

**Minutes of Meeting**  
**CONWAY BOARD OF SELECTMEN**  
August 25, 2015

The Selectmen's Meeting convened at 4:04 p.m. in the Meeting Room of Conway Town Hall with the following present: Selectmen, C. David Weathers (Chair), Carl Thibodeau, and Steven Porter, Town Manager, Earl Sires, and Recording Secretary, Karen Hallowell.

Selectmen Mary Carey Seavey and John Colbath were not present due to other commitments.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Mr. Weathers advised that the agenda item regarding the presentation on the Bretton Woods IV Convocation has been rescheduled. Mr. Weathers next advised that there will be an item added to the agenda regarding traffic management on the Route 16 Bridge for the CVFD sewer project. Mr. Weathers next advised that under the agenda item for Special Event Applications, the application for Mud Bowl will be considered pending receipt of the liquor license and insurance certificate. **Mr. Thibodeau moved, seconded by Mr. Porter, to approve the agenda as amended. The motion carried unanimously.**

PRESENTATION ON THE BRETTON WOODS IV CONVOCATION - STUART WEEKS

This agenda item was rescheduled to the next meeting.

SKIMOBILE ROAD BRIDGE, CONWAY, NH - BID RESULTS

Mr. DegliAngeli reported that bids were received last week for the Skimobile Road Bridge. The project is a rehab on the concrete deck on the bridge. Mr. DegliAngeli next advised that the estimates received were twice the amount expected. Mr. DegliAngeli next stated that he feels the correct course of action would be to rebid the project this winter for spring construction. Mr. Thibodeau next asked what the rehab project entails and Mr. DegliAngeli gave an overview of same. Mr. DegliAngeli next stated there was one bidder and it was late in the season. Mr. DegliAngeli further added that we do have the money for this project but suggests waiting until spring as we hope to get a better price. There was brief discussion. **Mr. Thibodeau moved, seconded by Mr. Porter, to decline the current bid for the Skimobile Road Bridge rehab and rebid when the bidding climate becomes more favorable. The motion carried unanimously.**

CVFD SEWER PROJECT TRAFFIC MANAGEMENT RT 16 BRIDGE

Mr. DegliAngeli gave an overview of the Conway Village Sewer Project in the area of the bridge. Mr. DegliAngeli reviewed there are only two lanes on the bridge and we will have to close one lane and detour the other. Alternating traffic would be a problem because of the proximity to the light. NHDOT has made the suggestion to detour the northbound lane of traffic.

Mr. DegliAngeli next advised that the contract specifies that the contractor has from September 7 to October 2 which is just prior to Fryeburg Fair.

Mr. Porter questioned if the project can be done at night time as it is foliage season and due to the businesses in the area. Mr. DegliAngeli stated that if we direct the contractor to do it at night, this was not part of the original package, and it would give them the opportunity for a change order, but this is an option.

Mr. Thibodeau questioned if the detour would be on the northbound lane and then the southbound lane would be free flowing. Mr. DegliAngeli responded in the affirmative. Mr. Thibodeau questioned if it would be two-way traffic on the weekends. Mr. DegliAngeli responded in the affirmative.

Mr. Weathers questioned if the bridge could be open during the day if the work was done at night. Mr. DegliAngeli stated that the contractor would have to procure a portable rig for night work and would close a lane at night. Also, the contractor would either have to procure equipment for night work or bring materials to hang off the bridge and would still need to have a lane blocked while building the scaffolding.

Mr. Thibodeau questioned if it really will take five weeks to run a pip the length of that bridge. Mr. DegliAngeli stated probably four weeks but again it depends on what equipment the contractor has to do the job.

There was further brief discussion of the traffic and closing a lane, etc. **Mr. Porter moved, seconded by Mr. Thibodeau, to detour northbound traffic on the Route 16 bridge in Conway Village from September 7, 2015 through noon on October 12, 2015 with traffic fully flowing 4:00 pm Friday through midnight Sunday night on all weekends.** There was further brief discussion on times to open/close the lanes, etc. **Mr. Porter amended the motion, seconded by Mr. Thibodeau, to detour northbound traffic on the Route 16 bridge in Conway Village from September 7, 2015 through noon on October 12, 2015 with traffic fully flowing noon Friday through midnight Sunday night on all weekends. The motion carried unanimously.**

#### TOWN HALL WATER SYSTEM

Mr. DegliAngeli reported that with regard to the water line for the new well, they plan on excavating next week.

#### FINANCE

- a. Review Of Revenue
- b. Review Of Projected Tax Rate
- c. Approval Of MS-434

Finance Director, Lilli Gilligan, joined the meeting.

Ms. Gilligan first reviewed a revenue report with the Board and advised that revenues are up \$144,000 from what we originally budgeted. Ms. Gilligan next reviewed the tax rate calculation with the Board. There was brief discussion. **Mr. Thibodeau moved, seconded by Mr. Porter, to accept the figure of \$3,769,582 for the revised projected revenue figure. The motion carried unanimously.** There was brief discussion regarding fund balance. It was agreed that further discussion on this should be held until a full Board is present.

APPROVAL OF TOWN MANAGER REVIEW

Mr. Weathers advised the Board reviewed Town Manager, Earl Sires, rating and goals and came up with a rating of 98% on accomplishments and 98% on goals. The Board agreed to a 3% raise retroactive to August 7, 2015. **Mr. Porter moved, seconded by Mr. Thibodeau, to accept the figures as stated. The motion carried unanimously .**

SIGNING OF DOCUMENTS

- a. Notice of Intent to Cut Wood or Timber Tax Map/Lot 225-39
- b. Permit to Sell Raffle Tickets/Mountain Meadow Riders Snowmobile Club-Drawing 2/13/16

**Mr. Thibodeau moved, seconded by Mr. Porter, to sign the Notice of Intent to Cut Wood or Timber for Tax Map/Lot 225-39 and the Permit to Sell Raffle Tickets for Mountain Meadow Riders Snowmobile Club Drawing 2/13/16. The motion carried unanimously.**

REVIEW OF MONTHLY RECEIPTS

Monthly receipts were available for the Board's review.

CONSIDERATION OF BILLS:

- a. Accounts Payable Manifest 8/27/15

**Mr. Porter moved, seconded by Mr. Thibodeau, to approve the Accounts Payable Manifest dated 8/27/15. The motion carried unanimously**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Accounts Payable Manifest 8/20/15
- b. Payroll 8/20/15
- c. Notice of Intent to Cut Wood or Timber Map/Lot 265-161.3

**Mr. Porter moved, seconded by Mr. Weathers, to ratify the Accounts Payable Manifest for 8/20/15, Payroll for 8/20/15, and a Notice of Intent to Cut Wood or Timber for Map/Lot 265-161.3. The motion carried 2-0-1 with Mr. Thibodeau abstaining.**

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

- a. North Conway Community Center/Mud Bowl 2015 – 9/11/15 to 9/13/15 (Pending receipt of liquor license and insurance certificate)
- b. RTB Relay Inc/17<sup>th</sup> Annual Reach the Beach – 9/18/15
- c. Take a Walk in Our Shoes / Relay Walk and Rally – 9/20/15

**Mr. Thibodeau moved, seconded by Mr. Porter, to approve the Special Event Applications for the North Conway Community Center/Mud Bowl 2015 – 9/11/15 to 9/13/15 (Pending receipt of liquor license and insurance certificate), RTB Relay Inc/17<sup>th</sup> Annual Reach the Beach – 9/18/15 and Take a Walk in Our Shoes / Relay Walk and Rally – 9/20/15. Mr. Thibodeau questioned if the traffic concerns for Reach the Beach have been taken care of. Mr. Sires reviewed the route has been changed this year. Mr. Sires reviewed**

the route of the event with the Board. Mr. Weathers asked about the vans, support vehicles, etc. Mr. Sires advised that there will be one or two more officers on this year for the event. **The motion carried unanimously.**

### CONSIDERATION OF MINUTES

- a. Non Public Minutes of 7/28/15 (3)
- b. Non Public Minutes of 8/11/15 (2)
- c. Regular Meeting Minutes of 8/11/15

**Mr. Thibodeau moved, seconded by Mr. Porter, to approve the Non Public Minutes of 7/28/15 (3 sets). Non Public Minutes of 8/11/15 (2 sets) and Regular Meeting Minutes of 8/11/15. The motion carried unanimously.**

### TOWN MANAGER REPORT

Code Project – Mr. Sires reported he has spent time working on the code project. He has also met with Tom Irving, Chief Wagner and David Pandora to review sections of the code that pertain to their departments. At this point we will get it back to the code company however, we may not get this back in time for a public hearing this year and so it may be next year.

MWV Trails – Mr. Sires reported he is working with the trails committee so they will step up and maintain trails in town. He will have more information on this in the future.

Conway Village Project – Mr. Sires reported they are trying to keep this on track for 2015. He spoke with Executive Councilor Joe Kenney who assured us that this will be on the Governor and Council agenda for tomorrow. Mr. Sires stated that he appreciates Councilor Kenney's help on this.

250<sup>th</sup> Commemorative Ceremony – Mr. Sires reported the 250<sup>th</sup> Commemorative Ceremony is shaping up for October 1, 2015. The stone will be unveiled at that time. We still do need to do some landscaping in this area before the ceremony.

Conway Village Sidewalk Meeting – Mr. Sires reported that the meeting to discuss sidewalks in Conway Village scheduled for tomorrow is being rescheduled. There is no new date yet and we will advise when it is rescheduled.

### BOARD REPORTS AND COMMENTS

Planning Board – Mr. Thibodeau reported that a Planning Board meeting is scheduled for this Thursday, August 27, 2015.

Sign Committee – Mr. Thibodeau reported a Sign Committee meeting is scheduled for September 3, 2015 at 6:30 pm and they will be discussing roof mounted signs.

ESAA – Mr. Thibodeau reported that the ESAA annual meeting is scheduled for this Friday night, August 28, 2015. All Board of Selectmen from surrounding towns have been invited to attend. The Selectmen form the general membership. This year there will be a vote to change the bylaws as far as structure of the Authority. The ESAA feels that with Conway participating in the airport financially, they should have equal representation as Fryeburg. Mr. Thibodeau next reported that the ESAA is going to attempt to move forward with the hangar terminal building and to get the delegation to help with same.

Town Manager Goals – Mr. Weathers reviewed a list of goals for the Town Manager.

Conservation Commission – Mr. Weathers reported the next meeting is scheduled for September 9, 2015.

PUBLIC COMMENTS AND MEDIA QUESTIONS

There were no public comments or media questions.

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

At 4:46 pm, **Mr. Thibodeau moved, seconded by Mr. Porter, to go into non public session under NH RSA 91-A:3,II(c) to discuss tax matters.** Included in the non public session were four property owners, Tax Collector, Rhoda Quint, Town Manager, Earl Sires, and Recording Secretary, Karen Hallowell. **The motion carried by unanimous roll call vote.**

At 6:32 pm the Board returned to public session.

**Mr. Porter moved, seconded by Mr. Thibodeau, to seal the minutes of this non public session. The motion carried unanimously.**

SIGNING OF TAX DEEDS

Tax Deeds were executed for Tax Map/Lot 214-5, Tax Map/Lot, 277-117, Tax Map/Lot 277-118, and Tax Map/Lot 277-198.

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

At 6:33 pm **Mr. Thibodeau moved, seconded by Mr. Porter, to go into non public session under NH RSA 91-A:3,II(d) to discuss real estate matters.** Included in the on public session was Town Manager, Earl Sires, and Recording Secretary, Karen Hallowell. **The motion carried by unanimous roll call vote.**

The Board returned to public session at 6:37 pm.

**Mr. Thibodeau moved, seconded by Mr. Porter, to seal the minutes of this non public session. The motion carried unanimously.**

ADJOURN

At 6:38 pm the meeting adjourned at the call of the Chair.

Respectfully submitted,

Karen J Hallowell  
Executive Secretary