

The Franklin Regional Council of Governments provides a variety of services and programming to the municipalities of Franklin County and to the greater Franklin County region. The FRCOG's 2016 Annual Report, which will be available in April of 2017 and on www.frcog.org shortly thereafter, will highlight our work over the past year. Specific services to the Town of Conway in 2016 included the following.

Administration and Special Projects

- Conway participated in the regional sign-making program, sharing equipment with 10 towns.
- Staff worked with the Town Administrator and members of the Selectboard and Finance Committees on a long-range financial plan as part of the Baker-Polito Community Compact Program.
- Staff worked with Town Administrator on an IT Best Practices Guide as part of the Baker-Polito Community Compact Program.
- Individual members of several Town energy committees met together informally on a bi-monthly basis to share news from their respective towns and to learn from each other and from invited guests about energy-related topics of mutual interest. FRCOG staff provided assistance in facilitating meetings, presented information, and conducted follow-up communication.

Collective Bidding & Purchasing Program

- Conway contracted with the FRCOG to receive cooperative bid pricing for up to 24 different Highway Products and Services. Total estimated highway needs for FY17 is \$434,290.
- Conway participated in the Dog Tags and Licenses collective bid program.
- The Procurement Officer issued a bid for Wastewater Collection and Disposal services.

Cooperative Public Health Service Health District

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

- Staff held 12 monthly walk-in wellness clinics at the Conway Town Hall, where 32 Conway residents made 94 visits with the nurse for health screening services.
- Home-bound Conway residents received 15 visits from the Public Health Nurse.
- Conway residents received 38 low-cost tick tests through a district grant and local Board of Health subsidy, a savings of \$1,330. Thirty-three percent (33%) of ticks tested in Conway carried the Lyme pathogen, and an additional 6% tested positive for either Anaplasmosis or Babesios.
- Conway residents were offered mercury thermometer collection and container exchange, and sharps disposal and container exchange, in collaboration with the Franklin County Solid Waste Management District.
- Staff completed all state-mandated infectious disease investigation, reporting and case monitoring. Follow-up was provided as needed for 11 locally and 104 regionally reported incidents of communicable illness, and collaborated with DPH and regional school nurses to conduct training in infectious disease follow up.
- Staff coordinated vaccine and supplies for 12 flu clinics at which 868 area residents, including 134 served at Conway sites, were vaccinated with the support of community volunteers, staff and GCC nursing program staff and students.

- Through a district grant, 2 Conway residents and staff of the school district's after school programs received low cost Food Safety trainings in ServeSafe, Choke Saver and Allergens.

Franklin County Cooperative Inspection Program

- Staff issued 127 building permits, 60 electrical permits & 31 plumbing/gas permits for Conway in 2016. Nine (9) Certificates of Inspection were issued.

Partnership for Youth

- Staff conducted a Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Frontier Regional School administrators on results from 258 Frontier students, representing 83% of the 8th, 10th, and 12th grade classes. Survey data meets federal requirements for the school and is valuable for grant-writing and planning.
- Staff presented to CPHS Annual Meeting on the Healthy Community Design Toolkit, Volume 2: Municipal Strategies to Increase Food Access.

Planning and Development Department

- Staff updated a Community Development Strategy for the Town's CDBG application.
- Staff assisted with the construction of the South River Restoration project.
- Staff began an update for new map/brochure for the Mahican-Mohawk Trail.
- Staff prepared a Draft Business Plan and Legislation for the Mohawk Trail Woodlands Partnership Project for 11 West County towns including Conway.
- Staff provided technical assistance on the FERC permitting process for the proposed KM-TGP NED pipeline project.
- Staff conducted a requested traffic count on Hoosac Road.
- Staff developed a map showing all bridges and their ownership (MassDOT or Municipal).

Regional Preparedness Program

- Staff conducted quarterly contact drills and a site notification drill to test the *Frontier Emergency Dispensing Site Plan*.
- Staff gave the Board of Health information about the statewide plan for a potential outbreak of Highly Pathogenic Avian Influenza, and the emergency response roles for local officials.
- Conway entered into a Memorandum of Understanding with the FRCOG to recognize the Multi-Agency Coordination Center as the official organization to assist them with emergency management needs.

Town Accounting Program

- Staff produced biweekly vendor warrants, and provided 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.
- Staff assisted with the annual audit.
- All accounting data was accessible over a secure internet connection to a server at the FRCOG office. Staff 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

ServSafe/Choke Saver/Allergen Training Series — 2

Food Systems — 1

Municipal Official Continuing Education Series

Public Water & Wastewater System Basics — 1

Selectboard 101 — 1

Public Records Law — 2

Municipal Farmland Leasing and Protection — 1

Regional Emergency Preparedness

Emergency Preparedness for People with Access and Functional Needs — 1

Western Regional Homeland Security Advisory Council

Active Shooter Symposium — 6

Pediatric Psychological First Aid — 1