

**Minutes of Meeting**  
**CONWAY BOARD OF SELECTMEN**  
December 3, 2013

The Selectmen's Meeting convened at 4:03 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.

APPROVAL OF AGENDA

Mr. Weathers advised that under the Budget Agenda item, a discussion will be added regarding airport funding. **Ms. Sand moved, seconded by Mr. Thibodeau, to accept the agenda. The motion carried unanimously.**

PUBLIC HEARING: TO ACCEPT AND DESIGNATE THE  
USE OF UNANTICIPATED REVENUE

- a. \$101,062.00 from CDFA to the Town of Conway (Transvale Buyout)
- b. \$240,571.62 from the State of NH to Town of Conway (Transvale Buyout)
- c. \$62,614.99 from the State of NH to Town of Conway (Transvale Buyout)
- d. \$32,928.20 from the State of NH to Town of Conway (\$4,194.20 Conway PD DWI/DUI Patrols and \$28,734.00 for North Conway Village Streetscape)

Mr. Weathers reviewed the public hearing notice and opened the public hearing at 4:04 pm. Mr. Weathers asked for public questions or comments for item a-c. There were no questions from the public.

**Mr. Thibodeau moved, seconded by Ms. Seavey to accept the \$101,062.00 from CDFA to the Town of Conway for the Transvale Buyout, \$240,571.62 from the State of NH to Town of Conway for the Transvale Buyout and, the \$62,614.99 from the State of NH to Town of Conway for the Transvale Buyout. The Motion carried unanimously.**

Mr. Weathers next asked for questions or comments regarding item d. Police Lieutenant Chris Perley reviewed the DWI/DUI patrol grant and also arrests, summons and warnings that were issued during the patrol.

Mr. Sires reviewed the streetscape revenue is money that we are seeking to have reimbursed for the design of the Norcross Circle project. The original source of the money was an earmark for an underground utilities project several years ago that did not happen and the funds were redirected to a streetscape project for North Conway. Ms. Seavey questioned if this is the only thing the funds will be used for and is there anything else planned. Mr. Sires reviewed that there are some other items being discussed regarding Norcross Circle by area businesses but these the additional improvements will be paid by the business owners.

At 4:10 p.m., there were no further public comments and the public hearing was closed.

**Ms. Sand moved, seconded by Mr. DiGregorio, to accept the \$32,928.20 from the State of New Hampshire to the Town of Conway of which \$4,194.20 is for Conway Police Department DWI/DUI Patrols and \$28,734.00 is for the North Conway Village Streetscape. The motion carried unanimously.**

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

a. \$446.95 from the State of NH to the Town of Conway (Conway PD Operation Safe Commute)

Police Lieutenant Chris Perley reviewed information regarding the grant received from the State of New Hampshire for Operation Safe Commute with the Board. Lt. Perley explained that Operation Safe Commute is a coordinated effort statewide on designated days and this is an effort to impact poor driving during peak commuting hours. Lt. Perley next reviewed the statistics from the patrols.

**Ms. Sand moved, seconded by Ms. Seavey, to accept the \$446.95 from the State of New Hampshire to the Town of Conway Police Department for Operation Safe Commute.** Daymond Steer of the Conway Daily Sun asked if some people have a problem with the checkpoint system and would they be more comfortable with roving patrols. Lt. Perley explained that sobriety checkpoints have a strong preventative effect as opposed to random patrols. **The motion carried unanimously.**

PUBLIC HEARING TO DISCUSS PROPOSED CHANGES TO CHAPTER 113/SOLID WASTE OF THE CODE OF THE TOWN OF CONWAY PERTAINING TO ESTABLISHING THE REUSE AREA AND AMENDING LANGUAGE FOR PERMIT STICKERS. (HEARING 2 OF 2)

Mr. Weathers opened the public hearing regarding proposed changes to Chapter 113/Solid Waste Ordinance at 4:18 pm.

Mr. Sires gave an overview of the proposed changes. Mr. Sires further advised that the proposed changes are supported by the LMWVSWD.

Mr. Weathers asked for public comments.

Larry Martin stated that he is not against recycling but feels that citizens should have the opportunity to buy a tagged bag and the option to recycle or not. A lot of elderly people don't have the space to recycle, etc. He understands that you can hire a private hauler as well. Mr. Martin further added that he feels if the town collected fees and put it in a fund it could be used in the future for expansion. He thinks that this idea should be taken to the Solid Waste Committee or that he could put an article on in the future for the public to vote on. Mr. Martin further stated that he also feels that if there is a fee per bag it would alleviate congestion at the transfer station as well. Mr. Martin next commented that he feels that if the town stays with recycling that we should look at single source recycling. Ms. Sand suggested that Mr. Martin submit his suggestions to the Solid Waste Committee.

Mr. DiGregorio commented that people have a choice –they can call a vendor to have garbage removed without recycling. He would never vote to have unrecycled trash in the dump. He thinks that recycling is what we and this country should be doing. He also feels that single source is something that the Solid Waste Committee should look at again. He understands that some people may not have space for seven containers for recycling and that single stream may help out with this problem. There was next a brief discussion regarding single stream recycling.

Daymond Steer of the Conway Daily Sun questioned the temporary permit for trash and asked if someone lives in Tamworth and they have trash to dump, can they bring it to Conway if it is recycled for a fee. Mr. DiGregorio explained this is for people who are visiting so that they have a place to get rid of their trash. There was a brief discussion on the fee per bag. It was reviewed that this trash must be recycled and that the fee is for a bag of garbage only.

The public hearing closed at 4:40 p.m.

**Mr. Thibodeau moved, seconded by Ms. Sand, to adopt the proposed changes to Chapter 113/Solid Waste of the code of the Town of Conway pertaining to establishing the reuse area and amending language for permit stickers. The motion carried unanimously.**

### BUDGET PRESENTATIONS

Library – Library Director, David Smolen, and Library Trustee, Bill Marvel, appeared before the Board. Also present at this meeting was Library Trustee, Judy Seddon.

Mr. Marvel reviewed that they are asking for an increase in the proposed library budget. Mr. Marvel pointed out that a large part of the increase is insurance and that there are also increases in salary and wages.

Mr. Marvel next reviewed the proposed library budget with the Board. There was a discussion regarding electricity, maintenance, fees, employee wages, etc. The Board asked the library to provide additional information regarding maintenance items.

Airport – **Mr. Thibodeau moved, seconded by Mr. DiGregorio, to put a \$10,000 item in the Public Works budget for the support of capital improvements at the airport.** Ms. Philbrick explained that there is actually a line number we could use for the airport. **Mr. Thibodeau amended the motion, seconded by Mr. DiGregorio to place \$10,000 in the airport budget line for the support of capital improvements at the airport.**

Mr. Thibodeau first reviewed the history of the airport and previous contributions by the Town of Conway to the airport. Mr. Thibodeau further reviewed that after SB2 started, contributions for the airport have faded. Mr. Thibodeau next reviewed improvements made to the airport, maintenance, etc. Mr. Thibodeau next advised that the airport needs support for capital improvements in the future. The next major project on the books for the airport is a terminal building which is estimated at \$430,000 to \$500,000 and they don't have the ability to fund this from the money they get from the Town of Fryeburg. Mr. Thibodeau next reviewed that there are a lot of users of the airport that sign in that Conway is their destination. Mr. Thibodeau next discussed the airport as viable access to the area and the importance for economic development.

Mr. Bergeron advised that he is the representative appointed by the MWV Chamber of Commerce to the Airport Board. Mr. Bergeron distributed information on legislation for the airport to the Board and reviewed same. Mr. Bergeron further advised that he would also send the full economic study on the airport for the Board to review.

There was next a discussion with the Board regarding the value of the airport and whether funding should be in the budget or requested through a warrant article.

Mr. DiGregorio stated that he would like to see documents from when the Airport was started. He would also like to see a list of planes that landed in the airport and where people are going. He would also like information on people who park planes at the airport and what towns they live in.

There was next a discussion on the requested amount of \$10,000. Mr. Bergeron advised they will be using entitlement money of \$150,000 a year and putting this money into a kitty. The FAA will provide 90% and they have to come up with the other funds from New Hampshire and Maine and then accumulate the funds over the couple of years to make this a reality in three years.

Theresa Kennett commented that the Regional Transportation Committee will be supporting this request for the contribution to the airport as they recognize this is as a tremendous asset.

There was next further discussion of the economic benefits to the area. Janice Crawford, Executive Director of the MWV Chamber of Commerce, advised that the Board of Directors of the Chamber of Commerce supports this request and the idea that the airport is important to the economic development of this area.

There was next further discussion regarding Selectmen's articles and petitioned articles.

**Mr. DiGregorio moved, seconded by Mr. Weathers, to table the motion pending receipt of additional information. The motion carried 4-1-0 with Ms. Sand voting in the negative.**

Mr. Bergeron advised that he would get the requested information to the Board for the next scheduled meeting.

Capital Reserve Funds – Mr. DegliAngeli distributed and reviewed Capital Reserve Fund information for roads maintenance, buildings, and highway, solid waste and parks and grounds vehicle replacements. There was a brief review and discussion of Washington Street, Pollard Street and Pine Street maintenance. With regard to Parks and Grounds vehicles Ms. Sand questioned the aerator. Mr. Sires stated that we did allocate an amount from the Recreation Revolving Fund for the aerator and so we can delete this amount from the list presented. There was next a discussion with the Board regarding the Police Department building maintenance needs.

Greely Road/Winter Maintenance – Mr. DegliAngeli reviewed that part of Greely road has a designation as a seasonal road to cottages and has never been winter maintained. Mr. DegliAngeli next reviewed the history of plowing along the sections of Greely Road on the Conway side and on the Eaton side. Mr. DegliAngeli reviewed that Gene Brown is now the contractor plowing this road and he went out to the area and saw that he would have to plow to certain point in Conway and then go to Eaton and plow other side. The contractor has said it would be easier to plow straight through and what they could do is maintain a single lane in the area previously not plowed. Mr. DegliAngeli stated that, as a practical matter, they will be plowing this section so that we can also maintain the section on the other side towards Eaton that we legally have to maintain; however we could still sign it as not maintained. Mr. DegliAngeli next advised that the contractor agreed to do this for this season at the same price and then talk again next year. There was a brief discussion by the Board. Mr. Weathers pointed out that we need to document it if we do plow this through this year so that it isn't expected to be maintained in the future. Mr. Sires suggested that the Board state that it is only

for the 2013/2014 season at this time. **Mr. DiGregorio moved, seconded by Ms. Seavey, to allow our contractor to maintain the section of Greeley Road currently designated as a road to summer cottages for winter maintenance for 2013 and 2014 only.** Mr. DegliAngeli advised that he will sign this area that it will only be wide enough for one vehicle to pass through. The Board agreed. **The motion carried 5-0-0.**

Revolving Fund - Mr. Sires briefly reviewed the PEG fund and that the tradition has been that the Selectmen enter into a contract with Valley Vision for PEG television and let the voters decide on same. This fund also has equipment dollars we receive from the cable company as well. Information was next distributed to the Board on the PEG TV Trust Fund and Mr. Sires reviewed same. Ms. Philbrick advised that the warrant article last year was for \$130,000 and that we received a little more than that and the rest goes to reduce taxes. Mr. Sires advised that the amount we will receive this year will be about \$136,000 to \$138,000.

Health Insurance – Mr. Sires distributed information to the Board concerning Health Insurance and reviewed same. (See attached). Mr. Sires next reviewed that there was also discussion at the last meeting of forming a committee to look at health insurance in the future.

There was discussion by the Board on health insurance, the idea of setting up a clinic, self-insurance, costs, and employee contributions.

Ms. Philbrick advised that she received information from the LGC Health Trust advising that in March or April of 2014 there will be another health insurance holiday. Ms. Philbrick distributed information to the Board with this updated information for their budget books and reviewed same. Mr. Sires stated that if we recalculate the costs it will only be a 12% increase.

There was discussion by the Board regarding staying where we are at with insurance at this point and it was the consensus of the Board that we remain where we are with insurance for 2014. It was also discussed that the issue of health insurance needs to be discussed on a committee level over the next year.

Mr. Weathers stated that due to the time he felt we should table further discussion on this matter until the next meeting.

#### WARRANT ARTICLES

Storage Facility - Mr. Sires reported that we are in need of a storage facility for equipment for the Recreation Department. We are looking at an area near the Public Works Garage to construct same.

Archiving – Town Clerk/Tax Collector, Rhoda Quint stated that she has been in touch with an archivist. The archivist reviewed our vault and did assessment and his recommendation is that he would commit to \$5,000 per year over a 5 year period to archive the records in the vault, but that we may be able to accomplish this in 4 years. The archivist recommended spending \$25,000 over a 5 year period and, in her estimation, this would be money well spent. Ms. Quint next reviewed records held in the vault, including birth records. Ms. Quint stated that she feels the residents of the Town of Conway deserve to have records archived, catalogued, and preserved.

#### ENCUMBRANCES

Mr. Sires advised that there is a need to encumber the remaining money from the 2013 Warrant Articles regarding Codification and the Skating Rink. **Ms. Seavey moved, seconded by Ms. Sand, for authority to encumber any remaining funds from the Codification Warrant Article and the Skating Rink Warrant Article. The motion carried unanimously.**

TOWN OF CONWAY/CERTIFICATE OF AUTHORIZATION TO ACCEPT FUNDS AND ENTER  
INTO A GRANT AGREEMENT WITH NHDES REGARDING HOUSEHOLD HAZARDOUS  
WASTE DAY

Mr. Sires briefly reviewed the Authorization to Accept Funds and Enter into a Grant Agreement with NHDES regarding Household Hazardous Waste Day with the Board. **Ms. Sand moved, seconded by Mr. DiGregorio, to authorize the Town of Conway to submit the grant agreement to the NHDES and approve the Town of Conway Certificate of Authorization to Accept Funds regarding Household Hazardous Waste Day. The motion carried unanimously.**

DISCUSSION OF ATM MACHINE / RHODA QUINT

Ms. Quint reviewed improvements made for customer service in the Town Clerk/Tax Collector office. Ms. Quint stated that she is now requesting that the Board consider an ATM placement in the lobby at Town Hall. Ms. Quint advised that the cost would be \$2.25 to the customer and that the town would get \$.25 per transaction. Ms. Quint explained that her reason for this request is due to our location --we are an outpost and that people have to travel up the road if they need an ATM. Other towns have had success with ATM's as the customer would prefer to pay \$2.25 instead of credit card fees. The placement of the ATM would be to provide better customer service to the public. There was next discussion by the Board regarding the town's ability to take debit/credit cards, online payments, etc. There was also discussion of the space that would be used for an ATM and the cost of the electric for same.

Mr. Weathers next pointed out that the meeting time had now reached 8:00 p.m. and we would need a motion if we are to continue the meeting past 8:00 p.m. **Mr. Thibodeau moved, seconded by Ms. Sand, to continue this meeting past 8:00 p.m. The motion carried unanimously.**

There was next brief discussion of designating an area of the counter for debit/credit cards. Ms. Quint explained that each person is assigned a terminal at the counter and someone may be out for vacation or lunch, etc. Each person is assigned to a terminal and we have to accept payment at the terminal where the transaction takes place.

After further brief discussion the Board agreed they would like further information on the cost for the ATM for electric, etc.

SIGNING OF DOCUMENTS

- a. Tax Abatement Tax Map/Lot 202-2
- b. Tax Abatement Tax Map/Lot 207-5
- c. Tax Abatement Tax Map/Lot 239-3
- d. Tax Abatement Tax Map/Lot 244-14
- e. Tax Abatement Tax Map/Lot 245-32
- f. Tax Abatement Tax Map/Lot 246-31.004
- g. Tax Abatement Tax Map/Lot 253-90
- h. Tax Abatement Tax Map/Lot 257-11

- i. Tax Abatement Tax Map/Lot 257-12
- j. Tax Abatement Tax Map/Lot 260-52
- k. Tax Abatement Tax Map/Lot 274-27
- l. Tax Abatement Tax Map/Lot 277-24
- m. Tax Abatement Tax Map/Lot 277-25
- n. Tax Abatement Tax Map/Lot 277-26
- o. Tax Abatement Tax Map/Lot 277-27
- p. Tax Abatement Tax Map/Lot 277-29
- q. Tax Abatement Tax Map/Lot 277-30
- r. Tax Abatement Tax Map/Lot 277-31
- s. Certification of Yield Taxes Assessed Tax Map/Lot 260-84
- t. Certification of Yield Taxes Assessed Tax Map/Lot 232-86
- u. Timber Tax Levy Tax May/Lot 260-84 & 232-86

**Mr. Thibodeau moved, seconded by Ms. Sand to approve the Tax Abatements for Tax Map/Lot 202-2, Tax Abatement for Tax Map/Lot 207-5, Tax Abatement for Tax Map/Lot 239-3, Tax Abatement for Tax Map/Lot 244-14, Tax Abatement for Tax Map/Lot 245-32, Tax Abatement for Tax Map/Lot 246-31.004, Tax Abatement for Tax Map/Lot 253-90; Tax Abatement for Tax Map/Lot 257-1, Tax Abatement for Tax Map/Lot 257-12, Tax Abatement for Tax Map/Lot 260-52, Tax Abatement for Tax Map/Lot 274-27, Tax Abatement for Tax Map/Lot 277-24, Tax Abatement for Tax Map/Lot 277-25, Tax Abatement for Tax Map/Lot 277-26; Tax Abatement for Tax Map/Lot 277-27, Tax Abatement for Tax Map/Lot 277-29, Tax Abatement for Tax Map/Lot 277-30, and the Tax Abatement for Tax Map/Lot 277-31. The motion carried unanimously.**

**Ms. Seavey moved, seconded by Mr. DiGregorio, to approve the Certification of Yield Taxes Assessed for Tax Map/Lot 260-84 and Certification of Yield Taxes Assessed for Tax Map/Lot 232-86. The motion carried unanimously.**

**Mr. Thibodeau moved, seconded by Mr. DiGregorio, to approve the Timber Tax Levy for Tax May/Lot 260-84 & 232-86. The motion carried unanimously.**

#### CONSIDERATION OF BILLS

- a. Manifest dated 12/5/13

**Ms. Sand moved, seconded by Ms. Seavey, to approve the manifest dated 12/5/13. The motion carried unanimously.**

#### RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Manifest dated 11/27/13
- b. Payroll dated 11/27/13

**Ms. Sand moved, seconded by Mr. DiGregorio, to ratify the Manifest dated 11/27/12 and Payroll dated 11/27/13. The motion carried 4-0-1 with Mr. Thibodeau abstaining.**

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

There were no Special Event Applications for consideration.

CONSIDERATION OF MINUTES: 11/12/13 & 11/19/13

**Ms. Sand moved, seconded by Mr. DiGregorio, to approve the regular and non public minutes of 11/12/13 and 11/19/13 as written. The motion carried 4-0-1 with Mr. Thibodeau abstaining.**

TOWN MANAGER REPORT

Suren Road Property – Mr. Sires reported that the sale of the Suren Road property that was recently acquired by the town was completed last Monday. The property was resold to a third party to the benefit of the former owner.

CDBG Meeting – Mr. Sires reported that he attended a CDBG meeting on November 21, 2013 in Concord.

BOARD REPORTS AND COMMENTS

Sign Committee – Mr. Thibodeau reported the Sign Committee met two weeks ago Thursday and he felt the meeting was productive. Mr. Thibodeau next stated that notification of the meeting was sent out by the Chamber of Commerce; however, not a lot of people showed up. Mr. Thibodeau next stated that a few things were discussed at the meeting but not too much was brought up overall and so he feels that the whole ordinance doesn't need to be shredded and that it just needs some tweaking.

Wreaths – Ms. Seavey asked about holiday wreaths for Conway Village. Mr. Sires reviewed that in past years it was always the CVFD and Conway Village Chamber who handled putting these up on the poles in Conway Village. Last year the Celebrations Committee worked with the precinct to put the wreaths up. The Celebrations Committee is now expecting the town to do the PSNH permit for the wreaths on the poles. Mr. Sires next stated this is being brought forward to see if the Board wants to do this as we would need to sign the PSNH form and provide insurance. We wouldn't be putting the wreaths up however. There was a brief discussion by the Board. **Mr. DiGregorio moved, seconded by Ms. Seavey, that the Board of Selectmen authorize the Town Manager to sign the Municipal Pole Attachment form in Conway Village for holiday wreaths with a deadline that the wreaths come down by April 1, 2014.** There was further brief discussion. Mr. DiGregorio stated that he would like to see wreaths, lights, flags, etc, as an agenda item in the future for further discussion. **The motion carried 5-0-0.**

Canoe Launch – Mr. Weathers reported that in the area of the canoe launch, the pipes were removed so that if there is any flooding it won't cause erosion.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer of the Conway Daily Sun questioned if health insurance would be a \$.13 increase on the tax rate. Mr. Sires stated this is the approximate increase.

NON PUBLIC SESSION / NH RSA 91-A:3,II(C) – TAX MATTERS

This agenda item was canceled. There was no non public session.

ADJOURN

At 8:28 pm, the meeting adjourned at the call of the Chair.

Respectfully submitted,

Karen J Hallowell  
Executive Secretary