

**Minutes of Meeting**  
**CONWAY BOARD OF SELECTMEN**  
February 5, 2013

The Selectmen's Meeting convened at 4:23 p.m. in the Meeting Room of Conway Town Hall with the following present: Selectmen, C. David Weathers (Chair), Howard C. Dickinson, Mary Carey Seavey and Stacy Sand, Town Manager, Earl W. Sires and Recording Secretary, Karen Hallowell.

Selectman, Michael DiGregorio, was not present due to illness.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Mr. Weathers advised that agenda item #4, a Non Public Session, would be canceled due to Mr. DiGregorio not being at the meeting today as he wanted to participate in this discussion. This matter will be rescheduled for a future meeting. **Ms. Seavey moved, seconded by Ms. Sand to approve the agenda as amended. The motion carried unanimously.**

NON PUBLIC SESSION 91-A:3(I) CONSIDERATION OF MATTERS RELATING TO THE PREPARATION FOR AND THE CARRYING OUT OF EMERGENCY FUNCTIONS

This agenda item was canceled.

BUDGET/WARRANT ARTICLES

Warrant Articles – Mr. Sires reviewed that with regard to the proposed articles for Police Equipment Capital Reserve Fund and the Earned Benefit Capital Reserve Fund, the Board still needs to designate the Board of Selectmen, the Police Commission, or both, as authorized agents to expend from these funds. The Police will be at the next meeting to have discussion with the Board on this matter.

With regard to the proposed warrant article regarding Class VI roads, Henderson Road, Rockhouse Mountain Road and Labrador Pond Road have been named in this article. Mr. Sires reported that he has received calls from the public recently asking that Labrador Pond road be taken off of the proposed article as this road is used for walking and other activities. The Board will have to decide on this matter and this proposed article can be brought back to the next meeting for further consideration.

Mr. Sires next reviewed that with regard to the proposed Police Union warrant Article, the draft warrant stated this was a two year agreement and should have stated it was a three year agreement and so this article will also have to be considered by the Board again.

Mr. Sires next reported that with regard to the proposed article regarding scanning records, there was discussion at the most recent Budget Committee meeting of taking this article off the warrant and including \$3,000 in the budget instead so that a staff member could be brought in one day a week to start this project instead.

Mr. Sires next reported that with regard to the proposed article for the generator, there was discussion at the recent Budget Committee meeting and some members of the Budget Committee did not feel it was necessary or that it was an expenditure that could not be afforded this year. The Budget Committee made a motion, and tabled same, to ask the Board of Selectmen to take this article off of the warrant. Chief Solomon will be attending the next Board meeting to discuss this matter.

Mr. Sires next reported there was discussion by the Budget Committee of the Infrastructure Capital Reserve Fund and questions as to why it carried a significant balance each year. The balance is about \$275,000-\$300,000. The reason for this is that the balance is carried in case we have items come up such as bridge failures, washouts, etc. If we did not carry this balance, we would not have any reserves to be able to address any issues that may come up. Ms. Sand commented that it would only take one thing to happen to use these funds and by keeping a balance each year we will have the funds if we need them. Public Works Director, Paul DegliAngeli, commented that two examples recently of this are the Skimobile Road Bridge damaged by a hurricane and the Tasker Hill Bridge repairs. We were able to fix these items while waiting to get reimbursement funds.

Operating Budget – Mr. Sires reviewed there will be a few changes to the proposed operating budget for the Board to consider. One change will be a request to add the \$3,000 into the budget for the scanning project. Another change may be to remove funds from the legal budget as a tax abatement case may have been settled. Also, there may be a request to reduce funds in the proposed police budget for benefits. Mr. Sires advised further information on these items will be brought to the next Board meeting.

Revenue – Mr. Sires next reported on revenue projections advising that the Budget Committee feels we have been a little conservative on the projections. Mr. Sires advised that he and Lucy Philbrick have looked at this and feel we may be able to increase same about \$75,000. Mr. Sires added that further discussion could be held on this matter at the next Board meeting.

Budget Schedule – Mr. Sires reported the Board of Selectmen and Budget Committee meeting to review non profit budgets is scheduled for tomorrow evening. The Budget Committee's Public Hearing on the proposed budget is schedule for next Wednesday, February 13 and the Budget Committee is also meeting on Thursday, February 14 for final recommendations. Thereafter, the Board of Selectmen will have to meet and sign the final warrant for posting no later than February 25. Mr. Sires reported he will be out of the office next week; however, the Board can meet either that week or on the final date to post the warrant. Ms. Sand suggested meeting on the normal meeting date of Tuesday, February 19. The Board agreed.

#### CONSIDERATION OF AUDIT QUESTIONNAIRE

Mr. Sires reviewed an Audit Questionnaire which was completed with information discussed at the last Board meeting. Mr. Sires advised that with regard to the question regarding accounting procedures we do not have a policy but that we are required to go by GASB and GAAP. We do have other financial policies in place but do not have a manual regarding accounting procedures. We could put something together for this year for the Board to consider. **Ms. Sand moved, seconded by Ms. Seavey, that the Chair of the Board of Selectmen sign the audit survey and submit it. The motion carried 4-0-0.**

SIGNING OF DOCUMENTS

There were no documents for signature.

CONSIDERATION OF BILLS

- a. Manifest dated 2/7/13
- b. Payroll dated 2/7/13

**Ms. Sand moved, seconded by Ms. Seavey, to approve the manifest dated 2/7/13 and the payroll dated 2/7/13. 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)

- a. MS Walk North Conway 2013/National Multiple Sclerosis Society – 5/5/13

Mr. Weathers reviewed the motion on the table from the 1/29/13 meeting as follows: **Ms. Sand moved, seconded by Ms. Seavey to approve the Special Event Application for the National Multiple Sclerosis Society MS Walk North Conway 2013 scheduled for 5/5/13.** Mr. Sires reviewed that he spoke with the Police Chief regarding Ms. Sand's questions and his comments were that these are two different types of events. The officer for Bark in the Park is actually the Animal Control Officer. Also, there are a lot of people in the park for Bark in the Park and a lot of dogs. They don't view the MS Walk the same and there are not as many people or people with dogs and, therefore, don't feel an officer is required to be at the event. Mr. Weathers advised this is a police decision. Ms. Sand stated she feels it would be wise to have someone there for the crossing of Route 16. **Ms. Sand moved, seconded by Ms. Seavey, to take the motion off the table. The motion to take the motion off the table carried 4-0-0.** Mr. Weathers next called for a vote on the motion and the **motion carried 4-0-0.**

CONSIDERATION OF MINUTES

1/22/13 - **Ms. Sand moved, seconded by Ms. Seavey to approve the minutes of 1/22/13 as written. The motion carried 4-0-0.**

NORTH CONWAY COMMUNITY CENTER - BOUNDARY LINE ADJUSTMENT

Burr Phillips of Civil Solutions appeared before the Board.

Mr. Sires reviewed the minutes of a previous meeting with the Board wherein the Board voted to accept the Boundary Line Adjustment requested by the North Conway Community Center pending review of a proposed deed. A proposed deed was received today; however, the town attorney has not had a chance to review same.

Mr. Phillips requested that the Board sign a Subdivision Application with Civil Solutions as the authorized agent so they can move forward with the process of the Boundary Line Adjustment and go to the Planning Board. **Ms. Sand moved, seconded by Ms. Seavey, to**

**sign the document to allow us to start the process.** Mr. Phillips presented forms to the Board for signature and the Board reviewed same. **Ms. Sand amended the motion, seconded by Ms. Seavey, to authorize the Chair of the Board of Selectmen to sign the document to allow us to start the process. The motion carried 4-0-0.**

#### TOWN MANAGER REPORT

MWV Leadership Group – Mr. Sires reported he met with the MWV Leadership Group this morning and there was a discussion on local government.

FEMA/Transvale Buyout – Mr. Sires stated that we thought the most recent hurdle was the historical review and getting this to the Governor and Council and this was all done last week. We have now been informed that the state did not have this approved by the fiscal authority of the state. We have also been informed that this did not get on the latest Governor and Council agenda and may not be on the next one either. The Fiscal Committee is legislators that meet and vote on money for the state to accept. The people at the Department of Homeland Security are now working to make this happen.

#### BOARD REPORTS AND COMMENTS

LMWVSWD – Ms. Sand reviewed that it was previously discussed that Conway needs to have a citizen representative on the LMWVSWD. Ms. Sand suggested that we advertise for same. The Board agreed.

North Conway Community Center – Ms. Sand reported that she met with North Conway Community Center representatives this morning. Discussion was held on exploring ideas and alternatives for a building at their current site or an alternate site and, also, ways to make this more palatable to the community. Another meeting is planned for next week with school representatives.

Ms. Sand next commented that she would like to clarify in regard to media reports that they are not talking about Whitaker Woods as a proposed alternate site, but the school property.

#### PUBLIC COMMENTS AND MEDIA QUESTIONS

There were no public comments or media questions.

#### ADJOURN

At 4:56 p.m. the meeting adjourned at the call of the chair.

Respectfully submitted,

Karen J Hallowell  
Executive Secretary