

Minutes of Meeting
CONWAY BOARD OF SELECTMEN
January 7, 2014

The Selectmen's Meeting convened at 4:02 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 W. Sires, Finance Directors, Lucy Philbrick and Lilli Gilligan, Supervisors of the Checklist, Mary Cuthbertson, Carol Lyman and Denise Leighton, Solid Waste Committee Candidate, Theresa Gallagher, The Conway Daily Sun's Reporter, Tom Eastman and Valley Vision's Videographer, Laura Slitt.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Chairman Weathers stated that item 4 of the agenda (Discussion of ATM Machine) will need to be moved to the end of the agenda and that item 14 (Consideration of Minutes) will need to be modified to remove the minutes of 12/17/13 due to incompleteness. Selectman Sand requested to address the Solid Waste Committee's open position.

Mr. Thibodeau moved, seconded by Ms. Sand, to approve the modified agenda. The motion carried unanimously.

SOLID WASTE COMMITTEE

Selectman Sand stated that the Solid Waste Committee had received one letter of interest for the open position on the committee. Selectman Sand was very pleased to announce that the interested candidate is Theresa Gallagher. Ms. Gallagher has excellent experience and is excited to join the Solid Waste Committee.

Ms. Sand moved, seconded by Mr. DiGregorio, to nominate Theresa Gallagher to the Solid Waste Committee. The motion carried unanimously.

Theresa Gallagher arrived after the vote. Ms. Gallagher thanked the Board of Selectmen and stated, "I am happy to assist". Selectman Sand stated that the next meeting is on January 17th.

ASSIGNMENTS FOR PRIMARY ELECTION

Chairman Weathers requested the Selectmen to identify the time slots they would be able to attend the Primary Election on January 21, 2014. Selectman Thibodeau asked what are the Selectmen's duties at the polls. Chairman Weathers stated that the Selectmen should report to Rhoda Quint, Town Clerk, and Ms. Quint will advise you on what is needed to assist the voting process. Town Manager Sires stated that Selectmen are required to attend elections per RSA.

The assignments selected are as follows:

Chairman Weathers: 8 a.m. to noon

Selectman Sand: 10 a.m. to 2 p.m.

Selectman Seavey: noon to 4 p.m.

Selectman Thibodeau: 2 p.m. to 4 p.m.

Selectman DiGregorio: 3:30 p.m. to the end

REVIEW OF RISK ASSESSMENT QUESTIONNAIRE FROM AUDITORS

Chairman Weathers referred to the auditors' risk assessment questionnaire in the Board's packet. Chairman Weathers requested the Selectmen to please return to next week's Selectmen's meeting with it answered at which time the Board will take up the matter for a vote. Town Manager Sires added that the questionnaire is a standard request from our external audit firm asking the governing body if they are aware or suspect any fraudulent activity regarding the

governance of the Town. Selectman Thibodeau stated that the Public Works has bought items from him. Town Manager Sires suggested that he document the items and the amounts paid for them. Town Manager Sires stated that he plans on working with Finance Director Gilligan to develop a policy going forward.

MT WASHINGTON SKI TOURING ASSOCIATION AGREEMENT

Town Manager Sires reviewed the agreement between the Town and the Mount Washington Valley Ski Touring Foundation that was in the Board's packet. Town Manager Sires highlighted that this is the same agreement as 2013 and that the annual cost to the Town is \$3,000 and the School is \$4,500. The cost difference is because of the special school program usage (race grooming). Town Manager Sires stated that both he and Public Works Director DegliAngeli are on the Board of the Mount Washington Valley Ski Touring Foundation.

Selectman Sand inquired if the agreement could be extended to a 3 year agreement. Town Manager Sires stated that a multi-year agreement would require Town Meeting approval and that the current annual approval process gives greater flexibility for any necessary changes. Chairman Weathers stated that the Conservation Commission met with them and that much work has been done.

Ms. Sand moved, seconded by Ms. Seavey, to sign the Mount Washington Valley Ski Touring Foundation annual operating agreement. Motion unanimously carried.

BUDGET AND WARRANT ARTICLES

Town Manager Sires handed out updated funding cost sheets on the warrant articles being proposed by the Selectmen. He noted the one addition was for the 250th Anniversary Committee. Selectmen Thibodeau inquired if the tax rate impact was per thousand. Town Manager Sires stated that was correct.

REQUEST FOR WARRANT ARTICLE – SUPERVISORS OF THE CHECKLIST

The Supervisors of the Checklist: Mary Cuthbertson, Carol Lyman and Denise Leighton appealed to the Board of Selectmen to add to their Selectmen's sponsored Warrant Articles an article that would increase the stipends of the three Supervisors of the Checklist by \$300 each per year. This would make the stipend for each Supervisors of the Checklist \$1,300 annually. The Supervisors of the Checklist provided a list of all of their required duties in the electoral process. Supervisors of the Checklist stated that the new allowance of allowing individuals to register to vote at the polls is a complete bottleneck, because it takes about 10 minutes to register each voter. Selectman Thibodeau inquired about how much work they perform. Supervisors of the Checklist stated that election days are a minimum of 14 hours and that all voter changes must be batched and submitted within 10 days. Selectman Sand inquired if any of the work can be combined or if it was necessary for all of the Supervisors to be present together at elections and Supervisors' Sessions. Supervisors of the Checklist stated that per RSA there must be a quorum present at all elections and Supervisors' Sessions. Selectman Thibodeau asked how many voters were registered in Conway. Supervisors of the Checklist reported approximately 6,700 voters are registered. Selectman DiGregorio stated that he doesn't have a problem with adding this article to the list as he is a big believer in asking the voters for their approval. He pointed out that there are many unpaid volunteer boards in Town. Selectman Thibodeau inquired if it was too late to add articles to the warrant article list. Town Manager Sires indicated that there was still time to add this article as we had until the second week of February.

Ms. Seavey moved, seconded by Mr. DiGregorio, to instruct the Town Manager to draft a warrant article for the Selectmen to review, increasing the three stipends for the Supervisor's of the Checklist stipend from \$1,000 to \$1,300 annually. Motion unanimously carried.

SIGNING OF DOCUMENTS

- a. Memorandum of Understanding between the Towns of Jackson and Conway regarding Cable Channel 3.
- b. Notice of Intent to Cut Wood or Timber - Tax Map/Lot 225-46
- c. Notice of Intent to Cut Wood or Timber - Tax Map/Lot 242-5

Mr. DiGregorio moved, seconded by Ms. Sand, to sign the Memorandum of Understanding between the Towns of Jackson and Conway regarding Cable Channel 3; the Notice of Intent to cut Wood or Timber for Tax Map/Lot 225-46; and Notice of Intent to cut Wood or Timber for Tax Map/Lot 242-5. Motion unanimously carried.

CONSIDERATION OF BILLS

Manifests dated 12/31/13 and 1/9/14 and payroll dated 1/9/14 – **Ms. Sand moved, seconded by Mr. Thibodeau, to approve and sign the manifest dated 12/31/13, manifest dated 1/9/14 and payroll dated 1/9/14. The motion carried unanimously.**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

Manifest and payroll dated 12/26/13 – **Ms. Sand moved, seconded by Mr. DiGregorio, to ratify the manifest and payroll dated 12/26/13. The motion carried unanimously.**

CONSIDERATION OF MINUTES

Minutes of 12/10/13 – **Mr. Thibodeau moved, seconded by Ms. Sand, to accept the regular and non-public minutes of 12/10/13 as written. The motion carried unanimously.**

TOWN MANAGER REPORT

Town Manager Sires stated that the ATM presentation will have to be moved to next week's meeting because Tax Collector/Town Clerk Rhoda Quint was unable to leave her window at this time.

Town Manager Sires stated that the Non-Profit budgets are due this Friday and Zoning petition articles are due this Wednesday.

Town Manager Sires announced that there will be a public reception honoring the career and retirement of Finance Director Philbrick on January 23, 2014 from 2 p.m. to 5 p.m. here in the Town Meeting Room and the public is encouraged to drop in for the celebration.

Town Manager Sires stated that the 2013 spending is expected to be underspent slightly and the revenues are expected to be slightly above the budgeted figure. This will mean that there will be very little added to Fund Balance that can be used to offset the tax rates next fall.

Town Manager Sires stated that the Transvale meetings are continuing. The zoning violations are almost complete and still working on septic systems there.

Town Manager Sires stated that the Community Celebratons Committee did a wonderful job on the New Year's Eve fireworks adding that they were incredible.

Town Manager Sires stated that he has attended the airport strategy meeting.

Town Manager Sires stated that the Town of Madison and Valley Vision are now resolved and are in support.

Town Manager Sires stated that an alarm system has been installed at Town Hall securing the second floor entirely, and the individual offices on the first floor.

Town Manager Sires stated that the Town is on track to complete several road projects in 2014 including the Norcross Circle project, the Washington Street project and the interconnect from North Conway to Conway.

Town Manager Sires stated that Walmart will also begin construction in 2014.

Town Manager Sires stated that the Pennichuck Water – Birch Hill rate increase of 12.21% has been temporarily mandatorily capped at a 7% increase.

Town Manager Sires stated that the Budget Committee has inquired about the profitability of recycling. He has reported that the recycling program generates approximately \$75,000 in revenues and more importantly has dramatically extended the life of the Landfill from 8 years to 23 years due to an annual reduction of 6,600 tons of trash, which means the combined savings is approximately \$205,000 annually.

BOARD REPORTS AND COMMENTS

Selectman Seavey requested to sit at the table not the audience for the Non-Profit budget hearings. Laura Slitt said she would set up an extra table.

Selectman Thibodeau announced the next meeting dates for the Planning Board and the Sign Committee. He also stated that the Airport Committee would be presenting at the following evening's Budget Committee hearing. He said that 630 people bound for Mount Washington Valley use that airport annually bringing in approximately \$269,000 each year.

Selectman Sand stated that the next Solid Waste Committee is meeting the morning of January 17th. She also stated the next meeting of the Budget Committee is January 8th at 6:30 p.m. and will be every Wednesday in January.

Selectman Seavey stated that the Economic Council has not met since the last Selectmen's meeting.

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Selectman DiGregorio stated that there is a Valley Vision meeting on January 8th. He also stated that Madison has signed the contracts.

Selectman DiGregorio thanked John Pandora for 30 years of Christmas dinners. Mr Pandora is retiring. Selectman DiGregorio stated that his volunteer efforts are appreciated, as are all volunteers who work so hard.

Chairman Weathers stated that the next Conservation Commission meeting is on January 8th.

Chairman Weathers thanked the Town Crew, including Earl, Paul and Andy for the great snow removal efforts while also remaining within budget by keeping the costs down.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Conway Daily Sun's Reporter, Tom Eastman, asked if further information could be supplied for the road improvement projects mentioned by the Town Manager. Town Manager Sires recommend he contact Public Works Director DegliAngeli directly.

ADJOURN

At 5:04 p.m. the meeting adjourned at the call of the chair.

Respectfully submitted,

Lilli D. Gilligan
Finance Director