has installed a new paddle fan and security lighting at the Turners Falls airport and updated the pilots lounge. The Landscaping program is contracted to grow naturalizing plants and bushes for the airport and have installed temporary irrigation. The Electrical program students are involved in the electrical wiring of the new Ja'Duke Performing Arts Center.

In Orange, Landscaping worked on a Memorial garden in town. Carpentry students worked on the Athol/Orange Regional Animal Shelter and worked with our Electrical students at the Orange Municipal Airport. In Shelburne, Landscaping did a fall cleanup of the Hill Cemetery; and Collision and Repair provided major renovations to the Bridge of Flowers donation box. Landscaping rehabilitated Cricket Field and installed sod at the ballfield. Our partnerships with our communities are important for our programs, and we thank those who allow our students the opportunity to practice their trades out in the field.

Respectfully,

Mr. Richard J. Kuklewicz, School Committee Chairman

Mr. Richard J. Martin, Superintendent-Director



REGIONAL ORGANIZATIONS – FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS (FRCOG)

Administrative

The Franklin Regional Council of Governments provides a variety of services, programming and advocacy to the municipalities of Franklin County. Our Planning Department assists with local planning issues like zoning and hazard mitigation and also works on larger regional projects. Our municipal service programs – Collective Purchasing, Cooperative Public Health, Cooperative Inspection, and Town Accounting – are available to any municipality. We provide substance use and chronic disease prevention through our Partnership for Youth. And our Emergency Preparedness and Homeland Security Programs provide a variety of aid and assistance to our first responders and health emergency officials. The FRCOG’s 2018 Annual Report, which will be available in April of 2019 and on www.frcog.org shortly thereafter, will highlight our work over the past year. FRCOG provided the following specific services to Conway in 2018:

Collective Bidding & Purchasing Program

- Contracted with Conway to receive collective bid pricing for up to 24 different highway products and services. Total estimated highway needs for FY19 is \$444,640.
- Assisted the Town with the Dog Tags and Licenses collective bidding program.
- Assisted Conway Grammar School in the Fire Alarm Testing and Maintenance Program
- Assisted the Town with procurement related to a Request for Proposal for a proposed solar field

Cooperative Public Health Service (CPHS) Health District

Conway is a member of the CPHS health district, sharing a public health nurse with 11 other communities.

- Held 12 Town Hall wellness clinics, where 29 residents made 93 nurse visits for health screening services and chronic illnesses self-management assistance. Additionally, 8 residents received 38 home visits.
- Offered medication lock box, pill sorter, mercury thermometer collection and exchange; and sharps disposal and container exchange. Exchanged were 136 containers and 5 thermometers.
- Completed state-mandated infectious disease investigations, reporting and monitoring of 178 CPHS district cases — 21 from Conway. Five cases required further in-depth investigation and reporting.
- Coordinated vaccine/supplies availability for two flu clinics where 136 area residents were vaccinated.
- Provided 63 low-cost tick tests through a district grant and Health Board subsidy, a savings of \$2,205. Forty-three percent of ticks tested positive for Lyme; 8% for Anaplasmosis; and 11% for Babesiosis.

Franklin County Cooperative Inspection Program

- Issued 106 building, 59 electrical, 55 plumbing/gas permits; and 6 Certificates of Inspection.

Partnership for Youth

- Conducted a Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Frontier Regional School District administrators on results from 245 Frontier students, representing 84% of the 8th, 10th, and 12th grade classes. Survey data meets federal requirements for the school and is valuable for grant-writing and program planning.
- Used grant funding to provide a consultant to the Frontier Regional School District for technical assistance on school nutrition best practices and areas for improvement.
- Provided training, technical assistance, and evaluation for the evidence-based LifeSkills substance use prevention curriculum in the Frontier Regional School District.
- Presented to municipal officials on Municipal Policies to Support Youth Substance Use Prevention.

Planning and Development Department

- Applied for Recreational funding for the Mahican – Mohawk Trail improvements; updated the trail map.
- Provided technical assistance regarding recreational marijuana legislation and zoning.

- Assisted the Town Administrator with completing the FY18 Green Communities Annual Report.
- Provided technical assistance to achieve Municipal Vulnerability Preparedness program designation.
- Assisted planners in industrial & commercial facilities zoning bylaw adopted by Town Meeting in 2018.
- Helped pass state legislation creating a special designation for the Mohawk Trail Woodlands Partnership region covering 11 towns, including Conway, to bring financial and technical resources to support natural resource based economic development, forest conservation & municipal financial sustainability.
- Updated and redistributed the Walk Franklin County Map.

Special Projects

- As part of the Commonwealth’s Community Compact Program, staff worked closely with the Town Administrator and Select Board on the following Municipal Best Practice projects:
 - Completion of a comprehensive Conway Long Range Plan, including the development of revenue and expenditure projections for the Town and a long-range capital plan.
 - Revised budget documents for Town Meeting and an updated set of fiscal policies.
 - An IT Best Practices Manual for Conway that can be used as a statewide model for small towns.
- Organized and facilitated educational information meetings for members of Town energy committees, including presenting information on various topics and conducting follow-up communication.
- Assisted the Town in procuring a shared electricity aggregation consultant in a regional project with 13 towns working together to procure the supply of electricity for residents and businesses.

Town Accounting Program

- Produced biweekly vendor warrants, and monthly budget reports to all officials and department heads.
- At year end, staff completed Free Cash certification, and Schedule A was submitted. In addition, staff provided assistance in completing the Recap for tax rate submission.
- Customized reports for committees and departments were developed and distributed.
- Assisted with the annual audit.
- All accounting data was accessible over a secure internet connection to a server at the FRCOG office. Completed backups daily and there was no unscheduled down time.

Workshops & Training

The following list represents the FRCOG workshops and training sessions that Conway public officials, staff, and residents attended, and the number in attendance.

Cooperative Public Health Service

Vaping and Marijuana Use – 1

Emergency Preparedness & Response

Chemical Safety in Emergency Response – 1

Deerfield River Tabletop Exercise – 3

Incident Command System – 1

MAPCHO Annual Meeting – 1

National Incident Management– 1

Sharing West County Fire/EMS Services – 1

State of Preparedness in Franklin County – 2

Municipal Official Continuing Education

Cannabis Control Commission – 1

Great Libraries Build Communities – 2

Municipal Workforce Succession – 1

Planning, Conservation, and Development

Site Plan Review – 1



Franklin County Cooperative Inspection Program (Based on Calendar Year 01 January - 31 December 2018)

Dear Residents of Conway:

As you know, your town receives building, plumbing, gas, and wiring inspection and zoning enforcement services through the Franklin County Cooperative Inspection Program (FCCIP), a forty-three-year-old shared service housed at the Franklin Regional Council of Governments (FRCOG). We thank your town for your continued participation in the FCCIP, which allows small towns to have access to professional staff and state-of-the-art technology.

In 2018 we issued 2,461 permits, including a significant number of insulation upgrade, solar array and wood/pellet stove permits. A total of 24 new dwelling units were constructed in our 15 member towns.

Our online permitting program went live on July 1, 2011 and has issued 18,425 building, electrical & plumbing/gas permits since then. The program allows you to apply, pay for, and track the progress of any permit online, saving you time and visits to our office in Greenfield. The program has 5,066 registered users. You can find it at www.frcog.org under the Franklin County Cooperative Inspection Program. Our website also includes helpful information on inspection requirements, permit costs, and contractor licensing.

In 2018, the FCCIP processed the following permits for Conway:

Residential Building Permits	82
Commercial Building Permits	2
Sheet Metal/Duct Permits	1
Electrical Permits	59
Plumbing Permits	25
Gas Permits	30
Certificates of Inspection	6
Solid Fuel	20
Fire Protection	0
Tents	1

We would like to remind all residents of the importance of applying for permits for work done. Building, Electrical and Plumbing/Gas permits are required by law and are an essential step in ensuring the safety of our communities. Please feel free to call our office with any [building or zoning questions at 774-3167, extension 113.](tel:774-3167)

James D. Hawkins
Building Commissioner
jhawkins@frcog.org

James Cerone
Building Inspector
jcerone@frcog.org

Tom McDonald
Electrical Inspector
electric@frcog.org

Andy French
Plumbing/Gas Inspector
plumbing@frcog.org



Franklin County Cooperative Public Health Service

Conway is a shared services member of the CPHS health district, sharing a public health nurse with 10 other communities. Activities for the residents of Conway in 2018 included:

- The Public Health Nurse held 12 monthly “First Friday” walk-in wellness clinics at the Conway Town Hall, where 29 Conway residents made 93 visits with the nurse for health screening services and assistance with the self-management of chronic illnesses. In addition, 8 residents received 38 home visits.

- The Nurse offered medication lock boxes, pill sorters, mercury thermometer collection and exchange, and sharps disposal and container exchange to residents. One hundred thirty-six (136) sharps containers and 5 thermometers were exchanged over the year.
- Staff completed state-mandated infectious disease investigations, reporting and monitoring of 178 CPHS district cases, 21 of which were from Conway. Five Conway cases required further in-depth investigation and reporting.
- The Public Health Nurse coordinated vaccine availability and supplies for flu clinics held at the Town Hall and Elementary School where 136 area residents were vaccinated.
- Conway residents received 63 low-cost tick tests through a district grant and local Board of Health subsidy, a savings of \$2,205. Forty-three percent (43%) of ticks tested in Conway carried the Lyme pathogen, 8% tested positive for Anaplasmosis, and 11% for Babesiosis. The Public Health Nurse provided tick prevention materials and helped residents access grant funded tick testing through the on-line system.
- Through a FDA Food Safety Grant the district offered low-cost food safety training to town residents, local officials, and businesses.
- Staff provided guidance and training to Conway Board of Health members serving as agents for the town.

Conway's representatives to the CPHS Oversight Board in 2018 were Meg Burch and Marie Iken, Board of Health members.

For more information about the Board or the health district, visit www.frcoq.org



Franklin County Solid Waste Management District

To the Residents of the Solid Waste District:

The Solid Waste District was formed in 1989 to help Franklin County towns manage all aspects of their solid waste – recyclables, organics, hazardous waste, wastewater treatment sludge, and trash. We continue to provide assistance to twenty-one member towns through administrative support, professional consultation, trainings, and outreach to residents and businesses.

A review of recycling tonnage for 2018 shows a level amount of recycling tonnage compared to 2017. District residents recycled just over 3,000 tons of paper and containers. The recyclables were processed at the Springfield Materials Recycling Facility and sold for reuse at domestic mills. Because of a long-term contract, town recycling programs have not been directly affected by the market disruptions in China.

In 2018, the District sponsored spring and fall “Clean Sweep” collections for bulky items, electronics, tires, appliances, and anything too big to fit into a trash bag. Over 60 tons of material were recycled or disposed of from the two collections. A total of 627 households participated in these collection events. That is 8% more participation than in 2017.

We held our annual household hazardous waste collection in September 2018. This event allows residents to properly dispose of toxic cleaners, automotive products, pesticides, and other toxic products. A total of 300 households participated in this event. 41% of participants were using the collection for the first time.

We applied for and received grants from the Massachusetts Department of Environmental Protection worth \$90,000 for District towns. Some grant funding is a result of a town's successful waste management infrastructure. Other grants include equipment to make town transfer stations more efficient.

If you have questions about District programs, call us at 413-772-2438 (MA Relay for the hearing impaired: 711 or 1-800-439-2370 TTY/TDD), visit our website at www.franklincountywastedistrict.org or visit us at 50 Miles Street in Greenfield.

Jan Ameen - *Executive Director*
Chris Boutwell, Montague - *Vice-Chair*

Jonathan Lagreze, Colrain - *Chair*
MA Swedlund, Deerfield – *Treasurer*



Franklin Regional Planning Board

The Franklin Regional Planning Board (FRPB) covered a number of on-going special items as well as its regular business.

One item covered at every meeting was updates on recreational marijuana legislation and implementation. Towns' responses varied widely, with Conway's protective by-law being cited as an early and excellent example. Another on-going item was oversight of the Northfield Mountain hydroelectric facilities, which are undergoing a 20-year license renewal process. The FRCOG has been expressing serious concerns about streambank erosion and ecological impacts. Tom Miner, a former Conway resident, headed that effort for many years and stepped down in 2018.

The FRPB also performed its usual update of the regional Comprehensive Economic Development Strategy, which this year included new sections on project resources and economic resilience. The new Project Resources section lists state and federal programs available to support development projects, such as tax incentive programs, and the Opportunity Zone program, a new Federal program for economically distressed census tracts. If the 11 Franklin County census tracts proposed by Governor Baker are approved by the Federal government, private investors will be able to defer taxable income from capital gains by investing in an Opportunity Fund. These funds then invest in local businesses or development projects in certified census tracts. (Please note that while this will direct investment from private sources, there will be no funding for municipal projects such as sewer systems.) The new Economic Resilience chapter seek to better connect economic resilience and emergency preparedness efforts by addressing the ability of a region to anticipate, withstand, and bounce back from economic shocks or disruptions. It describes current activities and articulates the roles of organizations, including FRCOG, in emergency preparedness and recovery. See current and past CEDS plans at frcog.org/publication/view/2015-ceds-plan/. There were several presentations on short-term residential rentals leading up to the Governor's proposed legislation (which passed in the summer of 2018).

There was great excitement at the announcement of the proposed expansion of the Vermonter Service to include two additional trains in the morning and two at night, allowing a daily round trip service from Greenfield to NYC, plus one more roundtrip at the weekend. MassDOT has agreed to fund the pilot program. Ridership continues to increase, and additional services are planned between Greenfield and Springfield. The expansion of services between Springfield and New Haven began in May of 2018.

The FRCOG has had a long-term grant to assess sites that might have hazardous materials. All funds to assess sites with hazardous substances have been obligated, though funds remained to assess sites with petroleum products. A presentation on "Vacant and Abandoned Buildings: Toolkit for Municipal Officials" focused on residential buildings. FRCOG staff suggested that towns interested in forming a vacant and abandoned building task force or committee might begin by establishing a relationship with the AG's office, a willing partner in the process. One of the first steps in addressing vacant and abandoned buildings is for a town's task force to use the Toolkit as guidance to begin developing policies and a written plan which reflect the goals of Town boards and residents. Staff stressed that such a committee should first seek voluntary compliance from property owners and that simply drawing attention to a vacant building may encourage action. Informally meeting with owners might also help since they might be receptive to advice in order to avoid a formal process. Often voluntary compliance through an informal process can take several months or more but is still preferable to a town taking a formal process.

There are four options for moving forward: 1. If the property owner does not bring the building into compliance voluntarily, the Committee may ask the BOH to turn the matter over to the AG, and the Court can appoint a receiver. 2. Alternatively, the Committee may ask the BOH to pursue compliance through the Housing Court. 3. If back taxes are owed, the Town may take the house for back taxes, then choose to auction, demolish, or rehabilitate it. The cost of demolition and clean up would result in a lien on the property. However, towns should approach taking a property with great caution as there may be contamination issues which should be addressed before the property is taken. 4. A foreclosed property held by a bank but not maintained may be condemned, with the Court appointing a receiver. Non-voluntary measures require significant work on the part of the BOH, the local Health Agent, Select Board and Town Counsel.

The FRCOG has done a great deal of work in planning for climate change, especially in the Deerfield River Watershed. Next steps for FRCOG staff and town officials include identifying key partners and their roles at the federal, state, regional and town levels; articulating goals; developing strategies with co-benefits; and filling in data gaps. FRCOG staff are also working on assessing the vulnerability of stream crossings in the Deerfield River Watershed.

Finally, I am very pleased to report that the Transportation Improvement Program has work slated for 2023 that will include the North Poland Road Bridge over Poland Brook, at \$4.1 million.

Respectfully submitted, Thomas Hutcheson, Conway Select Board representative



REGIONAL ORGANIZATIONS – OTHER

Fred W. & Ethel Dow Wells Trust

Fred W. Wells cultivated a successful apple orchard in Shelburne, was the architect for many homes in Greenfield and Shelburne, designed the gate for the Greenfield Fairground and a partner with his father at the F. E. Wells and Son, which in 1916 became part of Greenfield Tap & Die. Generously, Mr. Wells and his wife, Ethel Dow Wells, set up a trust to provide financial assistance to several organizations.

The awards made available from the Fred W. and Ethel Dow Wells Trust, for the fiscal year 2018/2019 in the areas of Education, Health and Agriculture are as follows:

Education: The Trustees approved 209 applications for education scholarships to assist students continuing their education. This award included students pursuing their college education later in life as well. A total of \$209,000.00 was awarded to applicants from Ashfield, Bernardston, Buckland, Charlemont, Conway, Deerfield, Gill, Greenfield, Hawley, Heath, Leyden, Monroe, Montague, Northfield, Rowe and Shelburne.

Health: The recipients of the 2018-2019 awards totaling \$36,330.00 was awarded by the Trustees as follows:

Community Action-WIC Program	\$ 8,000.00
Community Health Center	\$14,330.00
LifePath: Meals on Wheels	\$ 7,000.00
NELCWIT	\$ 7,000.00

Agriculture: The recipients of the 2018-2019 awards totaling \$12,800.00 was awarded by the Trustees as follows:

Franklin County Agricultural Fair	\$7,296.00
Heath Agricultural Fair	\$4,480.00
Shelburne Grange Fair	\$1,024.00

Respectfully submitted, Kate French, Trustee for the Town of Conway, Fred W. and Ethel Dow Wells Trust

Franklin Community Access Television (FCAT)

The year 2018 was another active one for Frontier Community Access Television. We have worked hard to expand our coverage of local government, as well as activities at Frontier Regional School, specifically Frontier sports. We were also very active this past year in helping document Sunderland's 300th anniversary and look forward to playing a similar role in upcoming celebrations in Whately and Deerfield. The only potential stumbling block to further expansion of our organization lies with the federal government, specifically the Federal Communications Commission, which is considering a rule change which could either gut or radically reduce funding for PEG Access television stations across the United States. The change would allow cable companies to charge towns for their use of channel space on the cable system and deduct that amount from the cable access fees which would ordinarily go to your towns, and then to FCAT.

It's been called the single greatest threat to public access television in history and could drastically reduce FCAT's ability to operate at the level to which we, and our communities, have grown accustomed. Rest assured, however, that our organization remains financially stable and solvent, and ready to continue serving the towns of Conway, Deerfield, Sunderland and Whately for as long as we are able.

Respectfully submitted, Christopher S. Collins, General Manager-Executive Producer



Upper Pioneer Valley Veterans Service District

Our district has now been in operation for 3 ½ years. We are the largest district by community count and square miles covered in the state. Below are just some of the programs and services we help veterans' and their dependents with:

- M.G.L. Ch 115 benefit – Needs based program of financial and medical assistance to eligible veterans and their dependents
- Assistance to veterans and dependents to help file for health care, pensions, and service-connected disabilities
- Homeless prevention assistance to veterans and their families
- Employment help with job searches, resumes, and job interview skills
- Burial assistance to include government markers, flag holders, internment, and VA burial reimbursement
- Veterans records retrieval and storage
- Referral to other public and private agencies to include housing, fuel assistance, employment, training, education
- Attend area outreach events (fairs, festivals, health care expos)

We have continued to work hard helping veterans and dependents file for VA benefits due them. Our awarded claims have outpaced CY17 bringing in close to \$435,000.00 in new claim money for our clients. Overall the district has over \$2,358,000.00 in VA awards flowing into our towns on a monthly basis.

We forecast the Ch115 caseload to remain flat for the foreseeable future for our towns. Although reimbursed back to the towns at 75%, this takes over a year to get back from the state, so reducing payouts up front has freed up funds for the member towns.

For the coming year we will continue to assist veterans, and will emphasize programs for the dependents of veterans, particularly the elderly population. Our long-term goals include up dated hardware and expanding satellite hours in the district.

Respectfully submitted, Timothy Niejadlik, Director



Franklin Regional Retirement System

Annual Report for the Calendar Year Ending December 31, 2017

Franklin Regional Retirement System is a government agency that serves the 549 retirees, 52 beneficiaries, 972 active employees, and 614 inactive members of the towns and agencies in Franklin County. We are organized under Chapter 34b, and subject to the provisions of Chapter 32 of the Massachusetts General Laws. We receive oversight on the state level from the Public Employee Retirement Administration Commission (PERAC). We contract with an independent auditor to do a full audit of our system each year. We also contract with an actuary to perform a complete actuarial valuation every two years. PERAC audits our operations and financial records every three years.

The retirement benefit we provide replaces participation in the Social Security system and is described as a “defined benefit”, which means that we pay monthly retirement benefits based on the age, salary, and number of years worked at the time a member of our system retires. To be a member, an employee in one of our government units must be working in a permanent position scheduled at 20 hours or more per week and earning \$5,000 or greater annually. Funding of these benefits begins with deductions from the member, and, combined with matching funds from the employing unit, are invested in a mix of stocks, bonds, and indexed funds. Investment earnings are a large part of the funding of retirement benefits, and the allocation of those funds are spread to a variety of sectors to take advantage of positive activity as it occurs in each sector. Please make note of our investment performance percentages in the chart on the next page.

Up until 1988, we were a “pay-as-you-go” system. In 1988 it was legislated that we begin saving to become “fully funded” over the ensuing 40 years. Fully funded means we have enough in reserves to pay for all the current and future potential benefits of our present membership. At the end of 2017, we are 84.7% funded at 29 years (72.5%) into the 40-year mandate.

Our fiscal year is the calendar year; therefore, our annual report is not filed until May of the subsequent year, and as a consequence the information provided herein will be a year old by the time you read this. Current reports and information can be found on our website: www.FRRSMA.com.

What follows is a synopsis of our annual report, as filed with our State oversight commission, PERAC. The full PERAC report can be read on the “Finances” page of our website.

	CY 2017	CY 2016	CY 2015
Balances			
Cash	1,208,508	927,926	1,027,504
Investments	144,523,227	124,166,637	115,356,788
Receivables	207,894	333,708	448,896
Payables	2,019,479	1,622,175	1,376,958
Annuity Savings (members)	30,005,767	28,830,926	28,029,622
Retirement Reserves	113,914,384	98,219,520	90,180,524
Revenues			
Member's contributions	3,682,424	3,671,628	3,513,770
Towns, Schools, Agencies	6,162,964	5,875,582	5,645,116
Retirement Cost Sharing	474,821	460,054	472,213
Miscellaneous Revenue	13,725	9,928	20,122
Investment Income (net)	19,547,767	10,744,197	1,259,131
Expenses			
Retirement Benefits	9,802,088	9,113,301	8,432,951
Operating Expenses	495,399	498,301	469,365
Investment Expenses	763,190	703,498	687,629
Retirement Cost Sharing	1,636,665	1,289,229	2,884,282
Refunds to Members	314,654	316,759	368,098
Investment Performance			
Target	7.75%	7.75%	7.75%
Since 1984	8.57%	8.36%	8.34%
10 years	6.57%	6.17%	6.57%
5 years	10.59%	10.20%	8.49%
Current Year	15.41%	9.16%	1.11%
Demographics			
	01/01/2018	01/01/2016	01/01/2014
Members' Average Age	48.30	48.30	48.30
Members' Average Service	10.10	10.50	10.50
Members' Average Salary	37,651.00	35,966.00	33,249.00
Retirees' Average Age	72.60	72.30	72.10
Retirees' Average Pension	16,433.00	15,274.00	14,164.00
Disabled Members' Average Age	58.30	58.00	56.40
Disabled Members' Average Pension	28,790.00	26,353.00	26,052.00



Upper Pioneer Valley Veterans Service District

Our district has now been in operation for 3 ½ years. We are the largest district by community count and square miles covered in the state. Below are just some of the programs and services we help veterans' and their dependents with:

- M.G.L. Ch 115 benefit – Needs based program of financial and medical assistance to eligible veterans and their dependents
- Assistance to veterans and dependents to help file for health care, pensions, and service-connected disabilities
- Homeless prevention assistance to veterans and their families
- Employment help with job searches, resumes, and job interview skills
- Burial assistance to include government markers, flag holders, internment, and VA burial reimbursement
- Veterans records retrieval and storage
- Referral to other public and private agencies to include housing, fuel assistance, employment, training, education
- Attend area outreach events (fairs, festivals, health care expos)

We have continued to work hard helping veterans and dependents file for VA benefits due them. Our awarded claims have outpaced CY17 bringing in close to \$435,000.00 in new claim money for our clients. Overall the district has over \$2,358,000.00 in VA awards flowing into our towns on a monthly basis.

We forecast the Ch115 caseload to remain flat for the foreseeable future for our towns. Although reimbursed back to the towns at 75%, this takes over a year to get back from the state, so reducing payouts up front has freed up funds for the member towns.

For the coming year we will continue to assist veterans, and will emphasize programs for the dependents of veterans, particularly the elderly population. Our long-term goals include up dated hardware and expanding satellite hours in the district.

Respectfully submitted, Timothy Niejadlik, Director

