

**Minutes of Meeting**  
**CONWAY BOARD OF SELECTMEN**  
April 7, 2015

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 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. Stacy, to approve the agenda. The motion carried unanimously.**

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

- a. \$200 from Marina Tiney to the Town of Conway for Police Badges

Police Lieutenant, George Walker, joined the meeting. Lt. Walker reviewed the donation of \$200 received for badges and asked that the Board accept same and put this in the uniform line. Mr. DiGregorio stated there were several donations made for badges and questioned if anymore are needed. Lt. Walker stated not at this time. **Ms. Sand moved, seconded by Mr. Thibodeau, to accept the \$200 from Marina Tiney to the Town of Conway graciously for police badges. The motion carried unanimously.**

PUBLIC HEARING: TO ACCEPT AND DESIGNATE A SPECIFIC PURPOSE  
FOR THE USE OF THE FOLLOWING UNANTICIPATED REVENUE

- a. \$35,499.48 from Wadsworth Woodlands to the Town of Conway

Mr. Weathers opened the public hearing at 4:08 p.m.

Mr. Sires reviewed a memo in the Board's agenda packet regarding the Marshall property logging and the agreement that any amount over \$225,000 would come to the town. (See attached). Mr. Sires next reviewed that \$12,056.00 of the \$35,499.48 would go to the general fund and \$23,443.48 will go to the Conservation Commission land acquisition account.

Mr. Weathers asked for public comments or questions. There were none. Mr. Weathers closed the public hearing at 4:10 p.m.

**Ms. Sand moved, seconded by Ms. Seavey, that we accept the unanticipated revenue from Wadsworth Woodlands to the Town of Conway of which \$12,056.00 will go to the general fund and \$23,448.48 goes to the Conservation Commission Land Acquisition Account. The motion carried unanimously.**

REVIEW AND CONSIDERATION OF PROPOSED AMENDMENT TO NON UNION  
PERSONNEL MANUAL REGARDING SALARIED TEMPORARY EMPLOYEES

Mr. Sires reviewed a proposed amendment to the Non Union Personnel Manual regarding salaried Temporary Employees (see attached). There was brief discussion by the Board. **Ms.**

**Sand moved, seconded by Ms. Seavey, to approve the change to the Personnel Manual to reflect the amendment regarding salaried temporary employees. The motion carried unanimously.**

#### FINAL REPORT ON 2014 REVALUATION – TOM HOLMES

Tax Assessor, Tom Holmes, joined the meeting. Mr. Holmes reviewed correspondence from the NH DRA regarding the 2014 Assessment Review and the USPAP Report for the Town of Conway with the Board.

#### REVIEW AND APPROVAL OF 2014 EXPENDITURES

Finance Director, Lilli Gilligan, joined the meeting. Ms. Gilligan reviewed the 2014 Expenditures report with the Board. There was a brief discussion by the Board. Ms. Sand stated good job to the town for staying on budget. Ms. Sand also commented that staff should also use training funds as it is important for people to get refreshed and get new ideas. Ms. Gilligan next advised that the remainder of the funds not spent will go to fund balance. Ms. Gilligan next advised that these figures have been audited although no report has been received from the auditors yet. **Ms. Sand moved, seconded by Ms. Seavey, to approve the expenditures for 2014 as presented and as per the audit. The motion carried unanimously.**

#### REVIEW AND CONSIDERATION OF DRAFT LETTER REGARDING TOWN WIDE ENERGY COMMITTEE

Mr. Sires reviewed that at that last meeting it was agreed that a letter would be drafted to be sent to the school and precincts regarding interest in a town wide energy committee. Mr. Sires reviewed the draft letter with the Board. Ms. Seavey questioned language in the letter that says participate in energy conferences and where will the funds come from for this. Ms. Sand stated that some conferences are free and others are around \$35 and that some members may also pay for the conferences themselves. Mr. Weathers pointed out that there is nothing in the budget this year for these conferences. Mr. Sires stated there is no funding associated with this at this point –there is no commitment. There was further brief discussion by the Board. **Mr. Thibodeau moved, seconded by Ms. Sand, to send the letter to the municipal entities within the Town of Conway. The motion carried unanimously.**

#### CDBG REQUEST FOR RELEASE OF FUNDS AND CERTIFICATION FOR CONWAY PINES II AFFORDABLE SENIOR HOUSING PROJECT

- a. Designate authorized signatories
- b. Approval of documents

Mr. Sires briefly reviewed the Conway Pines II project. Mr. Sires advised that part of the money for the project will come from the CDBG program and they need to start drawing down funds to start the project and signers are needed for the documents. Mr. Sires requested that the Chair of the Board of Selectmen and the Finance Director be the designated signers. **Ms. Sand moved, seconded by Mr. Thibodeau, that the Town Finance Director and the Chair of the Board of Selectmen be the signatures for the CDBG correspondence. The motion carried unanimously.**

**Ms. Sand moved, seconded by Mr. Thidodeau, to approve the request for the release of funds for Conway Pines II Affordable Senior Housing Project. The motion carried unanimously.**

NH DEPARTMENT OF SAFETY/HOMELAND SECURITY AND  
EMERGENCY MANAGEMENT- GRANT TO UPDATE LEOP

- a. Designate authorized signatories
- b. Approval of documents

It was agreed that this agreed that this agenda item would be carried to the next agenda.

SIGNING OF DOCUMENTS

- a. Application for Current Use Tax Map/Lot 272-13
- b. Application for Current Use Tax Map/Lot 272-262
- c. Certification of Yield Taxes Assessed Tax Map/Lot 257-1
- d. Certification of Yield Taxes Assessed Tax Map/Lot 261-1.7
- e. Current Use Land Use Change Tax Collector's Warrant Tax Map/Lot 223-12
- f. Current Use Land Use Change Tax Collector's Warrant Tax Map/Lot 223-13
- g. Current Use Land Use Change Tax Collector's Warrant Tax Map/Lot 263-1.1
- h. Current Use Land Use Change Tax Collector's Warrant Tax Map/Lot 263-1.2
- i. Current Use Land Use Change Tax Collector's Warrant Tax Map/Lot 264-70
- j. Land Use Change Tax Tax Map/Lot 223-12
- k. Land Use Change Tax Tax Map/Lot 223-13
- l. Land Use Change Tax Tax Map/Lot 263-1.1
- m. Land Use Change Tax Tax Map/Lot 263-1.2
- n. Land Use Change Tax Tax Map/Lot 264-70
- o. Notice of Intent to Cut Wood or Timber Tax Map/Lot 259-104
- p. Permanent Application for Property Tax Credits/Exemptions Tax Map/Lot 202-144
- q. Permanent Application for Property Tax Credits/Exemptions Tax Map/Lot 262-83.004
- r. Permit to Sell Raffle Tickets/Kismet Rock Foundation – Drawing 5/19/15
- s. Permit to Sell Raffle Tickets/MWV Old Car Club – Drawings every other Monday 5/25-8/31/15
- t. Permit to Sell Raffle Tickets/Vaughan Community Service – Drawing 6/27/15
- u. Permit to Sell Raffle Tickets/MWV Old Car Club – Drawing 9/13/15
- v. Timber Tax Levy Tax Map/Lot 261-1.7, 260-58 and 257-1

**Ms. Sand moved, seconded by Mr. DiGregorio, to sign the Application for Current Use Tax Map/Lot 272-13, Application for Current Use Tax Map/Lot 272-262, Certification of Yield Taxes Assessed Tax Map/Lot 257-1, Certification of Yield Taxes Assessed Tax Map/Lot 261-1.7, Current Use Land Use Change Tax Collector's Warrant Tax Map/Lot 223-12, Current Use Land Use Change Tax Collector's Warrant Tax Map/Lot 223-13, Current Use Land Use Change Tax Collector's Warrant Tax Map/Lot 263-1.1, Current Use Land Use Change Tax Collector's Warrant Tax Map/Lot 263-1.2, Current Use Land Use Change Tax Collector's Warrant Tax Map/Lot 264-70, Land Use Change Tax Tax Map/Lot 223-12, Land Use Change Tax Tax Map/Lot 223-13, Land Use Change Tax Tax Map/Lot 263-1.1, Land Use Change Tax Tax Map/Lot 263-1.2, Land Use Change Tax Tax Map/Lot 264-70, Permanent Application for Property Tax Credits/Exemptions Tax Map/Lot 202-144, Permanent Application for Property Tax Credits/Exemptions Tax Map/Lot 262-83.004, Permit to Sell Raffle Tickets/Kismet Rock Foundation – Drawing 5/19/15, Permit to Sell Raffle Tickets/MWV Old Car Club – Drawings every other Monday 5/25-8/31/15, Permit to Sell Raffle Tickets/Vaughan Community Service – Drawing 6/27/15, Permit to Sell Raffle Tickets/MWV Old Car Club – Drawing 9/13/15 and Timber Tax Levy Tax Map/Lot 261-1.7, 260-58 and 257-1. The motion carried unanimously.**

**Ms. Sand moved, seconded by Ms. Seavey, to sign the Notice of Intent to Cut Wood or Timber for Tax Map/Lot 259-104. The motion carried 4-0-1 with Mr. DiGregorio abstaining.**

CONSIDERATION OF BILLS

- a. Manifest dated 4/9/15

**Mr. Thibodeau moved, seconded by Ms. Sand, to approve and sign the manifest dated 4/9/15. 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)

- a. Pine Tree PTA/15<sup>th</sup> Annual Spring into Spring 5k Race – 5/3/15
- b. White Mountain Waldorf School – May Faire Festival – 5/9/15
- c. MWV Old Car Club/Monday Night Cruise Nights - Monday nights 5/25/15 through 8/31/15
- d. Conway Village Congregational Church/3<sup>rd</sup> Annual Spring Family Festival – 5/30/15
- e. Vaughan Community Svc/Strawberry Festival – 6/27/15
- f. MWV Skating Club/Midnight Owl Run 15K – 8/1/15-8/2/15 (pending insurance)
- g. MWV Old Car Club/MWV 25<sup>th</sup> Annual Car Show – 9/13/15
- h. Bicycle Coalition of Maine/Bicycle Coalition of Maine Cycling Event – 9/17/15
- i. Conway Area Humane Society/Bark in the Park – 9/26/15 (pending insurance)
- j. American Cancer Society/Making Strides Breast Cancer Walk – 10/18/15

**Ms. Sand moved, seconded by Mr. Thibodeau, to approve the special event applications for Pine Tree PTA/15<sup>th</sup> Annual Spring into Spring 5k Race – 5/3/15, White Mountain Waldorf School – May Faire Festival – 5/9/15, MWV Old Car Club/Monday Night Cruise Nights - Monday nights 5/25/15 through 8/31/15, Conway Village Congregational Church/3<sup>rd</sup> Annual Spring Family Festival – 5/30/15, Vaughan Community Svc/Strawberry Festival – 6/27/15, MWV Skating Club/Midnight Owl Run 15K – 8/1/15-8/2/15 pending receipt of insurance, MWV Old Car Club/MWV 25<sup>th</sup> Annual Car Show – 9/13/15, Bicycle Coalition of Maine/Bicycle Coalition of Maine Cycling Event – 9/17/15, Conway Area Humane Society/Bark in the Park – 9/26/15 pending receipt of insurance, and American Cancer Society/Making Strides Breast Cancer Walk – 10/18/15. The motion carried unanimously.**

CONSIDERATION OF MINUTES

There were no minutes for consideration.

TOWN MANAGER REPORT

CDBG Board – Mr. Sires reported he attended at CDBG Board meeting last week.

Drive Time – Mr. Sires reported that he and Lilli Gilligan will be doing the Drive Time radio program tomorrow to talk about the Town Report, Town Meeting, etc.

ESAA – Mr. Sires reported there is an airport board meeting scheduled for Thursday afternoon.

Code Project – Mr. Sires advised he will have a report in May as to where we are with the code project.

Valley Vision – Mr. Sires reported we are working on Valley Vision contracts with area towns.

Transvale – Mr. Sires reported that with regard to Transvale court cases, we still have one lagging case and hopefully this will be concluded soon.

Inspector Position – Mr. Sires advised that an offer has been made to someone for the Inspector position in the public works department.

Attic – Mr. Sires reported that we have started to outfit the attic at town hall for storage of files.

### BOARD REPORTS AND COMMENTS

Sign Committee- Mr. Thibodeau reported that the Sign Committee met last Thursday. The subject they will concentrate on this year is interior lit signs. The next meeting of the committee is scheduled for May 7 at 6:30 pm.

Planning Board – Mr. Thibodeau reported the Planning Board met last week.

Airport – Mr. Thibodeau reported the airport held a meeting at the MWV Observatory last week. Congressman Guinta, and representatives of Congressman Poliquin's office and Senator Susan Collins office were present. Mr. Thibodeau next reported they are trying to secure FAA grant money. Congressman Guinta's office called the meeting and are looking at the airport as a vital part of the Mount Washington Valley and to use the airport for economic development in this area. Town Manager, Earl Sires, Fryeburg Town Manager, Sharon Jackson, NHDOT representatives and the airport executive board were also in attendance at this meeting as well. Representatives of the Maine DOT attended by phone.

Valley Vision – Mr. DiGregorio reported that the Valley Vision Board met recently. This was his last meeting to attend as the Board of Selectmen representative. There was discussion at the meeting of whether to move the Valley Vision office.

Voting Day – Mr. DiGregorio reported that he will be leaving for northern Maine next week for work and will not be able to be at the polls on April 14, 2015.

Moderator – Mr. Weathers suggested sending a letter of thanks to Dot Seybold for running the Deliberative Portion of Town Meeting this year as Moderator. The Board agreed that a letter should be drafted and signed out of session by the Chair.

SB 213 – Mr. DiGregorio reported that SB 213 is trying to establish a committee regarding distribution of rooms and meals. Mr. DiGregorio distributed a copy of SB 213 for the Board to review. Mr. DiGregorio stated he thinks this is something we should support.

### PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer of the Conway Daily Sun asked, with regard to internally lit signs, if this is why they can't have the barber pole in town. Mr. Thibodeau advised they can have a barber pole so long as it is within the limits of the town signage and they can't have an internally lit barber pole.

ADJOURN

At 4:55 pm the meeting adjourned at the call of the Chair.

Respectfully submitted,

Karen J Hallowell  
Executive Secretary