

**Minutes of Meeting
CONWAY BOARD OF SELECTMEN**

November 9, 2010

The Selectmen's Meeting convened at 4:01 p.m. in the Meeting Room of Conway Town Hall with the following present: Selectmen, Larry Martin (Chair), C. David Weathers, Bob Drinkhall, and Michael DiGregorio; Town Manager, Earl W. Sires; and Recording Secretary, Karen Hallowell

Selectman, Howard C. Dickinson, joined the meeting at 4:04 p.m.

PLEDGE OF ALLEGIANCE

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

CONSENT AGENDA

Mr. Martin advised that a Notice of Intent to Cut Wood or Timber / Map-Lot 231-98 & 231-99 has been added to the agenda under signing of documents. Mr. Sires advised that Public Works Director, Paul DegliAngeli, is not able to be at the meeting tonight and so we will postpone discussion of Public Works and Highway budget to another meeting and replace it with a discussion with Recreation Director, John Eastman, regarding the Parks and Recreation Budget.

Selectman Dickinson joined meeting at 4:04 pm.

Mr. Drinkhall moved, seconded by Mr. Weathers, to accept the agenda with the amendments. The motion carried unanimously.

- A. Ratification of
 - 1. Payroll dated 11/4/10
 - 2. Manifest dated 11/4/10

Mr. Weathers moved, seconded by Mr. Drinkhall to ratify the payroll of 11/4/10 and the manifest dated 11/4/10. The motion carried unanimously.

- B. Signing of Documents
 - 1. Current Use Land Use Change Tax Collector's Warrant & Land Use Change Tax / Map-Lot272-52.32
 - 2. Notice of Intent to Cut Wood or Timber / Map-Lot 214-31-3
 - 3. Notice of Intent to Cut Wood or Timber / Map-Lot 231-98 & 231-99
 - 3. Tax Abatement / Map-Lot 263-10
 - 4. Tax Abatement / Map-Lot 268-152.004
 - 5. Permit to Sell Raffle Tickets – Kennett Middle School
- C. Consideration of Bills:
 - 1. Manifest dated 11/10/10

Mr. Weathers moved, seconded by Mr. Drinkhall, to sign and accept the Current Use Land Use Change Tax Collector's Warrant & Land Use Change Tax for Map/Lot 272-2.32, Notice of Intent to Cut Wood or Timber for Map/Lot 214-31.3, Notice of Intent to Cut Wood or Timber for Map/Lot 231.98 and 231.99, Tax

Abatement for Map/Lot 263-10, Tax Abatement for Map/Lot 268.152.004, Permit to Sell Raffle Tickets for Kennett Middle School and, also, the Manifest dated 11/10/10. The motion carried unanimously.

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

There were no Special Event Applications to consider.

CONSIDERATION OF MINUTES

The minutes of 10/19/10 were considered. **Mr. Drinkhall moved, seconded by Mr. Weathers, to accept the minutes of 10/19/10 with the following amendment: Page 6, paragraph 4, in the last sentence, the word jumping should be changed to dumping. The motion carried 5-0-0.**

REQUEST FOR A SECOND DRIVEWAY – MAP/LOT 263-99

Matthew Coffey joined the meeting.

Mr. Sires gave an overview of the matter to the Board regarding this request for a second driveway at Mr. Coffey's property located at map/lot 263-99 on Allen Siding Road. Mr. Sires advised Mr. Coffey came to the Public Works Department requesting the second driveway and was advised that we don't typically grant same and he was advised to come before the Board. Mr. Sires next advised that Allen Siding Road has low volume and, also, there are presently two driveways at this location.

Mr. Coffey advised there were two driveways when he bought this property. The driveway he has now is too narrow to have two vehicles abreast and he has gotten in the habit of using the other driveway. Also, two years ago, when the road was torn up and repaved the apron to the driveway was repaved. Mr. Coffey next advised that he came into the town hall for a permit to build a garage and was advised at that time about the rule that you can't have two driveways.

Mr. Sires next advised that Public Works Foreman, Andrew Smith, has been out to look at the driveway. He advised it is a low volume street and doesn't see a problem with the line of safety, etc.

Mr. Weathers questioned if there are two driveway aprons at present. Mr. Coffey replied in the affirmative and also presented a photo of same for the Board's review. Mr. Coffey also showed a highlighted map to the Board showing two other properties with two driveways as well. He stated he did not want the Board to think that he wanted to be an exception to the rule. Mr. Weathers asked if Mr. Coffey is adding a garage. Mr. Coffey replied in the affirmative and stated that he if does not get permission for second driveway he does not know what he will do as there is not an option to put the garage on the other side of his property due to setbacks, etc. Mr. Martin questioned if the garage is okay where he had proposed to put it regarding setbacks, etc. Mr. Coffey stated that under the regulations he can put the garage in. **Mr. DiGregorio moved, seconded by Mr. Drinkhall, to grant permission for a second driveway on Allen Siding Road, Map 263-99. The motion carried unanimously.**

CONSIDERATION OF AMOUNT TO BE CONTRIBUTED FROM THE RECREATION REVOLVING FUND TO THE GENERAL FUND

Finance Director, Lucy Philbrick, joined the meeting. Mr. Sires reviewed the Board is considering how much to transfer from the Recreation Revolving Fund to the General Fund. There was a brief discussion by the Board. The amount of \$55,000 was recommended. **Mr. DiGegorio moved, seconded by Mr. Drinkhall, to grant the transfer of \$55,000 from the Recreation Revolving Fund to the Town of Conway General Fund. The motion carried unanimously.**

PRESENTATION OF THE PROPOSED 2011 BUDGET

Overview – Mr. Sires reviewed tax rate information, tax trends, etc. (Copies attached).

Mr. Drinkhall stated as good as we have done we have to do better. The school is looking at a \$500,000 increase in health costs alone, we need to finish the garage, the County wants to add officers, the Police budget is up with no new officers and with one or three new officers this would be an additional increase. We will have to be careful with every single line item. Mr. DiGregorio stated there are also the precincts and the Conway Village precinct is having bonds coming due and federal money may not be available. Mr. Martin stated we are in a hard place and we need to look at the budget and also 'crystal ball' what people want, etc. Need to work as a group to find a happy medium with staff etc and to package that and try to come out the best we can and still give the town the best bang for the buck. Mr. Martin stated he would still like to see the garage finished. Mr. Drinkhall pointed out this would also result if a cost savings from heat. Mr. Martin stated the Police made a good argument for the need for additional officers. This is also a tough road and how do you add and then ask the people at town hall to cut. Mr. Martin further added that he feels non profit organizations should have a directive of a 5% cut or, at least, a flat budget when presenting their requests. Mr. Drinkhall added that this Board and other Boards need to look at the difference between a need and a want.

Mr. Sires next gave an overview of the budget process for the viewing public. Mr. Sires next gave an overview of the 2011 proposed town budget to the Board. (Copy attached).

Mr. Sires advised that with regard to health insurance, due to our rating experience, the increase was low and only 1.5%.

Mr. Martin asked about Capital Reserve Funds. Mr. Sires reviewed they were taken out of the budget last year. They will be presented as warrant articles this year.

Parks and Recreation - John Eastman joined the meeting and reviewed the proposed Parks and Recreation Budget for 2011.

Mr. Sires reviewed that lifeguards were reduced in the proposed budget to just during swimming lessons.

Mr. Martin asked about the \$1,000 for food for the Teen Center. Mr. Eastman explained they make meals once a week and the \$1,000 is a supplement for food; however, most of the food for meals comes from donations. Mr. Martin commented that if this is something you may be able to offset with donations then this year may be the year to reduce this item.

Mr. DiGregorio stated he feels we need to look at trail grooming. He feels that \$5 is too cheap for charge for a winter pass. Mr. Sires advised that due to the way the town acquired the property we have to provide this for free. The charge is for an administration fee only. Mr. DiGregorio stated we are paying \$3,000 toward grooming and the taxpayers are picking this up.

Mr. Martin asked about toilet charges and special events. Mr. Eastman explained that event holders are charged for additional toilets for events.

Mr. Martin next asked about the expense for lighting in Schouler Park. Mr. Eastman advised the expenses are paid by leagues that use the park and also the Community Center pays for use. The lights in at the rink are paid for as well by the Community Center through the Outing Club. Mr. Sires advised that the rink will basically be in the same spot as last year, it is just moving slightly. The Board advised they are okay with this.

There was a brief discussion regarding revenues and the recreation revolving fund.

Mr. DiGregorio asked about Nasby King Field and if anyone contacted Mr. Eastman regarding using the field for practices etc. Mr. DiGregorio further advised that the Coleman family paid to maintain the field last year. Mr. Martin advised that the Town no longer has an agreement with the Legion for that field. Mr. Eastman advised that our costs were not covered when we did maintain the field. Mr. DiGregorio stated that Cal Ripken uses the field and they are recreating 200+ kids and so he feels that taking care of that field is not a lot to ask. There was a discussion by the Board. Mr. Sires explained we use to have a lease agreement with the Legion where the Town has use of the field and they wanted us to do the plowing. We did this for one or two years and then they didn't want to lease it to the town anymore. We would need to know from the Legion if they are interested in leasing the field again.

Mr. Drinkhall asked about Teen Center attendance. Mr. Eastman advised the average attendance is 24. The attendance varies from Wednesday, Friday and Saturday –there may be 17 teens on Wednesday and 30+ on a Saturday. Mr. Drinkhall asked about last year's attendance. Mr. Eastman advised that last year's average was 17.

Library - Librarian, Tara Thomas, joined the meeting. Also present were Library Trustees, Penny Deans, Bill Marvel and Judith Seddon.

Ms. Thomas distributed a revised proposed library budget to the Board and reviewed same. (See attached).

Ms. Thomas reviewed that last year they had a level budget and to achieve this there was attrition and other cuts such as hours, etc.

Ms. Thomas reviewed increases in library use of 25%. Ms. Thomas also reviewed the increases in the proposed 2011 budget are in staff and benefits.

Mr. Martin asked about the 55 library complaints in September. Ms. Thomas advised the majority of the complaints were about cutting the hours at the library. There was next a discussion by the Board and Ms. Thomas about the reduction in hours.

Mr. Martin suggested changing the closing and/opening times for hours and if there is anything the library could do to work with this Board on this for the upcoming budget.

Mr. Drinkhall questioned material purchases –last year they were at \$30,000 and how much will be proposed this year. Ms. Thomas advised they are asking for it to stay the same at \$30,000. Ms. Thomas further advised they also receive grants and last year it was for \$4,000. Mr. Drinkhall asked if \$3,400 was spent of this last year and Ms. Thomas replied in the affirmative. Ms. Thomas further reviewed they are also “weeding” out materials, such as outdated items, etc.

There was next discussion concerning the complaints regarding the hours of operation. Ms. Thomas stated she would like the hours to return to 57. Ms. Thomas also stated that maybe they could do a poll concerning the hours. Ms. Thomas next reviewed the current hours of operation with the Board. Mr. Weathers reviewed that the Board is discussing reductions and he does not think this should be added back in this year. It would be a tough year to add this back into the budget. Mr. Martin reviewed the Board is not asking to reduce anymore than last year, just not to add anything back into the budget. There was further discussion concerning cutting hours and keeping a level budget. There was also a discussion on merit increases and Ms. Thomas advised the library followed along with what the Town did last year and cut increases to 2% only. Mr. Martin pointed out the 2% cap on increases made by the Board last year was only for 2010. Mr. Sires confirmed that this was the agreement with the union last year.

Bill Marvel advised that at the Trustees meeting on the 28th, it was stated they would stay at a level budget and he felt when he left that meeting this was the philosophy. As of yesterday he got the new proposed budget and the amount to be raised by taxes was up 3.6%. Mr. Marvel stated he came here in years past and agreed with the argument that use was up at the library and that people need the library. The bulk of the reduction in usage now is blamed on the reduction on hours. The hours were reduced on June 1 and the Library Director's report noted that in spite of a reduction in hours visitation was up 9%. In the August report it noted visitation was down 9% and circulation was down 7%. The explanation given for the reduction was that construction in the area was to be blamed. In September the Library Director blamed the reduction in use was due to the hours of operation. Mr. Marvel next stated that the report today stated the reduction in use is due to the hours. Mr. Marvel stated the reduction in hours is probably partly to blame and, also, the construction, but he doesn't feel the reduction in hours is the reason itself.

Mr. Marvel next stated that we were told that for the sixth year in a row they were level funding the collection line at \$30,000 and that they had \$4,000 in additional funds. Mr. Marvel questioned if the \$9,000 approved in September was included. Ms. Thomas advised that it was not. Mr. Marvel stated the library has a bequest in September of \$10,500 and the Trustees approved that all but \$1,000 be spent on the collection. Mr. Marvel added the line is level funded but it is well funded.

Mr. Marvel next advised that he is in dissent with the Trustees on the proposed budget and he feels this is a disingenuous budget presentation.

Mr. Marvel next reviewed discussion of cutting hours and raises etc., held at town meeting last year. Mr. Marvel next discussed a raise given to the Library Director and he feels that the Director received the “lions” share of the raises. Ms. Thomas

reviewed information concerning the raise. Ms. Thomas also further discussed the decrease in attendance, construction, etc.

Mr. Martin stated the message to take back to the Trustees is to take a hard look at the budget and try to bring it back flat. Mr. Martin stated he also felt the idea of a poll mentioned earlier was a good idea.

Mr. Dickinson excused himself from the meeting for a break at 6:25 p.m.

Mr. Drinkhall asked about the additional \$10,000 received by the library as mentioned by Mr. Marvel. Ms. Thomas explained this was received and is in a trust. The Trustees used it for a CD disc repair machine and, also, to address outdated materials. Ms. Thomas reviewed this bequest was only for this year.

Mr. Dickinson returned to the meeting at 6:30 pm.

Mr. Martin asked about non residents using the library. Ms. Thomas reviewed the charge is \$70 for non residents and \$35 for seniors. Mr. Martin asked about Albany and Eaton. Ms. Thomas advised they are charged per resident. Mr. Martin suggested they look at the formula used by the Town for the transfer station and recreation for Albany and Eaton use.

WELCOME TO TOWN OF CONWAY SIGNS / DANA HYLEN

Dana Hylen advised that he has provided proposed designs for the Town of Conway signs and is back before the Board to see if they like any of the designs.

The Board briefly discussed the designs. The Board asked for color copies as the copies provided were black and white. Mr. Hylen advised he did not bring color copies but he did email them to the Selectmen's Secretary. The Board next went down to the Selectmen's office to view the signs in color contained in an email sent to the town office.

Upon return to the meeting room the Board agreed on a designed pictured on page 1, second sign. (See attached). **Mr. Drinkhall moved, seconded by Mr. DiGregorio to go with sign number 2 on page 1 with gold trim, white lettering and black background. The motion carried unanimously.**

Mr. Martin next asked about Kiwanis and Rotary signs on the legs of the proposed new signs. **Mr. DiGregorio moved, seconded by Mr. Dickinson, to place Kiwanis and Rotary medallions on the sign legs.** Mr. Dickinson stated it should not be limited to Kiwanis and Rotary, it should also include other organizations Masons, etc. Mr. Martin suggested leaving it just at Kiwanis and Rotary and then if anyone wanted to add something at a later time they could come before the Board. Mr. DiGregorio stated that sometimes these organizations will sponsor a sign and this will help with the costs. Also, he does not believe these organizations are commercializing the sign and they do a tremendous amount for the community. Mr. Weathers stated he does not understand the need to place the medallions on any sign. This is a welcome to Conway sign for any person or visitor to the town. He does not feel the sign needs to have sponsorship information on it to welcome people to the town. Further, he does recognize that these organizations do well for the community. Mr. Martin stated that he was in favor but now remembers that these signs also have meeting date, time etc on the signs as well and he doesn't want to see all this on the sign. **Mr. Drinkhall moved the question. The**

motion failed 1-4-0, with Mr. DiGregorio in favor and Messrs. Drinkhall, Dickinson, Weathers and Martin in the negative.

Mr. Hylan advised that he has an appointment tomorrow with the NHDOT representative to find out the right of way in each of the areas and to find out where to put the signs. Further, he called the state to find out who owns the current Town of Conway signs and they did not know. Mr. Hylan next advised that for the State to allow the new signs in the right of way he needs a letter from the town that says that the town will be responsible for maintaining the signs. If someone crashes into the signs, etc., they will not be responsible for picking up or replacing the signs. Mr. Martin stated the town will have to find out information from staff and/or legal counsel on this issue of providing a letter. Mr. Martn stated if this is a hangup with the state, we are onboard but want to check with counsel and staff.

Mr. Hylan next asked about the current Town of Conway signs with "Please stop for pedestrians in crosswalks" -can we do away with these signs. The Board advised Mr. Hylan that the town will check into this as well.

Mr. Martn next recognized Dana Hylan's daughter, Christa Hylan, who was present at the meeting and thanked her for attending.

BUDGET (continued from earlier in the meeting)

Mr. Sires gave an overview of the highway budget to the Board. Mr. Sires reviewed the streetlight deduction of \$40,000. Mr. Sires also reviewed asphalt has been reduced from \$386,000 to \$350,000. The labor lines reflect 1-2 % increases awarded in 2010.

Mr. Drinkhall advised that he does not agree with the asphalt reduction. He would rather see a reduction in the salt line. Mr. DiGregorio questioned what asphalt projects were cut out. Mr. Sires advised maintenance and/or it could be part of a larger item. Mr. Drinkhall pointed out that asphalt is oil, which is also going up, and this may be a problem as well.

Mr. Sires advised that Public Works Director, Paul DegliAngeli, will be attending a meeting in the future to discuss this budget with the Selectmen.

Mr. Dickinson asked about highway striping and why we didn't spend any in 2009. Mr. Sires this was not done to save money. If you look at the 2010 budget we are back to where we were in this line. Mr. Dickinson stated he feels some of this line should be cut.

Mr. DiGregorio asked if we are keeping track of these numbers that we are pulling out of the budget. He would like to see this on one sheet to look at the entire budget later and see if we can take more. He would like to see a summary sheet of the cuts we have come up with for the budget.

Mr. Sires next gave an overview of the Solid Waste budget. Changes include a reduction in the wages area – eliminating overtime and not funding the Recycling Enforcement position. Mr. Sires further added that they have not settled on a schedule to accomplish this yet. They would need to reduce hours at the transfer station, limit

hours and reduce overtime associated with same. This can be discussed further at a future meeting.

Mr. Sires next briefly reviewed Government Buildings. Mr. Sires advised this had been slightly reduced over the prior year. The only change is in garage heat in expectation there will be a savings.

STREETLIGHT PROJECT REVIEW

Mr. Sires distributed information to the Board concerning the street lighting project. Mr. Sires advised that he and Tom Irving drove around to look at the lights proposed for shut off and changed the maps slightly.

Mr. Sires next reviewed a press release will go out this week talking about the project in general and to also get information out to the public if they want to pay for a light. Mr. Sires also suggested that he and Mr. Drinkhall do the Drive Time Radio program to get additional information out to the public.

Mr. Sires next reviewed the original motion stated the lights are to be turned off by January 3. The utility company wants to know if they can start on the 3rd or if they should start ahead of time. Mr. Drinkhall stated the motion stated by the 3rd and they should start before the 3rd. Mr. Martin explained if the lights are on in January the town would have to pay for the month of January also.

Mr. Martin advised that NHEC will not take down the light. A person can notify NHEC if they would like to take over a light and the NHEC will turn the light on. Mr. Sires stated the town received a letter from PSNH and reviewed same. (See attached). Mr. Sires reviewed the letter is in regard to midnight savings. This would save 20% but we would have to pay to have the conversion done. Mr. Sires further added that they are also now saying they will do relamping in town. Mr. Sires advised that he did ask if they would only be relamping the lights that are turned on and PSNH advise they will only relamp lights that are on and they will also take lights down that are being shut off down. Mr. Dickinson asked how much time will be given before they take the lights down so we can give people enough time to have them turned on if they want. Mr. Sires advised he will call PSNH and find out this information.

Mr. Sires next reviewed further information concerning the midnight rate, cost savings, cost to relamp, shut off time, etc, and the Board discussed same. **Mr. Drinkhall moved, seconded by Mr. Dickinson, that we turn the lights in the PSNH area off at midnight. The motion failed 0-5-0.**

Mr. Martin next advised the three LED lights are in and they will be installed. NHEC has invited people to attend when this is being done to take photos etc., as this is the first type of these lights to be installed. It was agreed by the Board that Mr. Martin would work with Earl to arrange a date and time.

TOWN MANAGER REPORT

Mr. Sires reviewed the town received a \$12,000 grant from the Connie Davis Watson Foundation to stabilize and reconstruct buildings at the Abenaki site. **Mr. Dickinson moved, seconded by Mr. Drinkhall, to send a thank you letter to the Connie Davis Watson Foundation. The motion carried unanimously.** It was agreed by Board the letter would be drafted and signed out of session.

BOARD REPORTS AND COMMENTS

Time Warner Contract – Mr. DiGregorio reviewed the proposed Time Warner Contract was distributed recently and thought we would be discussing same. Mr. Sires advised he is waiting for language for the public hearing notice from the attorney and also suggested the review and discussion of the contract be held the day of the public hearing.

Tree Removal – Mr. Dickinson thanked the town crew for some recent tree removal work done.

Conservation Commission – Mr. Weathers reported the Conservation Commission will meet on Wednesday, November 10, 2010 at the Whitaker Meeting House.

PUBLIC COMMENTS AND MEDIA QUESTIONS

There were no public comments or media questions.

ADJOURN

At 7:40 pm the meeting adjourned without objection at the call of the chair.

Respectfully submitted,

Karen J. Hallowell
Executive Secretary