

Minutes of Meeting
CONWAY BOARD OF SELECTMEN
November 12, 2013

The Selectmen's Meeting convened at 4:00 p.m. in the Meeting Room of Conway Town Hall with the following present: Selectmen, C. David Weathers (Chair), Michael DiGregorio, Mary Carey Seavey, Stacy Sand, and Carl Thibodeau, Town Manager, Earl Sires, and Recording Secretary, Karen Hallowell.

PLEDGE OF ALLEGIANCE

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

MOMENT OF SILENCE

Chairman Weathers called for a moment of silence for Executive Councilor Raymond S. Burton, who passed away this morning.

APPROVAL OF AGENDA

Mr. Weathers advised that the approval of minutes would be carried to the next meeting. **Ms. Sand moved, seconded by Mr. DiGregorio, to accept the Agenda. The motion carried unanimously.**

CONSIDERATION OF EASEMENT DEED BETWEEN THE TOWN OF CONWAY
AND THE CONWAY VILLAGE FIRE DISTRICT: SEWER LINE PLACEMENT

Mr. Sires reviewed a proposed Easement Deed between the Town of Conway and the Conway Village Fire District regarding a sewer line placement project and recommended that the Board of Selectmen sign same. **Mr. DiGregorio moved, seconded by Ms. Sand, to approve the Easement Deed between the Town of Conway and the Conway Village Fire District regarding sewer line placement. The motion carried unanimously.**

CONSIDERATION OF LOSS MITIGATION AGREEMENT RESOLUTION

Finance Director, Lucy Philbrick, joined the meeting.

Mr. Sires reviewed a proposed Loss Mitigation Agreement Resolution with the Board. Mr. Sires next advised that we may have a savings on insurance coverage if going with Primex next year and we are awaiting additional information from them. Mr. Sires requested that the Board sign the Loss Mitigation Agreement Resolution in case we need to use it on Friday. Ms. Philbrick commented that the coverage would be the same and it appears that we may have a savings by switching to Primex. **Mr. DiGregorio moved, seconded by Mr. Thibodeau, to sign the Loss Mitigation Agreement Resolution and authorize the Town to enter into property liability, unemployment insurance and workers compensation insurance should staff determine it is in the best interest of the Town. The motion carried unanimously.**

BUDGET PRESENTATIONS

Emergency Services – Mr. Sires reviewed the proposed emergency services budget with the board.

Ms. Philbrick reviewed that the town budgeted \$5,600 in 2012 because the EMD was going to be writing a new plan. Ms. Philbrick questioned if the EMD will be doing any more of the plan this year or will we be encumbering funds. Mr. Sires stated that we may need to encumber and he would take another look at this.

Conservation – Mr. Weathers reviewed the proposed Conservation budget with the Board. Mr. Thibodeau questioned if under the line for Forest and Wetland Improvement –do we contract these services or do it ourselves. Mr. Weathers advised that Forest Management's crew does this work.

Parks and Recreation - Recreation Director, John Eastman, joined the meeting. Mr. Sires first explained that the Recreation Budget is funded out of the general fund and recreation revolving fund. Information was distributed to the Board on the Recreation Department funding and Mr. Sires reviewed same.

Mr. Eastman next reviewed the narrative and proposed budget for the Parks and Recreation budget with the Board.

Mr. Thibodeau asked about the money for meals for the Teen Center. Mr. Eastman explained there is a dinner at the Teen Center each week and that the town receives a lot of donations for the meals. Mr. Eastman invited the Board of Selectmen to attend a dinner at the Teen Center in the future.

Ms. Sand stated thank you to Mr. Eastman for doing something different this past summer with the swim program and the program only cost \$1200 to make happen. Mr. Eastman next gave a brief overview of the swim program to the Board.

Mr. DiGregorio next asked about the ball field mix. Mr. DiGregorio reviewed that we have had discussions several times about this for Schouler Park and that he knows we have been trying to get pricing on replacing this or having a warrant article for same. Mr. DiGregorio further stated that Cal Ripken would like to play as many games as possible at Schouler Park and, also, he feels that people in town want baseball back in Schouler Park as much as possible. The problem with the mix now is that it has too much rock in it. He would like to see it replaced on the infield. Mr. DiGregorio next asked about the pricing for the mix. Mr. Eastman stated the cost is about \$4,800 for four inches. Mr. Eastman next stated that if we do replace the mix and dig this area up he would like to add additional irrigation as well. There was next a brief discussion regarding the irrigation system. Mr. DiGregorio next questioned if the Board would like to see this in a warrant article or if they would like to add it to a line item. Ms. Sand stated she feels it should be in a line item as it is part of keeping the fields up. Ms. Sand next suggested that the Board also consider collecting fees for non-residents for use of the skating rink in the winter as an idea to help alleviate the cost of things happening in Schouler Park. Ms. Seavey stated she would adamantly be opposed to a fee for skating in Schouler Park as it is part of the center of the village and part of what we offer the public. With regard to the ball field mix, Ms. Seavey stated that she is in favor of putting the mix into a line item. Mr. Thibodeau agreed it should be a line item but he would like to see it as a separate line item as it is just one time so that we can remember to take it out again. Mr. Weathers suggested that we also come up with a figure for the extra irrigation as well. Ms. Philbrick suggested using the revolving fund. There was a brief discussion. Mr. Sires added that we have a balance in the revolving fund and this would be a valid use of the funds as the funds are there to take care of issues such as this. Mr. DiGregorio stated that we would then not have to add this into the budget.

Mr. Sires replied in the affirmative. The Board agreed they liked this idea and that they would like to see the figures to add an additional zone to the sprinkler system.

Ms. Sand questioned the Conway Recreation dumpster and if the trash goes out of town. Mr. Eastman advised that North Conway Incinerator takes the trash out of town. Ms. Sand questioned if there is any way to have the parks crew take care of the trash. Mr. Eastman stated they would have nowhere to store it. The dumpster is usually about $\frac{3}{4}$ full each week and then they would need an alternative. Mr. Eastman reviewed that in the summer the parks crew does trash four times per week. In the winter they work for the Public Works Department but still do trash; however not with the same frequency as in summer. Mr. Eastman further added that when the dumpster is full, we do not go through the trash but we do have recycle bins for glass, aluminum, plastic and cardboard. Ms. Sand stated that she would like to put it out there to look into the parks crew doing the recycling. She would also like to see the Recreation Department recycle paper as well.

Patriotic Purposes – Mr. Sires reviewed the proposed Patriotic Purposes budget with the Board.

Mr. Weathers questioned who sets up the speakers in North Conway for Veterans Day and added that the audio is not good. Ms. Philbrick advised it is done by the North Conway Legion.

Ms. Seavey questioned what kind of permit was issued for Veterans Day last year. Mr. Eastman advised it was the permit for the parade and park. We do not charge them for a permit but we did do an official special event permit for use of the park. Also, the parade permit is through the state. Ms. Seavey questioned if this is a town event. Ms. Philbrick advised that it is put on by the Legion but that the town contributes \$3,000 towards the event.

Executive – Mr. Sires reviewed the proposed Executive budget with the Board. Mr. Sires further reviewed that we thought about increasing records retention to \$6,000 next year, but we found that our approach used this year is working and \$3,000 will work again for next year.

Ms. Sand questioned why the Selectmen Secretary line was down. Mr. Sires advised that we have recalculated overtime. The amount is for salary plus overtime.

Ms. Sand questioned the telephone line and why the anticipated increase. Mr. Sires reviewed that we have two smart phones and these cost more. Ms. Sand asked why these were chosen. Mr. Sires advised it is for use of internet, email, etc, and this is helpful when out of the office.

Ms. Sand next questioned what vehicles are available for staff this year. Mr. DegliAngeli stated that there are no new vehicles coming over from the police department. Mr. Sires stated that the vehicles used by town staff now are okay for driving around town and we generally use our own vehicles when going out of town. Mr. DegliAngeli stated that it is not cost effective to buy a car and employees are reimbursed for mileage instead. There was further discussion by the Board regarding vehicles, buying new/used or leasing, etc. Mr. DiGregorio suggested that we look at buying something with a reasonable cost.

Public Works/Highway - Mr. DegliAngeli reviewed the proposed Public Works and Highway budget.

Ms. Sand questioned why the highway inventory line item hasn't gone up. Mr. DegliAngeli reviewed that everything brought in gets charged out to various departments.

The Board next held discussion on light fixtures, LED lights, etc. Mr. DiGregorio stated that he would like to see information in the future on changing over to LED lights.

Mr. DiGregorio left the meeting at 5:45 p.m.

Ms. Sand questioned contract services for Highway. Mr. DegliAngeli explained that his is for surveys.

Solid Waste – Mr. DegliAngeli reviewed and discussed the proposed Solid Waste budget with the Board.

Ms. Sand discussed the recycling officer and pointed out that even though we may be paying more in the budget she feels we have saved the town a significant amount of money by having an officer as we have extended the life of the landfill by enforcement.

Mr. Sires reviewed that we had tried to reduce hours at the transfer station a few years ago but town meeting decided differently and the transfer station is open 45 hours per week.

Ms. Sand stated that she likes the consistency of having an enforcement officer year round. Mr. DegliAngeli next reviewed citations issued during the year and also the process for issuing citations.

Mr. Thibodeau questioned the landfill materials line. Mr. DegliAngeli reviewed that previously there was the annual purchase of plastic rolls and this was to cover the stages that we couldn't put anymore trash into. After trying to manage this plastic we experimented with vegetation in the area and this works pretty well. As part of Phase III we requested a modification to our permits and now we don't have to use the plastic anymore as we have grass instead.

The Board next asked about the equipment line that is up. Mr. DegliAngeli advised that we are required to cover trash and we were using residue from construction materials. This worked for a while until the sulfur content went up because of gypsum. There were complaints of odors and we did testing and then stopped using the material and now we have to screen the material and use it for cover.

Government Buildings – Mr. DegliAngeli reviewed the proposed Government Buildings budget with the Board. Mr. DegliAngeli reviewed that we had repaired and insulated the old garage and turned the heat down and saved money. Last year we did burn through a back log of waste oil and now this year we may not have enough. We will know by Town Meeting whether or not this will need to be adjusted.

There was next a review and discussion with the Board regarding buying electric. Mr. Thibodeau suggested that this amount be lowered as we started this around May of last year. Mr. DegliAngeli explained the cost saving on kilowatt hours, etc. There was further brief discussion. Mr. DegliAngeli stated that the Government Buildings request is 6% lower than last year and at some point he would be uncomfortable with lowering it too much as this is an unknown cost.

Ms. Sand asked about the buildings custodian line. Ms. Philbrick reviewed that we had gone out to bid and we switched vendors and this vendor is less than the previous one; however, he has indicated that he would be looking for a 1% increase for next year. Mr. DegliAngeli reviewed that we also looked at stripping and waxing floors. Mr. DegliAngeli reviewed that we could reduce the amount to last year's amount; however he would like to get the estimates for stripping and waxing first.

Primex Quotes – Ms. Philbrick next referred back to the discussion earlier on Primex quotes and advised that with Workers Compensation insurance we may be able to save \$38,000, property and liability \$6,000 and for unemployment insurance about \$7,800. However, we would like to see if the Property and Liability Trust is doing discounts.

SIGNING OF DOCUMENTS

- a. Certification of Yield Taxes Assessed Tax Map/Lot 210-17
- b. Original Warrant/Timber Tax Levy Tax Map/Lot 210-17
- c. Pole License Petition – 1 new pole (27/8.75) on Tasker Hill Road

Ms. Sand moved, seconded by Ms. Seavey, to sign the Certification of Yield Taxes Assessed Tax Map/Lot 210-17, Original Warrant/Timber Tax Levy Tax Map/Lot 210-17, and Pole License Petition – 1 new pole (27/8.75) on Tasker Hill Road. The motion carried unanimously.

Selectman Thibodeau left the meeting at 6:24 p.m.

CONSIDERATION OF BILLS

- a. Manifest dated 11/14/13 – **Ms. Sand moved, seconded by Ms. Seavey, to sign the manifest dated 11/14/13. The motion carried unanimously.**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

There were no documents signed out of session to be ratified.

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

There were no Special Event Applications for consideration.

CONSIDERATION OF MINUTES

Consideration of minutes was carried to the next meeting.

TOWN MANAGER REPORT

Transvale Acres – Mr. Sires reported that demolition in Transvale Acres is about half way done. The remainder should be done in approximately a week.

Finance Director Search – Mr. Sires reported that interviews were conducted for the Finance Director position and it has been narrowed to two good candidates.

Code Publisher – Mr. Sires reported a telephone conference was held this morning with the code publishing company. We have sent them most of the information at this point but do have more to send.

Norcross Circle – Mr. Sires reported that he and staff have met with the Train Station owner, Joe Berry and the NHEC about undergrounding utilities in the Norcross Circle area. This will be funded by business owners.

BOARD REPORTS AND COMMENTS

Sign Committee – Ms. Seavey questioned if anything is going on with the Sign Committee yet. Mr. Sires advised that the Planning Board is meeting this Thursday and will discuss the Sign Committee.

LMWVSWD – Ms. Sand reported the LMWVSWD met this past Friday. They looked at the budget and would like to see year round recycling education and enforcement. Ms. Sand further reported that she also shared information with the LMWVSWD she learned at a conference she attended this past June. Ms. Sand next reported that the LMWVSWD also discussed Mr. Sires contacting the departments to offer to have the LMWVSWD talk about recycling. Ms. Sand stated that she feels it is important that the town recycle as well as its residents. The focus here is on education.

Spirit of NH Awards – Ms. Sand reported that the Spirit of NH Awards were announced recently and two people from Conway received awards – Virginia Moore of the Conway Area Humane Society and Ellen Ohlenbusch of the Robert Frost Charter School. Ms. Sand stated congratulations to both.

Conservation Commission – Mr. Weathers reported a Conservation Commission meeting is scheduled for tomorrow evening at the Whitaker Homesite.

Hunting Season – Mr. Weathers stated that hunting season starts tomorrow and that it is a good idea to wear orange when in the woods.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer of the Conway Daily Sun asked about the two hour parking signs on Seavey Street. Mr. Sires advised the signs were put up due to current parking code.

Mr. Steer next asked about baseball at Schouler Park and if it is too dusty or if anyone is getting hurt. Mr. Sires reported that Schouler Park is available for youth baseball. Mr. Sires next stated that there were some problems with the ballfield mix having too much gravel.

Mr. Steer next asked about recycling at the Transfer Station and how do you know if someone has a milk carton, etc. Ms. Sand stated if people are going over to the recycling areas then they are more than likely recycling; however, if they only drop bags they may not always understand all they need to recycle. Once a bag is in the trash it is the property of the town and it can be opened. Also, sometimes we talk to people who are dumping recyclables in the trash and educate them. Mr. Steer questioned if citations are public record. Ms. Sand responded in the affirmative. Mr. Steer next questioned if these go to court. Mr. Sires advised they do not go to court –the Board of Selectmen is the appeal board.

NON PUBLIC SESSION / NH RSA 91-A:3,II(d) – CONSIDERATION
OF ACQUISITION, SALE OR LEASE OF REAL ESTATE

At 6:36 pm, **Ms. Seavey moved, seconded by Ms. Sand, to go into non public session under NH RSA 91-A:3,II(d) to discuss a real estate matter.** Included in the non public session were Town Manager, Earl Sires and Recording Secretary, Karen Hollowell. **The motion carried by unanimous roll call vote.**

At 6:48 pm, the Board returned to public session. A motion to seal the minutes of this non public session was made and carried in non public session.

ADJOURN

At 6:49 pm, the meeting adjourned at the call of the Chair.

Respectfully submitted,

Karen J Hollowell
Executive Secretary