

Minutes of Meeting
CONWAY BOARD OF SELECTMEN
January 5, 2016

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), Mary Carey Seavey, Carl Thibodeau, John Colbath and Steven Porter, 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

Mr. Colbath moved, seconded by Mr. Porter, to approve the agenda. The motion carried unanimously.

APPROVAL OF 2015 CRF EXPENDITURES

Finance Director, Lilli Gilligan, was present for discussion.

Mr. Sires stated this is a review of CRF projects budgeted and amounts spent for 2015 (copies attached).

Maintenance of Town Buildings and Facilities CRF – Ms. Gilligan reviewed the CRF for Maintenance of Town Buildings and Facilities for 2015. **Mr. Thibodeau moved, seconded by Mr. Colbath, to approve the expenditures out of the Maintenance of Town Buildings and Facilities CRF as presented. The motion carried unanimously.**

Infrastructure Reconstruction CRF – Ms. Gilligan reviewed the CRF for Infrastructure Reconstruction for 2015. **Mr. Thibodeau moved, seconded by Mr. Colbath, to approve the expenditures out of the Infrastructure Reconstruction CRF as presented. The motion carried unanimously.**

Highway Equipment CRF – Ms. Gilligan distributed updated information to the Board on the Highway Equipment CRF for 2015 and reviewed same. **Mr. Thibodeau moved, seconded by Mr. Colbath, to approve the expenditures out of the Highway Equipment CRF as presented. The motion carried unanimously.**

Solid Waste Equipment Replacement CRF - Ms. Gilligan reviewed the CRF for Solid Waste Equipment Replacement for 2015. **Mr. Thibodeau moved, seconded by Mr. Colbath, to approve the expenditures out of the Solid Waste Equipment Replacement CRF as presented. The motion carried unanimously.**

Landfill Expansion CRF - Ms. Gilligan reviewed the CRF for Landfill Expansion for 2015. **Mr. Thibodeau moved, seconded by Mr. Colbath, to approve the expenditures out of the Landfill Expansion CRF as presented. The motion carried unanimously.**

Parks Department Vehicles and Equipment Replacement CRF - Ms. Gilligan reviewed the CRF for Parks Department Vehicles and Equipment Replacement for 2015. **Mr. Thibodeau moved, seconded by Mr. Colbath, to approve the expenditures out of the Parks**

Department Vehicles and Equipment Replacement CRF as presented. The motion carried unanimously.

Police Department Vehicles CRF - Ms. Gilligan reviewed the CRF for Police Department Vehicles for 2015. **Mr. Thibodeau moved, seconded by Mr. Colbath, to approve the expenditures out of the Police Department Vehicles CRF as presented. The motion carried unanimously.**

Public Educational Government Cable Television Expendable Trust Fund – Ms. Gilligan reviewed information on the 2015 Public Educational Government Television Expendable Trust Fund with the Board. **Mr. Thibodeau moved, seconded by Mr. Colbath, to approve the expenditures out of the Public Educational Government Cable Television Expendable Trust Fund as presented. The motion carried unanimously.**

ENCUMBRANCES / RECODIFICATION PROJECT \$3,992.00

Mr. Sires reviewed that the code company is working on a final draft of the codes and will hopefully get it back to us sometime this month. There is still \$3,992 in the budget to complete the project and we are asking to encumber same for next year. **Mr. Colbath moved, seconded by Mr. Porter, to encumber \$3,992 for the code project. The motion carried unanimously.**

DISCUSSION OF TOWN HALL WELL WATER SYSTEM BALANCE OF \$14,426.10

Mr. Sires reviewed that a warrant article was approved by the voters for \$30,000 to install a new well and distribution system. The work was done for about half of that amount and we are notifying the Board that unless they want something else done with the balance, we will return the balance of the funds to fund balance. There was brief discussion by the Board. It was agreed the balance should be returned to fund balance.

WARRANT ARTICLES

Mr. Sires requested that we have action on the proposed Selectmen warrant articles by January 19, 2016 so they can be forwarded to the Budget Committee.

Infrastructure Reconstruction CRF – Mr. Sires reviewed the proposed warrant article for the Infrastructure Reconstruction CRF. Mr. Sires reviewed that Mr. Thibodeau wanted the article to include a contribution from fund balance. Mr. Sires next advised that in speaking with Lilli we will have the same as last year to contribute to fund balance and so this Board could do what they did last year with the article if desired. Mr. Thibodeau questioned if we should wait until we know that the fund balance number is. Mr. Sires stated he would like to wait another week so that payroll etc is closed out. The Board agreed to wait a week on this matter.

Highway Equipment CRF – Mr. Sires reviewed the proposed warrant article for Highway Equipment. There were no questions.

Solid Waste Equipment Replacement CRF - Mr. Sires reviewed the proposed arrant article for the Solid Waste Equipment CRF. There were no questions.

Landfill Expansion CRF - Mr. Sires reviewed the proposed arrant article for the Landfill Expansion CRF. There were no questions.

Maintenance of Town Buildings and Facilities CRF - Mr. Sires reviewed the proposed Warrant article for the Maintenance of Town Buildings and Facilities CRF. Mr. DegliAngeli reviewed that this proposed article was reduced by \$100,000 for lighting.

Parks Department Vehicles and Equipment Replacement CRF - Mr. Sires reviewed the proposed warrant article for the Parks Department Vehicles and Equipment Replacement CRF with the Board.

Police Department Vehicles CRF - Lt. Walker and Lt. Mattei were present for discussion. Mr. Sires reviewed the proposed warrant article for the Police Department Vehicles CRF. Mr. Porter questioned if the amount of the article should be increased from \$62,000 to \$65,000 as prices for the vehicles are increasing. There was brief discussion by the Board with Lt. Walker and Lt. Mattei about the price and models of police vehicles. Lt. Walker and Lt. Mattei agreed the amount in the proposed warrant article should be increased. **Mr. Porter moved, seconded by Mr. Colbath to increase the Police Department Vehicles CRF request to \$65,000. The motion carried unanimously.**

Public Educational Government Cable Television Expendable Trust Fund – Mr. Sires reviewed the proposed warrant article for the Public Educational Government Cable Television Expendable Trust Fund. There were no questions.

Town Employee Earned Benefits - Mr. Sires reviewed the proposed arrant article for the Town Employee Earned Benefits Expendable Trust Fund. There were no questions.

Eastern Slope Airport – Mr. Thibodeau reviewed that the amount in this proposed article is the same as the last two years and it was supported by the voters. The ESAA is also working with the congressional delegation to get funding for the terminal building.

Hybrid Vehicle and Charging Station – Mr. Sires reviewed the proposed warrant article for a hybrid vehicle and charging station. Mr. Sires reviewed that the Board could also get a different type of vehicle that is in the \$15,000 to \$18,000 range instead. Mr. Thibodeau questioned what the vehicle will be used for. Mr. Sires advised it would be used for distance travel, local travel, and also will be used by the assessing department in the summer. Ms. Seavey questioned the expenses associated with this type of vehicle such as maintenance etc. Mr. Sires stated the vehicle would be under warranty for a certain period of time. There was next brief discussion regarding hybrid vs. non hybrid vehicles and the chargers for hybrid. Ms. Seavey stated she is not opposed to asking for a car but would have a hard time voting for the hybrid vehicle. Mr. Weathers stated he feels a vehicle is needed, and we can get one for \$16,000 to \$18,000 instead of a hybrid that would also be under warranty. Mr. Thibodeau asked about costs for battery replacement for a hybrid. It was agreed that more information on this would be brought back to the next meeting. Mr. Sires next pointed out that staff does use their own cars and we will probably have to continue even if the town gets another car.

Crime Scene Mapping System for Police Department – Mr. Sires reviewed the proposed warrant article for Crime Scene Mapping System for the Police Department with the Board. It was reviewed that this equipment would be partially funded with a grant.

Town Hall Facility Needs and Site Alternatives – Mr. Thibodeau suggested placing the amount of \$40,000 into this proposed article. Mr. Thibodeau advised that we are still in the process of making a selection for the study. Mr. Thibodeau suggested having further discussion on this matter next week.

Place Conway Public Library Building and Park on the National Register of Historic Places - Mr. Sires reviewed the proposed warrant article to place the Conway Public Library Building and Park on the National Register of Historic Places.

Replace the Roof on the Conway Public Library - Mr. Sires reviewed the proposed warrant article to replace the roof on the Conway Public Library. Mr. Thibodeau questioned if the library is placed on the Register of Historic Places does this limit us to the materials we can use, etc. There was brief discussion. Mr. Sires advised that we will look into this further. The Board agreed they would like additional information.

Sidewalks in Conway Village – Mr. Sires reviewed that we have had no communication from the CVFD on this proposed article and that they are aware of it.

REQUEST BY MOUNTAIN TOP MUSIC CENTER FOR LETTER
OF SUPPORT FOR GRANT APPLICATION

Mr. Thibodeau stepped away from the meeting at 4:51 pm.

Mr. Sires reviewed a request from Mountain Top Music Center for a letter of support for grant funding. A draft letter was reviewed by the Board. **Ms. Seavey moved, seconded by Mr. Porter, to approve the letter of support for Mountain Top Music Center. The motion carried 4-0-0.**

Mr. Thibodeau rejoined the meeting at 4:53 pm.

WARRANT ARTICLES (Continued from earlier in meeting)

Mr. Weathers reviewed the proposed Police Union Warrant Article. There were no questions or comments by the Board.

Lt. Walker and Lt. Mattei left the meeting room.

APPOINTMENT OF EASTERN SLOPE AIRPORT BOARD REPRESENTATIVE

Mr. Sires reviewed the town advertised for the vacant position as Town of Conway's Representative to the ESAA. Mr. Sires reported that the town has not received any letter from interested citizens; however a staff member, Lilli Gilligan, has expressed interest. Mr. Colbath questioned how many representatives there are for the Town of Conway. Mr. Thibodeau reviewed that the Town of Conway currently has two representatives which are himself and Earl Sires. The new ESAA Bylaws state the Town of Conway has three representatives. There was further brief discussion of the makeup of representatives to the Board. **Mr. Colbath moved, seconded by Mr. Porter, to appoint Lilli Gilligan as the third representative for the Town of Conway. The motion carried unanimously.**

REVIEW OF RECEIPTS

Receipts were available for the Board's review.

SIGNING OF DOCUMENTS

- a. Notice of Intent to Cut Wood or Timber Tax Map/Lot 218-54, 218-34 and 218-33

Mr. Colbath moved, seconded by Mr. Porter, to sign the Notice of Intent to Cut Wood or Timber Tax Map/Lot 218-54, 218-34 and 218-33. The motion carried unanimously.

CONSIDERATION OF BILLS

- a. Accounts Payable Manifest dated 1/7/16 – (2015)
- b. Accounts Payable Manifest dated 1/7/16 – (2016)
- c. Payroll dated 1/7/16

Mr. Colbath moved, seconded by Mr. Thibodeau, to approve the Accounts Payable Manifest dated 1/7/16 – (2015), Accounts Payable Manifest dated 1/7/16 – (2016), and Payroll dated 1/7/16. The motion carried unanimously.

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Accounts Payable Manifest dated 12/24/15
- b. Accounts Payable Manifest dated 12/31/15
- c. Payroll dated 12/24/15
- d. 12/21/15 Requests to Trustees of Trust funds for
 - \$97.12 from Landfill Expansion CRF
 - \$635.00 from PEG Trust Fund
 - \$18,848.34 from Maintenance of Town Buildings and Facilities CRF
 - \$1,975.00 from Solid Waste Equipment CRF
 - \$23,504.61 from Infrastructure Reconstruction CRF
- e. 12/28/15 Requests to Trustees of Trust Funds for
 - \$92.51 from Maintenance of Town Buildings and Facilities CRF
 - \$8,300.00 from the Infrastructure Reconstruction CRF

Mr. Thibodeau moved, seconded by Mr. Colbath, to ratify the Accounts Payable Manifest dated 12/24/15; Accounts Payable Manifest dated 12/31/15; Payroll dated 12/24/15; 12/21/15 Requests to Trustees of Trust funds for \$97.12 from Landfill Expansion CRF, \$635.00 from PEG Trust Fund, \$18,848.34 from Maintenance of Town Buildings and Facilities CRF \$1,975.00 from Solid Waste Equipment CRF and \$23,504.61 from Infrastructure Reconstruction CRF; 12/28/15 Requests to Trustees of Trust Funds for \$92.51 from Maintenance of Town Buildings and Facilities CRF and \$8,300.00 from the Infrastructure Reconstruction CRF. The motion carried unanimously.

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

There were no special event applications to consider.

CONSIDERATION OF MINUTES OF 12/8/15 AND 12/15/15

Mr. Thibodeau moved, seconded by Mr. Colbath, to approve the minutes 12/8/15 and 12/15/15 as written The motion carried unanimously.

TOWN MANAGER REPORT

New Year's Eve Fireworks – Mr. Sires reported that the fireworks on New Year's Eve were well attended. John Eastman and crew did a good job.

Budget Committee – Mr. Sires reported the Budget Committee met last evening. Staff did a good job with budget presentations. Another Budget Committee meeting is scheduled for tomorrow night.

RFP/Town Hall Study – Mr. Sires reported that he met with Carl Thibodeau and Mary Seavey earlier today to review the RFP's for the Town Hall Study.

Department Head Meeting – Mr. Sires reported a department head meeting is scheduled for tomorrow morning.

Meeting with Fire Chiefs – Mr. Sires reported a meeting is scheduled for tomorrow with the fire chiefs to discuss short term rentals.

MWV Housing Coalition – Mr. Sires reported he is meeting with Cole Moffat of the MWV Housing Coalition tomorrow.

CDFA – Mr. Sires reported he will be attending at CDBG meeting at CDFA on Thursday.

Non Profit Budgets – Mr. Sires reported that budgets are due this Friday from non profit organizations requesting funding from the town.

250th Anniversary – Mr. Thibodeau stated that there is a sign in Conway Village listing the events for the 250th anniversary from 2015. We should re-do this sign for 2016. Mr. Sires commented that the 250th commemorative plates also need to be taken off of vehicles now. Mr. Sires next commented that there is still time to put items in the time capsule if anyone has anything they would like to add. Mr. Weathers noted that there is also a sign coming into town that has something about the 250th anniversary and we should address this as well.

BOARD REPORTS AND COMMENTS

Budget Committee – Mr. Colbath reported the Budget Committee met last night. He was out of town and Mary Seavey attended in his place.

Conservation Commission – Mr. Sires reported a Conservation Commission meeting is scheduled for Wednesday, January 13, 2016.

New Year's Eve Fireworks – Mr. Weathers suggested considering moving the time for the New Year's Eve fireworks from 9:30 pm to 7:00 pm in the future.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer of the Conway Daily Sun stated that Conway Village wants there to be a warrant article on about fire. Mr. Sires and Mr. Weathers stated that we haven't heard from them in this regard as yet.

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

At 5:05 pm, **Mr. Colbath moved, seconded by Mr. Thibodeau, to go into non public session under NH RSA 91-A:3,II(c) to discuss tax matters.** The non public session included Town Manager, Earl Sires, Assessor, Tom Holmes, Recording Secretary Karen Hallowell and two citizens. **The motion carried by unanimous roll call vote.**

At 5:25 pm, the Board returned to public session.

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

NON PUBLIC SESSION / NH RSA 98-A:3,II(d) CONSIDERATION
OF ACQUISITION, SALE OR LEASE OF REAL ESTATE

At 5:26 pm, **Mr. Colbath moved, seconded by Mr. Thibodeau, to go into non public session under NH RSA 98-A:3,II(d) to discuss a real estate matter.** Included in the non public session was Town Manager, Earl Sires, Realtor, Greydon Turner, and Recording Secretary, Karen Hallowell. **The motion carried by unanimous roll call vote.**

At 6:06 pm, the Board returned to public session.

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

ADJOURN

At 6:07 p.m. the meeting adjourned at the call of the Chair.

Respectfully submitted,

Karen J Hallowell
Executive Secretary