

**Minutes of Meeting**  
**CONWAY BOARD OF SELECTMEN**  
December 11, 2012

The Selectmen's Meeting convened at 4:16 p.m. in the Meeting Room of Conway Town Hall with the following present: Selectmen, C. David Weathers (Chair), Michael DiGregorio, Howard C. Dickinson, Mary Carey Seavey and Stacy Sand, Town Manager, Earl W. Sires and Recording Secretary, Karen Hallowell.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Mr. Weathers advised that an Intent to Cut would be added under the agenda item Signing of Documents. **Ms. Sand moved, seconded by Mr. Dickinson, to approve the agenda as amended. The motion carried unanimously.**

PUBLIC HEARING – RESOLUTION REGARDING FEMA FLOOD INSURANCE MAPS

Mr. Weathers read aloud the public hearing notice regarding a resolution for FEMA Flood Insurance Maps and opened the public hearing at 4:17 p.m.

Planning Director, Tom Irving, reviewed that FEMA updated flood insurance maps last spring. If the Town wants to participate in the FEMA flood insurance plan we need to adopt a resolution regarding same. There was a brief discussion by the Board.

Mr. Weathers asked for public comments. There were none. Mr. Weathers closed the public hearing at 4:22 p.m.

**Ms. Sand moved, seconded by Mr. Dickinson, that pursuant to RSA 674:57, by resolution of the Town of Conway Board of Selectmen, all lands designated as special flood hazard areas by the Federal Emergency Management Agency (FEMA) in its "Flood Insurance Study for the County of Carroll, NH" dated March 19, 2013, together with the associated Flood Insurance Rate Maps dated March 19, 2013, are declared to be part of the Town of Conway Zoning Ordinance (Chapter 147) and are hereby incorporated by reference. The motion carried unanimously.**

CONSIDERATION OF UNANTICIPATED REVENUE LESS THAN \$5,000/RSA 31:95-B, III (B)

\$3,617.87 from the State of New Hampshire to Conway PD for DWI/DUI Patrol - Police Chief, Ed Wagner, joined the meeting. Chief Wagner reviewed that this grant allowed for DWI/DUI patrols from June through September of 2012. Chief Wagner next reviewed the statistic on the stops made during the patrol with the Board. **Mr. DiGregorio moved, seconded by Ms. Seavey, to accept the \$3,617.87 from the State of New Hampshire to the Conway Police Department for DWI/DUI patrols. The motion carried unanimously.**

CONSIDERATION OF FUND BALANCE POLICY

Finance Director, Lucy Philbrick, advised that it is a requirement of GASB to review and adopt a Fund Balance Policy annually. **Ms. Sand moved, seconded by Mr. Dickinson, to**

**adopt the Fund Balance Policy dated December 31, 2013. The motion carried unanimously.**

DISCUSSION OF PROPOSED 2013 BUDGET AND WARRANT ARTICLES

Mr. Sires reviewed the budget process with the Board and advised that this Board has this week and next to consider the proposed budget and then have it to the Budget Committee no later than December 21, 2012. Mr. Sires further reviewed that we have discussed the departments of the budget to date and today we can talk about any remaining budget pieces if the Board would like.

Ms. Philbrick next distributed copies of reports on the Revolving Funds, Trust Funds, PEG Trust Funds and the Default Budget. (Copies attached). Mr. Sires and Ms. Philbrick reviewed same with the Board. With regard to the Default Budget it was noted that this is an estimate at this time and the Default Budget is set by the Budget Committee.

Mr. DiGregorio suggested voting on the proposed budget tonight. Ms. Sand stated that there are items she would like to discuss first, such as swim lessons. Ms. Sand stated that we had made some suggestions to the Recreation Director and she would like to discuss this matter further. Mr. Sires distributed an email from John Eastman with information on swim lessons to the Board and reviewed same. (See attached). Mr. Sires reviewed that we offer seven different levels of swim lesson and two different sessions. We have two swim instructors and one lifeguard for the lessons. Ms. Sand stated that she does not see the necessity for a lifeguard. If you keep the group small and require parents to stay during the lessons then we would not need a lifeguard. Ms. Sand stated she proposes to have two instructors and that you don't set up the session until you have the registrations. Ms. Sand further suggested looking at the time of day this program is offered so that kids in daytime programs can have the opportunity for this program as well. Ms. Sand suggested having the swim lessons after 4:00 p.m. Ms. Sand next stated that she thinks we can reduce the lessons to one session and get rid of the lifeguard. If we do find that we need to have two sessions then we can revisit the matter at that time. Ms. Sand next added that she feels it is an important safety issue that children learn how to swim. There was brief discussion by the Board. Mr. Sires stated that if the Board goes in this direction, he and John Eastman could look into revising the program. Mr. Sires stated that if the Board adds \$4,500 back into the budget line and would like staff to look into a program such as Ms. Sand described we would come up with a different approach to reduce the costs. Mr. DiGregorio suggested collaborating with another small town for swim lessons. Fryeburg has a similar program to ours but it is cheaper. Mr. DiGregorio stated he feels this is an awful lot of money for swim lessons. Ms. Seavey stated she feels it is important to offer this program in town. There was further brief discussion. **Ms. Sand moved, seconded by Ms. Seavey, that we add \$4,500 to the Recreation portion of the budget for the swim program. The motion carried 4-1-0 with Mr. DiGregorio voting in the negative.**

Mr. DiGregorio stated that he would next like to discuss the library budget and added that he can't support the increase to the library budget of \$18,712. Mr. DiGregorio stated that he proposes that the library budget be level funded from 2012 at \$465,115. **Mr. DiGregorio moved, seconded by Ms. Seavey, to level fund the library budget from last year at \$465,115.** Ms. Sand stated that she agrees but feels that we should go up on that number by the amount that benefits have gone up. She feels that we should add this cost. Mr. DiGregorio stated that his motion proposes to reduce the proposed library budget by \$18,000 and if you add that back in it would be about \$12,000 added back. Ms. Sand questioned if they received the information on the insurance increase. Ms. Philbrick stated yes they were give the rates and information for the costs for insurance. There was a brief discussion on the insurance costs. Mr. DiGregorio next stated that the library also wants to increase their hours. They cut their

hours three years ago and now they are trying to put this back into the budget. Also, they have also moved quite a bit of money around in their budget to pay some unexpected legal fees and so this means that some of the things that they asked for they may not really have needed. Ms. Seavey questioned if the Library Director's contract had a payout for insurance and wages. Mr. Sires advised it was not in the employment contract but the Trustees negotiated this during her separation. Mr. DiGregorio stated that they may have bound the town for next year's budget and he can't support this. Ms. Sand stated that she agrees that adding the hours back to the library budget is a mistake; however, she doesn't think that we should not support the increase for the cost for employee benefits. Mr. Weathers stated that if he does vote in favor of this motion it does not mean that he feels that the employees should suffer and not get their regular employment benefits. The Library Trustees need to find this elsewhere. There was further brief discussion. **The motion carried 4-1-0 with Ms. Sand voting in the negative.**

Ms. Sand left the meeting at 5:15 p.m. due another obligation.

Mr. Weathers called for a recess of the meeting at 5:16 p.m. Mr. Weathers called the meeting back to order at 5:18 p.m.

Ms. Philbrick advised that the new bottom line figure for the proposed 2013 budget is \$9,715,674. This figure reflects the changes made at this meeting today. **Mr. DiGregorio moved, seconded by Ms. Seavey, to approve the 2013 proposed budget of \$9,715,674. The motion carried 4-0-0.**

#### SIGNING OF DOCUMENTS

- a. Tax Abatement – \$6,326 in overpayments on multiple properties 2012
- b. Notice of Intent to Cut Wood or Timber Map/Lot 206-4

**Mr. Dickinson moved, seconded by Ms. Seavey, to sign the Tax Abatement for \$6,326 in overpayments on multiple properties for 2012 and a Notice of Intent to Cut Wood or Timber for Map/Lot 206-4. The motion carried 4-0-0.**

#### CONSIDERATION OF BILLS

- a. Manifest dated 12/13/12
- b. Payroll dated 12/13/12

**Mr. DiGregorio moved, seconded by Mr. Dickinson, to approve and sign the manifest dated 12/13/12 and payroll dated 12/13/12. The motion carried unanimously.**

#### RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

There were no documents signed out of session.

#### REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

There were no Special Events Applications presented for consideration.

#### CONSIDERATION OF MINUTES

12/4/12 – **Mr. DiGregorio moved, seconded by Mr. Dickinson, to approve the minutes of 12/4/12 as written. The motion carried unanimously.**

TOWN MANAGER REPORT

There was no Town Manager Report.

BOARD REPORTS AND COMMENTS

Letter from Attorney General's office regarding Charter Amendments – Mr. Dickinson stated that he feels it would be a good idea for the Board to send a letter to the Assistant Attorney General thanking him for his letter regarding the proposed Charter amendments. Mr. Weathers stated that this matter will be scheduled for a public hearing on January 15, 2013 and, after that, we will make a decision on how to proceed on this matter. Also, the Attorney General's office has thirty days to review and respond to our proposed Charter amendments. We should wait until after this time period and after the public hearing to send any letters, etc. The Board agreed.

Budget Committee – Mr. DiGregorio reported a Budget Committee meeting is scheduled for tomorrow evening, December 12, 2012, at 6:30 p.m. in the Professional Development Room at Kennett Middle School.

Pequawket Drive – Mr. DiGregorio reported that some people who live on Pequawket Drive have complained about the condition of the asphalt due to recent work done by the precinct in that area. Mr. DiGregorio advised that he would like to let the people know who are listening to the meeting that the Town is looking into this matter.

Conservation Commission – Mr. Weathers reported the Conservation Commission meets tomorrow night, December 12, 2012 at 6:30 p.m. at the Whitaker Meeting House.

PUBLIC COMMENTS AND MEDIA QUESTIONS

There were no public comments or media questions.

ADJOURN

At 5:26 p.m. the meeting adjourned at the call of the chair.

Respectfully submitted,

Karen J Hallowell  
Executive Secretary