

**Minutes of Meeting**  
**CONWAY BOARD OF SELECTMEN**  
September 15, 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, Carl Thibodeau, 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

Mr. Weathers stated items #6 and #21 have been removed from the agenda. **Mr. Thibodeau moved, seconded by Mr. Porter, to approve the agenda as amended. The motion carried unanimously (3-0-0).**

PRESENTATION ON THE BRETTON WOODS IV CONVOCATION

Stuart Weeks appeared before the Board. Mr. Weeks thanked the Board for making time to meet with him; he would just like to give the Board a glimpse of what is going on at the end of the month. Mr. Weeks stated the Live Free and Prosper will begin on September 29<sup>th</sup> at the Mt. Washington Hotel in Bretton Woods and journey through six communities beginning with the Conway's. Mr. Weeks stated this is similar to a barn raising; and a monetary picture of our nation.

Selectman, Mary Seavey joined the meeting at this time.

Mr. Weeks stated the essence is to call our youth. Mr. Weeks stated New Hampshire spent 77 million dollars in interest on its State debt; over the last decade that is half a billion dollars. Mr. Weeks stated there is a bill before the House that follows North Dakota public state bank. Mr. Weeks stated he is looking forward to coming to the Conway's on September 30<sup>th</sup>; and there will be ads in the paper. Mr. Weeks thanked the Board for their time. Mr. Weathers thanked Mr. Weeks and stated he looks forward to seeing the ad in the paper.

CARROLL COUNTY ADMINISTRATOR

Carroll County Administrator, Ken Robichaud, appeared before the Board. Mr. Robichaud stated he is going around to the different towns to introduce himself and meet people he will be working with. Mr. Robichaud stated our 2.4 million budget has been approved and should get us through the end of the year. Mr. Robichaud stated they will be hiring a new Finance Director; and are actually in the process of making an offer now.

Mr. Robichaud stated the 2013 audit is here and the 2014 audit is currently underway; and they will put out bids for the 2015 audit sometime at the end of the year. Mr. Robichaud stated things are moving forward and we are getting our finances in order.

Ms. Seavey thanked Mr. Robichaud for all the help and support they have given us. Mr. Robichaud stated they will continue to support in the coming years. Mr. Sires asked about the

tax rate. Mr. Robichaud stated an audit was done and will be presented to us in the next few weeks, so it should not hold up the tax rate.

#### COMMERCIAL BUS PARKING IN NORTH CONWAY

This item was removed from the agenda.

#### REVIEW AND CONSIDERATION OF NH DRA FORM MS-535/FINANCIAL REPORT OF THE TOWN

Finance Director, Lilli Gilligan appeared before the Board. Ms. Gilligan reviewed the NH DRA Form MS-535 Financial Report of the Town with the Board. Ms. Gilligan stated this is the DRA's version of the audited figures, which is part of the Department of Revenue's tax rate setting process. Ms. Gilligan stated these numbers jive with the numbers provided back in March; it's late, but it is a completed document.

Ms. Gilligan stated the MS-535 requires the Board's approval and signatures. Ms. Gilligan stated that the Auditors comments regarding the difficulty completing it in timely fashion was the Washington Street project. Ms. Gilligan stated it was a NHDOT project, but money was coming from Conway. Ms. Gilligan stated that the NHDOT sent the reimbursement package to the auditors to assist them in understanding the project more fully. Mr. Sires stated part of the hang up was the Town being reimbursed from the NHDOT. Ms. Gilligan stated it was hard for them to understand.

Mr. Sires asked if the audit was pretty clean. Ms. Gilligan answered in the affirmative; just a long process. **Ms. Seavey moved, seconded by Mr. Thibodeau, to sign the MS-535. The motion carried unanimously (4-0-0).**

#### DISCUSSION OF 4<sup>TH</sup> OF JULY AND CONWAY RECREATION SUMMER PROGRAM BUDGETS

Mr. Sires stated he wanted to give an update and explanation of where we are and where we see both of these items going. Mr. Sires stated they are both suffering from the same situation, and that is being successful. Mr. Sires stated the Fourth of July Celebration was also a part of the 250<sup>th</sup> Celebration; believe we need to continue having the level of police presence this year in the upcoming years. Mr. Sires stated we also need First Responder and Fire Department presence as well as traffic management.

Mr. Sires reviewed the cost of the 4<sup>th</sup> of July celebration; the revenue was \$13,750, but it cost the Town approximately \$28,000 which does not include the cost of the North Conway Fire Department. Mr. Sires stated there was a shortfall; so unless it is downsized we will need to be asking for more Town funding in the future. Mr. Sires stated this is just a heads up; it shows everyone involved did a great job and this is the price tag.

Pat Preece, North Conway Fire Department Chief, stated the level of staff this year was perfect and really needed for that size crowd; and the traffic patterns really worked well. Steve Solomon, Conway Village Fire Department Chief, stated it went very well with no real wrinkle; that is a testament to the amount of planning that was done. Chief Solomon stated we need to keep it at this level. Chief Solomon stated it was also a great emergency management exercise and would encourage us to do it again. Mr. Weathers stated it did seem to go off without a hitch; the little details seemed to work very well and he did not hear any complaints.

Mr. Sires stated that the Conway Recreation Summer Program is also challenged by its success; the program participation has doubled in ten years. Mr. Sires stated there is an increase in staff cost and it is starting to impact the facility now with that many kids. Mr. Sires stated that he is just informing the Board of the success and the challenges that come with it. Mr. Sires stated we may need to raise fees or limit enrollment, but wanted to give the Board a heads up that this will need to be discussed during the budgeting process.

#### APPOINTMENT OF DEPUTY EMERGENCY MANAGEMENT DIRECTOR

Emergency Management Director, Steve Solomon, appeared before the Board. Chief Solomon stated the last Deputy Emergency Management Director was Ed Duffy, but he has moved out of Town and we have been lacking a Deputy for a year. Chief Solomon stated that Matthew Leavitt has expressed interest. **Mr. Thibodeau moved, seconded by Ms. Seavey to appoint Matthew Leavitt as the Deputy Emergency Management Director. The motion unanimously carried (4-0-0).**

#### APPOINTMENT OF TOWN HALL FEASIBILITY COMMITTEE

Mr. Sires reviewed a memo with the Board regarding a Town Hall Feasibility Study Committee. Mr. Sires stated that the purpose of the Committee will be to assess the feasibility of constructing a new town hall. Mr. Sires suggested the membership be two members of the Board of Selectmen; one member of the Budget Committee; one member of the Planning Board; and three citizens. **Mr. Thibodeau moved, seconded by Mr. Porter, to establish a Town Hall Feasibility Committee using the mix of persons recommended by Mr. Sires. The motion unanimously carried (4-0-0).**

#### REQUEST FOR APPROVAL TO SELL TAX ACQUIRED PROPERTY

- a. Tax Map/Lot 214-5 Oak Street
- b. Tax Map/Lot 277-198 West Main Street

Mr. Sires reviewed two properties that were taken by tax deed. Mr. Sires stated they are in the process of removing their personal items from the property. Mr. Sires stated if we decide to sell, within three years of taking they can redeem the property by paying the back taxes and any cost incurred by the Town. Mr. Sires stated that they solicited realtors by bid; received one response from the realtor, Pinkham Realty, that we have been working with. Mr. Sires stated he would recommend continuing with them.

**Ms. Seavey moved, seconded by Mr. Porter, to sell the properties acquired by tax deed located at Tax Map/Lot 214-5 and 277-198. The motion unanimously carried (4-0-0).**

Ms. Seavey asked if the building on Oak Street would be razed. Mr. Sires stated it is leaning that way, but a decision has not yet been made.

#### REVIEW OF MONTHLY RECEIPTS

Monthly receipts were available for the Board to review.

SIGNING OF DOCUMENTS

- a. Abatement Tax Map/Lot 235-11
- b. Certification of Yield Taxes Assessed Tax Map/Lot 260-56
- c. Current Use Land Use Change Tax Collector's Warrant Tax Map/Lot 258-68.10
- d. Land Use Change Tax Map/Lot 258-68.10
- e. Lien Discharge Map/Lot 262-83.060
- f. Notice of Intent to Cut Wood or Timber (Supplemental) – NHDOT Right of Way/  
E Conway Road & Heath Road
- g. Timber Tax Levy Tax Map/Lot 260-56

**Mr. Thibodeau moved, seconded by Ms. Seavey, to sign the Abatement Tax Map/Lot 235-11, Certification of Yield Taxes Assessed Tax Map/Lot 260-56, Current Use Land Use Change Tax Collector's Warrant Tax Map/Lot 258-68.10, Land Use Change Tax Map/Lot 258-68.10, Lien Discharge Map/Lot 262-83.060, Notice of Intent to Cut Wood or Timber (Supplemental) – NHDOT Right of Way/E Conway Road & Heath Road and Timber Tax Levy Tax Map/Lot 260-56. The motion unanimously carried (4-0-0).**

CONSIDERATION OF BILLS

- a. Accounts Payable Manifest 9/17/15
- b. Payroll 9/17/15

**Mr. Porter moved, seconded by Mr. Thibodeau, to approve the Accounts Payable Manifest dated 9/17/15 and Payroll dated 9/17/15. The motion unanimously carried (4-0-0).**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Accounts Payable Manifest 9/3/15
- b. Payroll 9/3/15
- c. Accounts Payable Manifest 9/10/15
- d. Notice of Intent to Cut Wood or Timber - NHDOT Right of Way/E Conway Road & Heath Road

**Mr. Thibodeau moved, seconded by Ms. Seavey, to ratify the Accounts Payable Manifest dated 9/3/15, Payroll dated 9/3/15, Accounts Payable Manifest dated 9/10/15, and Notice of Intent to Cut Wood or Timber - NHDOT Right of Way/E Conway Road & Heath Road. The motion unanimously carried (4-0-0).**

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

- a. North Conway Public Library/Bike for Books – 10/3/15
- b. Sherman Farm/The Maize at Sherman Farm – 9/2/15 to 10/31/15

**Mr. Porter moved, seconded by Mr. Thibodeau, to approve the Special Event Applications for the North Conway Public Library/Bike for Books – 10/3/15 and Sherman Farm/The Maize at Sherman Farm – 9/2/15 to 10/31/15. The motion unanimously carried (4-0-0).**

CONSIDERATION OF MINUTES OF 8/25/15

**Mr. Thibodeau moved, seconded by Mr. Porter, to approve the minutes of 8/25/15 as written. The motion carried with Ms. Seavey abstaining from voting (3-0-1).**

TOWN MANAGER REPORT

Mr. Sires stated they have started the budget process. Mr. Sires stated that he is working on goals with trail development and bike paths; the one question lingering is who is going to maintain. Mr. Sires stated that he is working on memorandums with the trails association, a biking association and snow machine association and the Board will see these soon.

Mr. Sires stated that he sent a memo to the Commissioners in Conway Village regarding the 10-year Transportation Plan. Mr. Sires stated Conway has four projects on list; three we knew about and NDHOT was planning and the new one is the roundabout on Route 16/113 by Conway Public Library, Irving gas station and Echo. Mr. Sires stated the roundabout is ranked #1 in the North Country. Mr. Sires stated there is a proposed 2022 start date; the NHDOT Commissioners will be here for public hearing October 26, 2015.

Mr. Sires stated there are two different designs proposed; one NHDOT has designed and one designed by Town Engineer, Paul DegliAngeli. Mr. Sires stated we would like to see some modeling done in the next couple years to see which design would work best.

Mr. Sires stated there were lands recently dedicated as part of the 250<sup>th</sup> Celebration; the Marshall Conservation Land, the Abenaki Cabins and Camp, and the Redstone Park and Recreation area.

Mr. Sires stated Household Hazardous Waste Day was held this past Saturday; and thanked Jean Simon for overseeing it.

Mr. Sires stated there is a Transportation meeting in Littleton on September 28, 2015; Mount Washington Valley Collaboration starts up again on Friday; the Budget Committee will meet on September 23; and there is a ground breaking for the Conway Pines II building on September 23.

Ms. Seavey stated the dedications are very nice, but very difficult to hear anything. Mr. Sires asked if we should look into a small PA system. Ms. Seavey agreed; and stated it doesn't need to be expensive, but it would make it nicer.

Mr. Sires stated that the Public Works and Recreation Departments have been clearing out the new boulders at the Police Station; it will be spruced up prior to the October 1 dedication.

BOARD REPORTS AND COMMENTS

Mr. Porter stated the Planning Board will be holding a public hearing on September 24 to add a Trails Plan to the Master Plan.

Mr. Thibodeau stated that the Airport had their annual meeting on August 31<sup>st</sup>; it was very well done and received. Mr. Thibodeau stated Congressman Guinta and Councilor Kenney were in attendance as was the NDHOT Aviation.

Mr. Thibodeau stated there is a tremendous amount of interest to bring the Fryeburg Airport into the NH Aviation system; this type of interest could generate federal funding as well as money from the State of NH. Mr. Thibodeau stated there is a new building planned for 2017; we will see what type of funding is available. Mr. Thibodeau stated there was a lot of coverage of the meeting and he thanked Daymond Steer of the Conway Daily Sun for the article written.

Mr. Thibodeau stated the Sign Advisory Committee met last Wednesday. Mr. Thibodeau stated the next meeting is October 1, where they plan to discuss roof signs; a housekeeping issue to have the same type of lighting allowed in the Highway Commercial District allowed in all districts; and internally lit window signs no more than 2 square feet. Ms. Seavey asked if these items are voted on by the Planning Board only or will it go to Town Meeting. Mr. Thibodeau stated they would have to be on the warrant.

Ms. Seavey stated the Economic Council met; they are still moving on the sale of the property. Ms. Seavey stated she is not sure what happened with the bond issue for the roads, but it will be discussed with Mr. Sires. Mr. Sires stated that he did meet with Jac Cuddy and they are looking at a couple of different options; restructure the bond or when we are doing our paving at the Town Hall and Court House we could use same contractor to save money.

Mr. Weathers stated the Conway Conservation Commission met; they are preparing a guideline for trail work on the Marshall Property. Mr. Sires asked if it would be actively managed. Mr. Weathers stated there would be a forest plan, but there will not be a trail system similar to Whitaker Woods; there will be an expanse of some of the historic trails.

#### PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer of the Conway Daily Sun asked what is wrong with Town Hall. Mr. Sires stated we have looked at Town Hall options three times over the past 15 years; there are issues with space, technology and security. Mr. Sires stated the building is old and the electrical system needs updating. Mr. Sires stated they would like a Committee to plan for the next 100 years.

Mr. Steer stated Reach the Beach is happening this weekend and asked if the Board is comfortable. Mr. Sires stated the support vehicles are taking a different route and the runners are not going to cross route 16 until outside of Conway Village; they will then head into Madison on Route 113. Mr. Sires stated the impact on the Village should be a lot less. Mr. Sires stated there will also be officers on duty for traffic and runner control.

Mr. Steer asked about the bank proposal at Bretton Woods. Mr. Weathers stated this is the first we have heard about it.

Mr. Steer asked about the Saco Bridge project. Mr. Sires stated the plan was to close one of the lanes, but figured a way not to do that; however, they may still need to close that lane so they are keeping the option open.

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

This was removed from the Agenda.

ADJOURN

At 5:02 pm the meeting adjourned at the call of the Chair.

Respectfully submitted,

Holly Meserve  
Recording Secretary