

**Minutes of Meeting  
CONWAY BOARD OF SELECTMEN**

October 16, 2007

The Selectmen's Meeting convened at 4:10 p.m. in the Meeting Room of Conway Town Hall with the following present: Selectmen David Weathers (Chair), Larry Martin Gary Webster, Mark Hounsell and Howard C. Dickinson; 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.

CONSIDERATION OF BILLS

The Board reviewed and signed the manifest dated October 18, 2007.

CONSIDERATION OF MINUTES

Consideration of minutes was carried to the next meeting.

PROPOSED MEMORANDUM OF UNDERSTANDING BETWEEN TOWN  
OF CONWAY AND CONWAY VILLAGE FIRE DISTRICT REGARDING  
A PUMP STATION IN DAVIS PARK

The party requesting this agenda item, Ed Bergeron, was not present. It was agreed this matter would be carried to the next agenda.

DISCUSSION REGARDING TAX SALE

Mr. Sires distributed a list of property owned by the town and reviewed same and also discussed dates for scheduling a tax sale on or about December 13, 2007. Mr. Sires further reviewed there are approximately 20 properties on the list that staff recommends scheduling for auction and others that should be retained by the town for various reasons, i.e. conservation, town right of way, etc. Mr. Sires further reviewed the list provided is a preliminary list and a final could be provided. There was brief discussion by the Board. Mr. Dickinson questioned if some of the lots could be sold with a stipulation of no building/development on the lot. Mr. Sires advised that he could check into the idea regarding placing such restrictions on the lots. **Mr. Hounsell moved, seconded by Mr. Webster, that the staff select either the 12th or 13th of December (whichever is most convenient for staff) for the purpose of conducting the tax sale and that staff come back prior with a finalized list. The motion carried 5-0-0.**

DISCUSSION OF HB790 REGARDING INSURANCE  
COVERAGE FOR DEPENDENT YOUNG ADULTS

Finance Director, Lucy Philbrick, joined the meeting.

Mr. Weathers reviewed the motion that was on the floor from the previous meeting concerning the matter of the discussion of HB790 regarding insurance coverage for dependant young adults as follows: **Mr. Martin moved, seconded by Mr. Webster, that initially they be aloud to participate at their own expense at no expense to the town and if it gets negotiated through the union negotiation process at a later time then it can be reconsidered if necessary.** Ms. Philbrick gave a brief review. **The motion carried 5-0-0.**

**Mr. Hounsell moved, seconded by Mr. Martin, to allow Lucy Philbrick to determine the value of benefits using the COBRA method.** Ms. Philbrick gave a brief explanation regarding how this would be done. **The motion carried 5-0-0.**

USE OF FUND BALANCE FOR 2007 REVENUE

The Board discussed the use of fund balance for 2007. Mr. Sires recommended not using more than last year. Mr. Webster questioned if we run the risk of having to borrow too much if we run the balance down too low due to the fact that we pay all bills for school, police library, etc. Ms. Philbrick responded in the affirmative. Mr. Hounsell commented regarding realizing the responsibility to pay for town departments and keeping the tax rate down as well. There was discussion regarding amounts to contribute from the fund balance this year and projected tax rates. **Mr. Webster moved, seconded by Mr. Hounsell, that we transfer \$400,000.** Ms. Philbrick advised this would put the rate at \$4.14. The Board held further discussion on the tax rate. Ms. Philbrick advised the Board she needs an amount for an appointment with the DRA. After further brief discussion a vote was taken and the motion failed **2-3-0 with Messrs. Dickinson and Webster voting in favor and Messrs. Martin, Hounsell and Weathers voting in the negative.**

**Mr. Martin moved, seconded by Mr. Hounsell, to set tax rate at \$3.98.** Mr. Weathers reviewed this will reduce the fund balance by \$600,000. There was brief discussion regarding the tax rate and future requests for TANS. **The motion carried 3-2-0 with Messrs. Dickinson, Martin and Weathers voting in the affirmative and Messrs. Webster and Hounsell voting in the negative.**

BIRCH HILL STREET LIGHT

Public Works, Director, Paul DegliAngeli, was present for discussion. Birch Hill resident, Ray Shakir was also present.

Mr. Sires reviewed there was a request by Birch Hill resident, Ray Shakir, for a street light at the entrance to Birch Hill at a previous meeting and this is now back for further review and consideration.

There was a brief review and discussion regarding the Board's lighting policy. There was brief discussion regarding the monthly cost for the light which was in the \$14-18 range. Mr. DegliAngeli reviewed criteria for adding lights and also explained

investigation revealed no reason to add light at this location as no levels of traffic or accidents do not warrant same. Mr. DegliAngeli suggested following policy and also pointed out that other subdivision entrances do not have lights such as Dandiview, Cedar Creek, etc.

Mr. Shakir commented that he feels this is a busy intersection and there needs to be a light at the intersection and requested it be paid for by the Town.

After further discussion by the Board, **Mr. Dickinson moved, seconded by Mr. Webster, that the town pick up the cost of keeping the light going at the intersection of Birch Hill Road and West Side Road where there was already a light.** Mr. Dickinson stated that at \$14 per month the Town should pay for this cost as there needs to be light at this intersection. Mr. Hounsell commented on staff keeping with policy, however a citizen can come in to the Board for unique situations. Mr. Webster stated he appreciated comments from staff on the policy and suggested that the policy be reviewed in the future. Mr. Weathers stated he couldn't support the motion as he did not feel the traffic at the intersection warranted a light. It was agreed that this light would be funded until any motion was made to rescind this decision. There was further discussion and a vote was taken and the **motion carried 3-1-1**, with Messrs. Dickinson, Webster and Hounsell voting in the affirmative, Mr. Weathers voting in the negative, and Mr. Martin abstaining.

#### BIRCH HILL WATER

Mr. Weathers advised that the Birch Hill Water matter would be discussed at the meeting of the ACID Committee scheduled for Thursday, October 18, 2007 at 4:00 p.m. at Conway Elementary School and anyone interested in this matter is welcome to attend. Mr. Dickinson will be chairing the meeting.

There was no further discussion on this matter.

#### REVIEW OF CDRC ORGANIZATION AND PURPOSE

Mr. Weathers advised that a meeting of the CDRC is scheduled for next Tuesday, October 23, 2007. Mr. Weathers requested that the Board members review the information provided in today's agenda packets to prepare for having a discussion at the CDRC meeting next week regarding the organization and purpose of the committee.

Mr. Sires next briefly reviewed the guidelines of the CDRC with the Board, specifically the membership makeup guidelines.

#### TOWN HALL SECURITY

Mr. Sires distributed a copy of a memo previously provided to the Board concerning Town Hall security. Mr. Sires advised items on the list were identified by a representative from the Local Government Center (LGC) representative and also town staff.

Mr. Sires reviewed the list with the Board and discussed same. Mr. Sires reviewed the suggestions of an additional means of egress provided for offices on the first floor and it was determined that windows could be used as it is not feasible to add

extra doors. Mr. Webster suggested looking at making the upstairs area more secure with a door. Mr. Sires next reviewed security cameras and a better alarm system and advised he would suggest getting a quote for these items if the Board is okay with same. Mr. Sires next reviewed there should be a redesign of some office area to create different entryways, i.e. in the General Assistance office. Mr. Sires next reviewed that the LGC suggested an automatic switch for the roll down metal door on the town clerk's office. Mr. Sires next reviewed with regard to the partition area upstairs a gate should be put in a gate of some sort. Mr. Webster suggested a teller-like booth for the reception area upstairs as well. Mr. Sires next reviewed that a photo id system is now in place for town hall employees. All employees have photo identification now to wear if there are in the field. Mr. Sires next proposed developing and establishing a policy for dealing with difficult people. Mr. Sires reviewed that he has spoke with the Police Chief regarding have a police presence and the police will be making stops at town hall and will also be escorting the town clerk when necessary. Mr. Sires next advised the town will be looking into light for the parking lot. Mr. Webster next suggested looking into making the front door a crash bar exit only. Mr. Webster also suggested putting glass in Mr. Sires office so that he can see out into the hallway.

Mr. Webster next stated that if the Board feels these items are important they should be budget items and not warrant articles.

Mr. Hounsell next brought up the subject of the age of town hall questioned if it has lived its life. Mr. Hounsell stated that discussion may need to go a little further on this subject and a committee instituted to look at a new municipal facility or center of some sort. There was discussion by the Board and it was agreed that they would like the Town Manager to look at this and bring information back regarding a new town hall, bond information, etc.

### TOWN MANAGER REPORT

Town Manager Goals – Mr. Sires reported a list of the Town Manager goals has been provided to the Board for review. The reviewed same with Mr. Sires and made some revisions. Mr. Sires advised he will provide a revised copy of same to the Board.

Full Scale Emergency Exercise – Mr. Sires reported a full scale emergency exercise was held at the high school on Saturday and went off well. The evaluators are looking at the hospital, EMS, fire, and police command structure. Verbal comments received from the evaluators were positive and we will be receiving a written report in the future.

Olympic Lane – Mr. Sires reported inquiries have been received on the status of Olympic Lane. Mr. Sires stated that it looks like the school has completed the work that they will be doing and they have a lot line adjustment pending on this. They are also waiting for DOT approval but do not need a driveway permit. Mr. Irving has indicated they may need to come back to the Planning Board regarding the lot line adjustment. There was further discussion regarding the ownership of Olympic Lane. The Board suggested Mr. Sires meet with Jim Hill to discuss this matter.

Eagles Way Agreement – Mr. Sires distributed a revised version of the agreement regarding Eagles Way and reviewed same with the Board. **Mr. Webster**

**moved, seconded by Mr. Dickinson, that we instruction Mr. Sires to submit this as a proposal to the Conway School District. The motion carried unanimously.**

Driver Safety Course – Mr. Sires reported that he and other town employees attended a driver safety course yesterday. The NH Local Government Center has contracted with the Stevens Driving School to provide a driver safety program to learn how to operate ABS brakes and other safe driving skills.

#### BOARD REPORTS AND COMMENTS

ACID Committee – Mr. Dickinson reported the ACID Committee will meet on Thursday, October 18, 2007 at Conway Elementary School.

Eagles Way Agreement – Mr. Webster commented that he would like to see the numbers for the formula with regard to the Eagles Way Agreement.

Meeting Schedule – The Board agreed there would be no Selectmen's meeting on October 30, 2007. The Board agreed to meet next week, October 23, 2007 and the first week of November as well.

#### PUBLIC COMMENTS / MEDIA QUESTIONS

Mr. Eastman of the Conway Daily Sun questioned the outcome of the meeting Mr. Houghton of Conservation Fund had with the Conservation Commission last week. Mr. Weathers advised the consensus was that they get together with Kennett High School representatives, CVFD representatives, the Miniature Airplane Club, etc; basically the same directives as the Board of Selectmen.

#### NON PUBLIC SESSION / RSA 91-A,II(c) / TAX MATTERS

At 6:12 p.m., **Mr. Webster moved, seconded by Mr. Hounsell, to go into non public session under RSA 91-A,II(c) to discuss tax matters.** Mr. Weathers advised that Town Manager, Earl Sires, Tax Collector, Rhoda Quint, Recording Secretary, Karen Hallowell, and several citizens would be included in the non public session. **The motion carried by unanimous roll call vote.**

At 6:44 p.m. the Board returned to regular session. A motion to seal the minutes was made and carried in non public session.

#### ADJOURN

At 6:45 p.m. **Mr. Hounsell moved, seconded by Mr. Webster, to adjourn the meeting. The motion carried unanimously.**

Respectfully submitted,

Karen J. Hallowell  
Executive Secretary