

**Minutes of Meeting**  
**CONWAY BOARD OF SELECTMEN**  
March 15, 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, Holly Meserve.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Under Item #12 the word "none" needs to be removed. **Mr. Colbath moved, seconded by Mr. Thibodeau, to approve the agenda. The motion carried unanimously (5-0-0).**

CONSIDERATION OF UNANTICIPATED REVENUE LESS THAN \$10,000/RSA 31:95-B, III (b):

- a. \$1,526.12 from Primex to the Town of Conway

Lilli Gilligan, Finance Director, appeared before the Board. Ms. Gilligan stated a highway vehicle was in a minor accident during a snow storm; this money is from the insurance company after the deductible and all work will be done at the service garage.

**Mr. Colbath moved, seconded by Mr. Porter, to accept the unanticipated revenue in the amount of \$1,526.12 from Primex to the Town of Conway. The motion carried unanimously (5-0-0).**

FINANCIAL REPORT

- a. Review and approval of 2015 expenditures
- b. Review of 2015 revenue report
- c. Review of 2015 fund balance report

Ms. Gilligan reviewed the reports; and stated these are the final totals for 2015.

**Mr. Thibodeau moved, seconded by Mr. Colbath, to accept the expenditures for 2015. The motion unanimously carried (5-0-0).**

**Mr. Colbath moved, seconded by Mr. Thibodeau, to accept the 2015 revenue report as presented. The motion unanimously carried (5-0-0).**

**Mr. Colbath moved, seconded by Mr. Thibodeau, to accept the 2015 fund balance report as presented. The motion unanimously carried (5-0-0).**

### APPOINTMENT OF RECREATION RELOCATION STUDY COMMITTEE MEMBERS

Mr. Weathers stated the Committee is going to consist of two members from the Friends of Rec, two members from the Town, two members from the School, two members from the public, and the Conway Recreation Director. Mr. Weathers stated the School will choose one member from the public and the Town will choose one member from the public. Mr. Weathers stated we should advertise for the Town's member from the public.

**Mr. Colbath moved, seconded by Mr. Thibodeau, to appoint the Chairman and the Vice Chairman of the Board of Selectmen to represent the Board of Selectmen on the Committee. The motion unanimously carried (5-0-0).**

Mr. Sires asked if the Friends of Rec should appoint their members. Mr. Weathers agreed. Mr. Sires stated the first meeting is on March 21, 2016 at 4:30 pm.

### TOWN OF MADISON DISCONTINUANCE OF CHANNEL 3/VALLEY VISION SERVICE

Mr. Sires stated the Voters of Madison have declined to fund Valley Vision; they will no longer be included in Conway's Channel 3. Mr. Sires stated he has spoken to the representative from Time Warner; the Town of Madison's membership is valid through April 30, 2016. **Mr. Porter moved, seconded by Ms. Seavey, to authorize the discontinuation of the Town of Madison as of April 30<sup>th</sup>. The motion unanimously carried (5-0-0).**

### REVIEW OF MONTHLY RECEIPTS

Receipts were available for the Board's review.

### SIGNING OF DOCUMENTS

- a. Abatement-Tax Map/Lot 250-106
- b. Abatement-Tax Map/Lot 251-129.101
- c. Abatement-Tax Map/Lot 260-29
- d. Abatement-Tax Map/Lot 264-24
- e. Abatement-Tax Map/Lot 277-117
- f. Abatement-Tax Map/Lot 277-118
- g. Abatement-Tax Map/Lot 277-198
- h. Application for Current Use-Tax Map/Lot 217-20 and 217-23
- i. Notice of Intent to Cut Wood or Timber-Tax Map/Lot 262.92
- j. Notice of Intent to Excavate-Tax Map/Lot 238-1
- k. Permanent Application for Property Tax Credit/Exemption-Tax Map/Lot 202-135
- l. Permanent Application for Property Tax Credit/Exemption-Tax Map/Lot 258-61
- m. Permanent Application for Property Tax Credit/Exemption-Tax Map/Lot 262-302.83
- n. Permit to Sell Raffle Tickets/Memorial Hospital – Drawing 8/1/16

**Mr. Thibodeau moved, seconded by Mr. Colbath, to sign the Abatement for Tax Map/Lot 250-106, Abatement for Tax Map/Lot 251-129.101, Abatement for Tax**

**Map/Lot 260-29, Abatement for Tax Map/Lot 264-24, Abatement for Tax Map/Lot 277-117, Abatement for Tax Map/Lot 277-118, Abatement for Tax Map/Lot 277-198, Application for Current Use for Tax Map/Lot 217-20 and 217-23, Notice of Intent to Cut Wood or Timber for Tax Map/Lot 262.92, Notice of Intent to Excavate Tax for Map/Lot 238-1, Permanent Application for Property Tax Credit/Exemption for Tax Map/Lot 202-135, Permanent Application for Property Tax Credit/Exemption for Tax Map/Lot 258-61, Permanent Application for Property Tax Credit/Exemption for Tax Map/Lot 262-302.83 and Permit to Sell Raffle Tickets for Memorial Hospital for Drawing on 8/1/16. The motion carried unanimously (5-0-0).**

CONSIDERATION OF BILLS

- a. Accounts Payable Manifest 3/17/16
- b. Payroll 3/17/16

**Ms. Seavey moved, seconded by Mr. Colbath, to sign the Accounts Payable Manifest dated 3/17/16 and Payroll dated 3/17/16. The motion carried unanimously (5-0-0).**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Accounts Payable Manifest 3/10/16

**Mr. Colbath moved, seconded by Mr. Thibodeau, to ratify the Accounts Payable Manifest dated 3/10/16. The motion carried with Ms. Seavey abstaining from voting (4-0-1).**

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

- a. Funergy/MWV Green Team and 4 Our Kids Recycling - 4/24/16
- b. 16<sup>th</sup> Annual Spring into Spring 5K Race/Pine Tree PTA – 5/1/16

**Mr. Colbath moved, seconded by Mr. Thibodeau, to sign the Special Event Applications for Funergy/MWV Green Team and 4 Our Kids Recycling - 4/24/16 and the 16<sup>th</sup> Annual Spring into Spring 5K Race/Pine Tree PTA – 5/1/16. The motion carried unanimously (5-0-0).**

CONSIDERATION OF MINUTES: 2/23/16 AND 3/1/16

**Mr. Thibodeau moved, seconded by Mr. Colbath, to approve the minutes of 2/23/16 as written. The motion carried unanimously (5-0-0).**

Mr. Colbath asked to hold the 3/1/16 minutes.

TOWN MANAGER REPORT

Mr. Sires stated it has been a long time practice with Special Event Permits to hold a check submitted as a deposit and not cash it, but that practice does not comply

with State law. Mr. Sires stated he will be notifying those of the changing policy. Ms. Seavey stated that might have an impact on the small non-profits. Mr. Thibodeau asked if the Town has ever held a deposit and used it to rectify for what it was intended for. Mr. Sires answered in the affirmative. Ms. Seavey stated she is not aware of any damages; and suggested charging a certain amount for nonprofit organizations and a different amount for for-profit organizations

Mr. Colbath asked what is the turnaround for returning the money. Ms. Gilligan stated it would be a maximum of 12-days. Ms. Seavey stated the Town requires applications to be submitted 90 days prior to the even; so we hold up their money for at least 90 days. Mr. Colbath asked about using promissory notes. Mr. Sires stated we would probably spend more time in Court. Ms. Gilligan stated the Board might consider something for those organizations that come back every year without any issues.

Mr. Thibodeau asked if this is for events on public property. Mr. Sires stated it depends, if it is outside of the normal course of business it might be required on private property. Ms. Seavey asked if the Town would still require a deposit for their own land. Mr. Sires answered in the affirmative. Mr. Colbath asked if John Eastman and Ms. Gilligan could review the process and report back to the Board. Mr. Sires answered in the affirmative.

Mr. Sires stated he would add a sentence to the letter that the policy is under review. Mr. Thibodeau asked if the Town could hold credit card information. Ms. Gilligan stated it is not the policy of the Town to hold credit card information; and there are federal laws regarding credit card data. Ms. Seavey stated we cannot hold credit card information and non-profit organizations cannot do that.

Mr. Sires stated the Town Reports will be available on April 1. Mr. Sires stated Karen Hallowell has done an excellent job and has included a 250<sup>th</sup> Celebration section. Mr. Sires stated we have ordered more this year as we think a lot of people will be interested in the 250<sup>th</sup> information.

Mr. Sires stated the codification project is in the final draft form stage; we will put it on the web and will be available for review. Mr. Sires stated he hopes to have it on the ballot next year.

Mr. Sires stated he spoke with Tom Earle regarding the Conway Town Beach; we are going to work together to create a neater sign at the Town Beach.

Mr. Sires stated the Intervale Lighting Precinct did vote to discontinue; however, they will continue to function until July 1. Mr. Sires stated if the voters approve the operating budget there is money in there to assume their responsibilities; if the operating budget fails and goes to the default budget, we will have to review what happens at that time.

Mr. Sires stated he notified the low bidder of the Town Hall Feasibility Study that there would be no town hall feasibility study.

Mr. Colbath stated the Board tabled an item from the last agenda that is not on this agenda. Mr. Sires stated he would look into it.

### BOARD REPORTS AND COMMENTS

Mr. Porter stated the Planning Board met last week; they approved enclosing a deck at Deacon Street Restaurant on Seavey Street and extended the conditional approval for the Fandangle's site for 6-months.

Mr. Colbath stated there were no ZBA applications, so they will not be meeting this month; and the Budget Committee will be meeting on March 30, 2016.

Mr. Thibodeau stated the Airport is having the engineering done for pavement in front of terminal building; and there will be a meeting regarding grant money. Mr. Colbath commended Mr. Thibodeau for doing an excellent job representing the airport at Town Meeting.

Ms. Seavey stated that she had nothing to report.

Mr. Weathers stated the Conway Conservation Commission will be meeting tomorrow night.

### PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer of the Conway Daily Sun asked who are some of the small non-profit organizations that would be effected. The Board did not know. Mr. Thibodeau asked if there could be a legally, binding contract the non-profits could sign. Mr. Sires stated he would look into that.

Mr. Thibodeau asked if the Board should be putting together a Building Committee for a new Town Hall. Mr. Weathers stated at some point in time we are going to need to look at it; we need to determine if there is a need, and if there is, then the location. Mr. Thibodeau stated we are losing the library bond this year so this would be a good time to look into it as there would be no increase to the tax payers. Mr. Thibodeau stated he is convinced it would cost very little money from what they are spending today. Mr. Weather suggested getting through the elections and then discussing.

### ADJOURN

At 4:50 p.m. the meeting adjourned at the call of the Chair.

Respectfully submitted,

Holly Meserve, Recording Secretary