

**Minutes of Meeting  
CONWAY BOARD OF SELECTMEN**

January 31, 2006

The Selectmen's Meeting convened at 4:06 p.m. in the Meeting Room of Conway Town Hall with the following present: Selectmen Larry Martin (Chair), Karen Umberger, Dave Weathers, Gary Webster, and Mark Hounsell; Town Manager, Earl W. Sires; and Recording Secretary, Karen Hallowell

PLEDGE OF ALLEGIANCE

Chairman Martin led the Board in the Pledge of Allegiance to the Flag.

SIGNING OF DOCUMENTS

The Board reviewed and signed various documents contained in the signature folder.

APPROVAL OF BILLS

The Board reviewed and approved the manifest dated February 2, 2006.

APPROVAL OF MINUTES

Ms. Umberger offered the following correction to the minutes of 12/13/06: Page one, under the heading Review of Draft Policy: Communication Between the Conway School District and the Town of Conway – strike extra word “between” in the first sentence. All agreed. **Ms. Umberger moved, seconded by Mr. Weathers, to accept the minutes of 12/13/05 as amended. The motion carried 5-0-0.**

**Ms. Umberger moved, seconded by Mr. Weathers, to approve the minutes non-public meeting minutes of 12/13/05. The motion carried 5-0-0.**

DISCUSSION WITH POLICE COMMISSIONERS AND CHIEF/CAPITAL RESERVE  
ACCOUNT FOR POLICE VEHICLES

Police Commissioners, Doherty, Porter and Whetton, were present for discussion along with Police Chief, Ed Wagner.

Mr. Sires reviewed a draft warrant article for a capital reserve fund for police vehicles with the Board.

Chief Wagner held discussion with the Board regarding a suggestion made by the Board previously about using fund balance to pay off leases. The Chief also discussed the savings that would be realized by paying off the remaining leases they have by using money out of the fund balance.

Ms. Umberger questioned if the Police Commissioners are in favor of a Capital Reserve for Police Vehicles and the Commissioners replied in the affirmative.

**Mr. Hounsell moved, seconded by Mr. Weathers, to put forward a warrant article in the amount of \$75,000 to establish a Capital Reserve Fund for police**

**vehicles under the provisions of RSA 35:1 for the purchase of Police vehicles and to authorize the Board of Selectmen to withdraw and disburse funds in accordance with the purpose of the fund. The motion carried 5-0-0.**

**Ms. Umberger moved that the initial funding come from taxes and that as we look at the fund balance in October and November that we, at that particular point, determine what we put against the police vehicles.** There was no second to Ms. Umberger's motion.

**Ms. Hounsell moved, seconded by Mr. Webster, that we use existing funds in the fund balance to fund the article we just voted on.** Mr. Hounsell clarified that this would be in the initial year. After a discussion the motion failed by a vote of 2-3-0 with Messrs. Hounsell and Martin voting in the affirming and Ms. Umberger and Messrs. Webster and Weathers voting in the negative.

**Mr. Hounsell moved, seconded by Mr. Webster, that we adjust the number from \$75,000 to \$44,000.** The motion carried 4-1-0 with Mr. Martin voting in the negative.

**Mr. Hounsell moved to reconsider seconded by Ms. Umberger and carried by a vote of 5-0-0.** It was agreed at this point that all motions in the matter today up to this point were withdrawn. There was a brief discussion.

**Mr. Webster moved, seconded by Mr. Weathers, to amend the article establishing a Capital Reserve Fund for Police Vehicles under the provisions of RSA 35:1 for the purchase of Police vehicles and to authorize the Board of Selectmen to withdraw and disburse funds in accordance with the proposed fund. Further, to raise and appropriate the sum of Forty-Four Thousand (\$44,000) to be place in this fund. In future year, amounts to be raised and appropriated shall be contained in the operating budget und "Capital Reserve Fund for Police Vehicles."** (The Article was amended from \$75,000 to \$44,000). **The motion carried 5-0-0.**

Chief Wagner next asked the Board for a transfer of funds from one account to another in the 2005 Police budget. The Chief requested \$4,613.53 be transferred into the operations account and \$1741.73 into the vehicles account for over expenditures and that this come from the benefits account. **Mr. Hounsell moved, seconded by Mr. Webster, to grant that authorization.** Ms. Umberger clarified this is for the 2005 Budget and the Chief confirmed same. Mr. Sires pointed out for the record the police bottom line has not been overspent. **The motion carried 5-0-0.**

#### DISCUSSION OF PROPOSED CAPITAL IMPROVEMENTS PLAN WARRANT ARTICLE

Planning Board Chairman, Robert Drinkhall, and Planning Director, Tom Irving, joined the meeting.

Mr. Irving reviewed the Planning Board requested the Selectmen put an article on the warrant asking the voters for \$13,500 for technical assistance and associated costs for preparing a capital improvements plan for the Town. Mr. Irving and Mr. Drinkhall next reviewed the Planning Board's proposal for establishing a Capital Improvements Program with the Board. There was a discussion and the Board agreed

they would like time to review more information on this subject. Mr. Irving advised he would provide copies to the Board of the Impact Fee Study, Impact Fee Ordinance and Growth Management Ordinance. The Board agreed that after review of these documents further discussion could be held.

### BUDGET DISCUSSION

Mr. Sires first reviewed that with regard to the warrant article for Schouler Park, the North Conway Village Association will be in next week to discuss same with the Board. Mr. Sires next explained that one estimate has been received in the amount of \$26,000 and that \$30,000 has been inserted into the draft article as an estimate at this point.

Mr. Sires advised that the Town received a petition for a warrant article for asking voters to accept Adams Circle and Sands Circle as town roads again this year. The signatures on the petition have not yet been verified and accepted by the Supervisors of the Checklist.

### PUBLIC COMMENTS AND MEDIA QUESTIONS

Patricia Swett suggested that public comments be heard earlier in the meeting if there are members of the public in attendance.

Patricia Swett next stated that when the Governor visited Conway in November it was suggested that the Board ask him about the water situation in East Conway. To date, they have not heard anything further about the water and would like to know what the status is. Mr. Sires explained that with regard to the meeting on November 21, 2005 with the Governor, the Governor had suggested that discussion just stay with transportation. Mr. Hounsell added that this does not mean that the Governor is not interested but only had a short amount of time in Conway and just kept the agenda to transportation. Mr. Hounsell next requested that an update on the East Conway water situation be made an agenda item for the Board of Selectmen meeting next week and the Board agreed.

Patricia Swett next commented on the decision of the Board regarding the ambulance agreement. Ms. Swett stated she feels the Board acted rapidly and didn't have all answers before making a decision.

Doug Swett commented that that in the past someone from East Conway had called for an ambulance and there was a problem with who would answer the call and asked that someone look into this matter.

Patricia Swett next commented that that If Larry Martin runs again for Selectmen she does not feel he will have a problem being reelected.

### BUDGET DISCUSSION - continued

Finance Director, Lucy Philbrick, was present for discussion.

Ms. Umberger reported that the Conservation Commission indicated that they would be reducing their budget by \$1,000 and so this Board would need to revote on the

Budget. Ms. Umberger also reported that at a Budget Committee meeting there was a motion made to reduce the budget by \$10,000 but the motion was defeated by a vote of 3-10. Ms. Umberger further advised that the Budget Committee also asked that the Selectmen, as we look at budgets in the future, to look at where we are not spending dollars that we have allocated in the past, in particular, education, seminars and professional development, inspections, etc. The Budget Committee also asked that the Board also think about the Recreation budget and to think and relook at the increase in the Welfare budget. There was discussion by the Board as to the suggestions made by the Budget Committee.

Mr. Sires next distributed budget information to the Board containing unaudited 2005 figures and reviewed same. Mr. Sires advised the Town spent just under what was budgeted and there was less than 1% left. The balance will be contributed to the fund balance.

Mr. Sires next distributed information to the Board containing default budget calculations and reviewed same. Mr. Sires suggested removing fuel and reducing calculation by \$56,000. The Default Budget will be approximately \$8,590,000 and will be set by the Budget Committee.

With regard to the proposed 2006 budget, Ms. Umberger advised that Paul Pinkham advised the number for Conservation is now \$19,990 plus \$1,860 in grants for a total of \$21,850. Ms. Philbrick advised the benefits line in the Police department changed, FICA, medical, etc., and the new total figure for police is 2,171,354. Ms. Philbrick next advised the new bottom line figure for the 2006 proposed budget is \$8,709,232. **Ms. Umberger moved, seconded by Mr. Hounsell, that the operating budget for 2006 is \$8,709,232. The motion carried 4-0-0. Mr. Hounsell moved to reconsider, seconded by Ms. Umberger and the motion carried 5-0-0.** It was agreed that the motion would be withdrawn since Mr. Weathers was not at this meeting and the Board would vote on this at the next meeting. **Ms. Umberger withdrew her motion.**

**Mr. Hounsell moved, seconded by Ms. Umberger, that we recommend \$8,583,373 as a default budget to the Budget Committee. The motion carried 4-0-0.**

#### TOWN MANAGER REPORT

Recreation Funding – Mr. Sires advised that he heard back from the Town of Albany with concerning the letter sent regarding recreation funding and they have asked to spread their contribution over five (5) years. Mr. Sires stated that five years may be too long and recommended maybe two or three years if the Board is considering this request. There was brief discussion. The Board agreed they would like additional figures and information for the next meeting before making a decision.

#### BOARD REPORTS AND COMMENTS

Non Profit Budget Reviews – Mr. Hounsell reviewed that this Board and the Budget Committee would be meeting with non profits on Saturday, February 4, 2006, to review budgets.

PSNH Relamping - Mr. Hounsell questioned the status of the lamplight replacement in Conway. Mr. Sires advised that he did an onsite look and the area was pretty well lit but with regard to the relamping project he will have to contact Kathleen Lewis at PSNH and get an update.

Highway Department – Mr. Webster commented on the weather conditions the past couple of days and thanked the highway road crew for a great job.

March for Meals – Ms. Umberger advised that she was asked by the folks at Meals on Wheels to indicate that the month of March is *March for Meals* month. This is a drive to raise funds and recruit volunteers for the program and they are looking for Selectmen to deliver meals on the 22<sup>nd</sup> of March, which is the Mayors for Meals day across the country. In addition to this awareness program, during the month of March and April, anyone who contributes money to the program there is matching grant money available from the “Feinstein Grant”. Ms. Umberger advised that she will be participating in the program and to please let her know if anyone would be available to participate. There was brief discussion. Mr. Hounsell suggested a Selectmen's Resolution in this matter for a future agenda and the Board agreed.

Budget Committee – Ms. Umberger reported the Budget Committee had a discussion on the ambulance process. Copies of the proposals will be provided to the Committee. Ms. Umberger next advised that she wants everyone to understand that her roll on the Budget Committee is to support the position of the Board of Selectmen and wants to make sure everyone understands that and that she will present the Board of Selectmen's position.

Mr. Martin next reviewed a public notice regarding the Budget Committee's public hearings on the Budgets, (Precincts, Town and School) which are scheduled for Wednesday, February 15, 2006 starting at 6:00 p.m. at Conway Elementary School.

NON PUBLIC SESSION/RSA 91-A:3,II(c)/TAX MATTER

At 6:55 p.m. **Mr. Webster moved, seconded by Ms. Umberger, to go into non public session under RSA 91-A:3,II(c) to discuss a tax matter. The motion carried by unanimous roll call vote.**

The Board returned to public session at 6:58 p.m. The minutes of the non-public session were not sealed.

ADJOURN

At 6:59 p.m. **Mr. Webster moved, seconded by Mr. Hounsell, to adjourn the meeting. The motion carried unanimously.**

Respectfully submitted,

Karen J. Hallowell  
Executive Secretary