

Minutes of Meeting
CONWAY BOARD OF SELECTMEN
December 9, 2014

The Selectmen's Meeting convened at 4:05 p.m. in the Meeting Room of Conway Town Hall with the following present: Selectmen, C. David Weathers (Chair), Mary Carey Seavey (Vice Chair), Michael DiGregorio, Stacy Sand, and Carl Thibodeau, Town Manager, Earl Sires, and Recording Secretary, Karen Hallowell.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Ms. Seavey moved, seconded by Ms. Sand, to approve the agenda. The motion carried unanimously.

DISCUSSION OF TIMBER CUT REVENUE

Mr. Sires reviewed information on a motion made in 2001 regarding Timber Cut Revenue. Mr. Sires next distributed and reviewed a proposed policy to clarify the way this is handled. (See attached). There was a discussion by the Board. **Ms. Sand moved, seconded by Mr. Weathers, that the general fund costs of the Conservation Commission Fund be covered by timber sales as long as the acquisition fund has a minimum balance of \$100,000.** There was further discussion by the Board of this amount. **The motion failed 2-2-1 with Ms. Sand and Mr. Weathers voting in the affirmative, Ms. Seavey and Mr. Thibodeau voting in the negative and Mr. DiGregorio abstaining.**

Ms. Sand moved, seconded by Mr. Thibodeau, that we accept the Timber Sales Revenue Policy as written. The motion carried 4-0-1 with Mr. DiGregorio abstaining.

REVIEW OF PROPOSED 2015 OPERATING BUDGET

Mr. Sires distributed revised proposed 2015 budget information to the Board and reviewed same.

Ms. Gilligan next reviewed information requested by the Board of Selectmen regarding the cost to hold a second Household Hazardous Waste Day per year and, also, information for the cost of making a part time Compliance Attendant full time. There was discussion by the Board regarding recycling, staffing, and the costs of a part time person versus a full time person. Mr. DegliAngeli reviewed information with the Board regarding staffing at the transfer station, employee schedules, union contract, etc. Mr. DiGregorio stated that he would rather see a budget for a person to be at the transfer station on Saturdays and Sundays due the employee rotation schedule. The Board agreed they would like to see the costs for this scenario.

REVIEW OF PROPOSED 2015 WARRANT ARTICLES

Police Chief Ed Wagner, Lt Walker and Lt. Mattei, were present for discussion.

Mr. Sires first reviewed a proposed warrant article for a town employee earned benefits expendable trust fund with the Board. Mr. Sires and Chief Wagner reviewed information regarding planned and unplanned buyouts for past and future years.

Mr. DiGregorio left the meeting at 4:55 p.m.

Mr. Sires next reviewed a proposed warrant article for portable radar speed signs for the police department. Lt. Walker reviewed the type of signs proposed, how they are used, brackets, etc. The Board asked for information for costs for an extra battery and charge time for the battery.

Mr. Sires next reviewed a proposed warrant article for the capital reserve fund for police vehicles. Mr. Sires reviewed this is the same level of funding as in years past.

Mr. Sires next reviewed a proposed warrant article for crime scene evidence and accident reconstruction mapping equipment for the police department. Lt. Mattei reported to the Board on the uses and advantages of having the equipment.

Mr. Sires next reviewed a proposed warrant article for the police commercial duty revolving fund. Mr. Sires reviewed that the Chief would like to expand the uses of this fund. Chief Wagner advised they would like to purchase equipment for vehicles such as light bars, molded rear seats, etc.

Mr. Sires next reviewed the proposed warrant article for the capital reserve fund for infrastructure reconstruction. Ms. Gilligan distributed a spreadsheet to the Board on the infrastructure reconstruction six year plan. Mr. DegliAngeli reviewed the projects with the Board. There was discussion by the Board. Mr. Sires stated that the Board could consider doing the projects spread out over several years or package them up in an article and pay for them over time.

There was next review of the proposed warrant article for maintenance of town buildings and facilities. Mr. DegliAngeli advised that he is still collecting information to present to the Board for this article. Mr. DegliAngeli next advised that in doing the sprinkler system at the police department other items were found that were not to code that are estimated to be about \$100,000. One of the items will need to be addressed immediately and will cost approximately \$15,000. Mr. DegliAngeli advised that the list of items includes wiring, ducts, etc. Mr. DegliAngeli advised he is still gathering information on this and will bring the information back to the Board.

Mr. Sires next briefly reviewed a proposed warrant article for the Eastern Slope Airport for the Board to consider.

Mr. Sires next reviewed the proposed warrant article for the town hall water system. Mr. Sires reviewed that it is expected that the figure for the article will be \$30,000.

Mr. Sires next reviewed a proposed warrant article for illuminated stop signs. Mr. Sires reviewed that this came out of discussion earlier in the year regarding the Grove Street intersection.

2014 BUDGET UPDATE

Mr. Sires reviewed that we are getting to the year end for the 2014 budget and we will have expenses for the public works budget. Ms. Gilligan reviewed that we are down to

approximately \$884,000 for the budget to date. We are projecting to have \$250,000 to \$300,000 left of the budget at year end but this all depends on how many more storms, holiday storms, etc. We also need to fill the salt shed. The only other items left may be some other purchases. Ms. Sand questioned if we have purchased computers yet. Mr. Sires advised that we have estimates and are ready to order them but we will hold off until around December 24 to see how the rest of the budget is going.

ENCUMBRANCES

Mr. Sires reviewed funds to be encumbered for 2014. Mr. Sires requested the Board encumber \$5,000 for the Conservation Commission as they have contracts that won't be done until 2015. Ms. Gilligan reviewed that there is an archiving project to be done. We have advertised a RFP and expect to be under contract by the end of the year. The amount that needs to be encumbered is \$10,000. If the Board encumbers the funds it would be pending a contract in place. Ms. Gilligan next reviewed funds need to be encumbered for the codification project in the amount of \$10,953. Mr. Sires reviewed that the project is progressing along and there will be information for the Board to review next year. **Ms. Sand moved, seconded by Mr. Thibodeau, that we encumber the following funds: Conservation Commission \$5,000, archiving project \$10,000, and the continuation of the codification project \$10,953.40. The motion carried unanimously.**

BUILDING FEES

Mr. Sires reviewed that the Board recently amended building permit fees. Mr. Sires next reviewed a letter from the Building Inspector, David Pandora, asking that the base fee for residential construction and the base fee for renovations/repairs be the same as there may be conflict or confusion with two different fees. There was a brief review and discussion by the Board. **Ms. Sand moved, seconded by Mr. Weathers, that we change the base residential construction fee to \$40 plus \$.10 per square foot and the Renovation/Repair fee to \$40 also. The motion carried unanimously.**

BUDGET DISCUSSION

Recreation Revolving Fund – Ms. Gilligan requested the approval of the proposed Recreation Revolving Fund budget. There was a brief discussion. **Mr. Thibodeau moved, seconded by Ms. Seavey, that we accept the proposed Recreation Revolving Fund budget for \$103,475. The motion carried unanimously.**

Budget Process – Mr. Sires reviewed that the proposed 2015 budget has been presented and at the next meeting the Board will need to vote on same so that it can be prepared to forward on to the Budget Committee. Mr. Sires next briefly reviewed the changes to the proposed operating budget with the Board. Ms. Sand reviewed that the Board will also need information at the next meeting regarding a Saturday/Sunday recycling enforcement person at the transfer station. Ms. Gilligan questioned if the Board would like to add the second Household Hazardous Waste Day into the budget. Ms. Sand stated that she feels we need to vote on whether or not to add it to the budget at the next meeting.

SIGNING OF DOCUMENTS

- a. Abatement Tax Map/Lot 245-31
- b. Abatement Tax Map/Lot 254-29.108
- c. Notice of Intent to Cut Wood or Timber Tax Map/Lot 210-14
- d. Notice of Intent to Cut Wood or Timber Tax Map/Lot 231-105

Ms. Sand moved, seconded by Ms. Seavey, to sign the Abatement for Tax Map/Lot 245-31, Abatement for Tax Map/Lot 254-29.108, Notice of Intent to Cut Wood or Timber for Tax Map/Lot 210-14 and Notice of Intent to Cut Wood or Timber for Tax Map/Lot 231-105. The motion carried unanimously.

CONSIDERATION OF BILLS:

a. Manifest dated 12/10/14 – **Ms. Sand moved, seconded by Ms. Seavey, to approve the manifest dated 12/10/14. The motion carried unanimously.**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

There were no documents signed out of session to ratify.

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

There were no special event applications presented for consideration.

CONSIDERATION OF MINUTES

11/25/14 – **Ms. Sand moved, seconded by Mr. Thibodeau, to approve the minutes of 11/25/14 as written. The motion carried unanimously**

TOWN MANAGER REPORT

Transvale Acres – Mr. Sires reported there have been issues with people leaving travel trailers in Transvale and the town has been dealing with these issues to make sure people are following the regulations.

CDBG – Mr. Sires reported he will be attending a CDBG meeting on Thursday in Concord.

PSNH Meeting – Mr. Sires reported that he and Paul DegliAngeli have a meeting scheduled for Friday with Donna Keely of PSNH to talk about LED lighting, etc.

Archiving Project – Mr. Sires reported the RFP for the archiving project is due on Friday.

Budget Committee – Mr. Sires reported a Budget Committee meeting is scheduled for next Wednesday.

Courthouse – Mr. Sires reported a meeting is scheduled with a courthouse representative next week to discuss maintenance.

Next Meeting – Mr. Sires reviewed that voting on the proposed budget will be an agenda item for the next meeting.

BOARD REPORTS AND COMMENTS

ESAA – Mr. Thibodeau reported on Jet A fuel accounts opened at the airport. Ms. Sand questioned staffing at the airport since there is no FBO. Mr. Thibodeau reported that Ed Bergeron has been managing it on a part time basis. They also have a full time maintenance

person and a part time maintenance person. They also have a mechanic that is available on an as needed basis. The airport has services available at all times.

Planning Board – Mr. Thibodeau reported that the Planning Board is scheduled to meet this Thursday.

Budget Committee – Ms. Sand reported that the Budget Committee is scheduled to meet next Wednesday.

Health Care Study Committee – Ms. Sand reported that the Health Care Study Committee is scheduled to meet in January. She is working on organizing information to give to the committee to either decide if more information is needed or if the committee can make recommendations.

MWVEC – Ms. Seavey reported that the MWVEC has not met.

Conservation Commission – Mr. Weathers reported the Conservation Commission will not be meeting in December. The next meeting is scheduled for January.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Janice Crawford reported on activities occurring regarding the 250th Anniversary Celebration. Ms. Crawford advised the next event scheduled is the kick off which is the New Year's Eve fireworks. Ms. Crawford advised that when she made the initial presentation on this she had asked about the Board of Selectmen attending this event. She is hoping for representation of the Board at around 9:00 am to make an official statement about the 250th Celebration. Ms. Sand volunteered to be at the event.

Ms. Crawford next reported on the license plates and cards for sale for the 250th Celebration. Ms. Crawford next requested a vendor list from the town to contact them regarding advertising for the magazine that will be published. Ms. Crawford next reviewed that they are working on finalizing the magazine for the 250th Celebration and this magazine will be available for free.

Ms. Sand asked about the Happy video. Ms. Crawford advised that this is a Settlers Green project and she will let them know of the interest. Ms. Sand stated that she feels this Board should participate in the video.

Ms. Crawford next thanked the town for providing the labor to put the lights up on a tree in Schouler Park.

Ms. Crawford next stated that she is working with an arborist regarding taking the lights down from the trees each year and maybe this should be done every two years.

Mr. Sires next stated that we will be unveiling an artifact found in the attic at town hall which is on old stage curtain from a play that is hand painted.

Ms. Seavey asked about the lights in Conway Village. Ms. Crawford advised that Jessica Whitelaw and Tad Furtado worked on this and Conway Village Fire helped put the lights up.

Daymond Steer stated that an issue has come up on the county level and he would like to know if, under the right to know law, if the town's insurance covers the Board of Selectmen.

Mr. Sires advised that he believes they are covered by the errors and omissions insurance if serving in the capacity as a selectmen however, if they step outside of this duty, it may be different. There was next brief discussion as to what is going on at the county level.

ADJOURN

At 6:18 p.m. the meeting adjourned at the call of the Chair.

Respectfully submitted,

Karen J Hallowell
Executive Secretary