

Minutes of Meeting
CONWAY BOARD OF SELECTMEN
September 29, 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), 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. Weathers advised there is one addition to the agenda under Signing of Documents which is a Selectmen's Deed for Map/Lot 276-205. **Mr. Thibodeau moved, seconded by Mr. Porter, to accept the agenda as amended. The motion carried unanimously.**

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

a. \$832.80 from State of NH to Conway PD for Pedestrian/Bicycle Patrol Grant - Lt. Walker of the Conway Police Department appeared before the Board. Lt. Walker reviewed that a grant was received for more money however, due to weather and staffing concerns, they could only use a certain amount which is \$832.00. Lt. Walker requested that the Board accept this amount and put it back in the officer account line. **Mr. Colbath moved, seconded by Mr. Porter, to accept the \$832.80 from the State of New Hampshire to Conway PD for Pedestrian/Bicycle Patrol Grant and that this be put in the officer account line. The motion carried unanimously.**

b. \$8,951.00 from CDFA to Town of Conway for reimbursement for Conway Great Bridge Properties - Mr. Sires reviewed the town was awarded funds to help with the Senior Housing Project. The amount received is to fund administrative costs for the Great Bridge Senior Housing Project in Conway. **Mr. Porter moved, seconded by Mr. Colbath, to accept the \$8,951.00 from CDFA to the Town of Conway for reimbursement for the Great Bridge Senior Housing Project. The motion carried unanimously.**

REVIEW AND CONSIDERATION OF MEMORANDUM OF AGREEMENT BETWEEN TOWN
OF CONWAY AND MOUNT WASHINGTON VALLEY TRAILS ASSOCIATION

Steve Swenson, Nancy Cavalieri, and Bill Aughton of the Mount Washington Valley Trails Association (MWVTA) were present for discussion.

Mr. Sires reviewed that there was discussion held at a public hearing regarding the trail plan for the Master Plan during the most recent Planning Board meeting. Mr. Sires reported that this agreement was brought forward by the MWVTA. They have come forward and advised that they will take care of the trails and work with Town and the proposed Memorandum of Agreement (MOA) presented today would establish this relationship.

Mr. Swenson stated that he has been involved with trails for about 10 to 12 years now. The MWVTA is now looking for a MOA to maintain trails that we have now. The trails do need improvements such as signs, etc. and they are looking for a partnership with the town. There was brief discussion. **Mr. Porter moved, seconded by Ms. Seavey, that we sign the Agreement between the Town of Conway and the Mount Washington Valley Trails Association. The motion carried unanimously.**

VALLEY VISION EQUIPMENT REQUEST

Bill Edmunds, Station Manager for Valley Vision joined the meeting. Mr. Edmunds distributed information to the Board regarding equipment for Wireless HD Transmission. Mr. Edmunds next reviewed the Town received funds from Time Warner Cable and there is still \$64,009.14 in the account. Mr. Edmunds next stated that he would like to spend \$12,390 for the purchase of two wireless transmission systems. Mr. Edmunds next reviewed that the current equipment is not performing well. A company has let them borrow the type of equipment he is proposing be purchased and they have tested it and they got a good signal with the equipment. The current equipment can't get a signal within a couple hundred feet. Mr. Edmunds next explained that they plan to use the proposed equipment for football games and they can use it for other things as well. Mr. Edmunds further explained that any equipment purchases would be owned by the town and not Valley Vision. There was brief discussion with the Board. **Mr. Porter moved, seconded by Ms. Seavey, to grant the request to buy new equipment for \$12,390. The motion carried unanimously.**

REVIEW AND CONSIDERATION OF MS-1 / SUMMARY OF INVENTORY VALUATION

Tax Assessor, Tom Holmes, joined the meeting. Mr. Holmes reviewed the MS-1 and gave a brief overview of valuation. **Ms. Seavey moved, seconded by Mr. Thibodeau, to sign the MS-1/Summary of Inventory Valuation. The motion carried unanimously.**

FUND BALANCE DISCUSSION

Finance Director, Lilli Gilligan, joined the meeting. Ms. Gilligan reviewed tax rate calculations contained in the Selectmen's agenda packets with the Board. Ms. Gilligan reviewed the two scenarios presented of using either \$350,000 or \$400,000 of fund balance to offset taxes. Ms. Gilligan reviewed the amount of fund balance and advised that policy has been in the past not to use all of this as it puts the town in a quandary. Mr. Sires stated that the DRA strongly recommends that certain amounts be retained in fund balance. Either scenario will keep us on the high side, which is not a bad thing. There was discussion by the Board of both scenarios. **Mr. Thiobodeau moved, seconded by Mr. Colbath that we utilize \$350,000 from fund balance. The motion carried unanimously.**

APPOINTMENT OF CONWAY ALTERNATE TO LMWVSWD

Mr. Sires reviewed that the Lower Mount Washington Valley Solid Waste District includes the towns of Albany, Eaton and Conway. In the bylaws, the Town of Conway is afforded three representatives and two alternates. The Chair of the committee has suggested naming Stacy Sand as an alternate as she has served on this committee in the past and Ms. Sand has agreed. **Mr. Colbath moved, seconded by Mr. Porter, that we appoint Stacy Sand as an alternate to the Lower Mount Washington Valley Solid Waste District. The motion carried unanimously.**

SIGNING OF DOCUMENTS

- a. Notice of Intent to Cut Wood or Timber Tax Map/Lot 261-52
- b. Selectmen's Deed Tax Map/Lot 276-205

Mr. Thibodeau moved, seconded by Mr. Porter, to sign the Notice of Intent to Cut Wood or Timber for Tax Map/Lot 261-52 and the Selectmen's Deed for Tax Map/Lot 276-205. The motion carried unanimously.

CONSIDERATION OF BILLS

- a. Accounts Payable Manifest 10/1/15
- b. Payroll 10/1/15

Mr. Thibodeau moved, seconded by Mr. Colbath, to sign the Accounts Payable Manifest dated 10/1/15 and the Payroll dated 10/1/15. The motion carried unanimously.

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Accounts Payable Manifest 9/24/15

Ms. Seavey moved, seconded by Mr. Porter, to ratify the Accounts Payable Manifest dated 9/24/15. The motion 4-0-1 with Mr. Colbath abstaining.

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

- a. Friends of Conway Rec Inc/5th Annual 5k Donut Dash – 10/17/15

Mr. Colbath moved, seconded by Ms. Seavey, to approve the Special Event Application for the Friends of Conway Rec, Inc., 5h Annual 5k Donut Dash scheduled for 10/17/15. The motion carried unanimously.

CONSIDERATION OF MINUTES 9/15/15

Mr. Thibodeau moved, seconded by Ms. Seavey, to approve the minutes of 9/15/15 as written. The motion carried 4-0-1 with Mr. Colbath abstaining.

TOWN MANAGER REPORT

Jean Simon Retirement - Administrative Assistant, Jean Simon, appeared before the Board. Mr. Sires reported that Ms. Simon has been with the town about 10 years and is retiring and he wanted to thank her for her years of service. There was a round of applause for Ms. Simon.

North Country Council – Mr. Sires reported that he attended a Transportation Advisory Committee meeting yesterday at North Country Council. Mr. Sires next reviewed that the Governor's Advisory Council on Intermodal Transportation (GACIT) hearing will be held next on October 26, 2015 at 8:00 am here at town hall.

Redstone Railroad Track – Mr. Sires stated that the work that is going on in Redstone around the railroad track is part of the regular maintenance that the NH Bureau of Rails has going on.

Trail Plan/Master Plan – Mr. Sires reviewed that the Planning Board held a public hearing recently on a proposed Trail Plan for the Master Plan. Selectmen Porter supported the plan and Planning Board member Ray Shakir had some concerns regarding landowners. The language will be reworked to reflect concerns.

250th Anniversary – Mr. Sires reported the town has been developing a small park to include a boulder over by the police station. Highway Foreman, Andrew Smith, and recreation staff have been working on this to have it ready for the town's 250th Anniversary ceremony scheduled for October 1, 2015.

Recodification Project – Mr. Sires reported that he has sent changes over to the code company and we should hear back from them by January on same.

MWV Roundtable – Mr. Sires reviewed that the MWV Roundtable Collaborative meeting was held the other day. He will get information to the Board from this meeting.

Paving/Route 302 – Mr. Sires reported the state paving work will not be done by Fryeburg Fair but the contractor is required not to work or to block traffic for the fair week. They will be back after the fair. They can however, do some work on the sides of the road so long as they don't restrict traffic.

Grove Street – Mr. Sires reported that Loretta Herlihy and Peggy Light came in to see him. They live on Grove Street across North-South Road and are very concerned about crossing the road and have had several close calls in this area. Mr. Sires advised that he suggested to Mses. Herlihy and Light that they go to the police station and report this and they will be doing this. Mr. Sires next advised that Mses. Herlihy and Light also would like to see at four way stop sign at this intersection and so he is bringing this to the Board's attention and to ask that it be thought about.

BOARD REPORTS AND COMMENTS

Planning Board – Mr. Porter reported a public hearing was held at the Planning Board meeting last Thursday regarding hiking trails. Tom Irving will be working on the verbiage for this proposed plan. Mr. Porter stated that he feels it is important to incorporate a trails plan into the Master Plan.

Conway Village Sidewalks – Mr. Porter stated there has not been another meeting regarding the sidewalks in Conway Village. We are waiting for the Commissioners of the Fire Precinct to provide a date.

ZBA – Mr. Colbath stated that there were no ZBA applications this month and no meeting.

Budget Committee – Mr. Colbath reported there was a Budget Committee meeting last week; however, he was unable to attend as he was away.

Sign Committee – Mr. Thibodeau reported that the sign Committee will meet on October 1, 2015 and he believes it will be the last meeting. The Sign Committee has three recommendations for the Planning Board to put forward on the warrant next year.

ESAA – Mr. Thibodeau reported the Airport Executive Committee met last week. They are in the process of putting together a scoping meeting for the terminal area.

Town Hall – Mr. Thibodeau stated that he received feedback from various individuals on a new proposed town hall or the formation of a committee to look at same. Mr. Thibodeau stated that he has a suggestion. We are not engineers, builders, etc and suggests that we put out an RFP for an engineering study that would also include a remodel and not just a structural analysis. Also we should have a small committee to develop a program where the engineer we choose does an electrical, structural, etc. analysis. This person should give us a list of the amount of offices needed, alarm system, video surveillance, etc, and include any and all things we need for a new town hall. Mr. Thibodeau stated he feels this study should also include the old Echo building. He feels we should take a second look at that building to see if it can be remodeled to suit our needs. Mr. Thibodeau next stated that Madison renovated an old building and it was 60% of what a new building would have cost. He feels we have an old building here with a lot of character and it fits well in Center Conway. Mr. Thibodeau next stated that what he has read in the paper on this matter is pretty much negative. If we put in a warrant article that says we need a new town hall –then we also need an analysis and, also, to explore current options; otherwise, people are not going to be receptive and this will go down in flames if there is not a documented analysis. Also, we have to rule out not using the building we have. Mr. Thibodeau next stated that he would like to see an RFP put forward to hire an individual and that this be on the next warrant so we will be ready to move forward with an analysis in 2017 with viable and valid information.

Mr. Weathers questioned what figure he would like to see in the warrant article for the RFP. Mr. Thibodeau stated it would be whatever figure came back on the RFP –this is what we would put in the warrant article. We could put the RFP out now and tentatively select someone pending approval of the voters.

Mr. Porter stated that he agrees with Mr. Thibodeau and that it makes perfect sense as to what he has presented today. Mr. Porter further added that he knows a lot of people don't want to see this building not be the town office. Mr. Colbath stated he feel this is a good idea for this step to happen first. Ms. Seavey stated that she also agrees with what Mr. Thibodeau said but that we should not put too much emphasis on remodeling the building next door unless we own it and if the price is right. Unless we own that building she does not see putting thought into that building. Mr. Thibodeau stated this is why we should have it explored as we don't want to buy it unless we can use it. The building needs an analysis done of all the systems, electrical, etc and to see if there is enough room.

Mr. Colbath stated we do need to move forward and explore opportunities. Mr. Colbath next stated that the town was asked previously to purchase land over by the police department to house a new town hall and we have the land there. It would be logical if we are going to have a new building to have it there.

There was further brief discussion by the Board. **Mr. Thibodeau moved, seconded by Mr. Porter, to have staff prepare a draft RFP to accomplish this task and at that point we will choose the best bidder and forward this on to the warrant.** Mr. Sires questioned if this RFP is to look at alternatives such as remodeling, rehabbing, another building, etc. Mr. Thibodeau responded in the affirmative. There was next further discussion of the scope of the RFP, buildings to look at, rehab or build, etc. Mr. Sires suggested that we draft an RFP for the Board to review but we need to know if it is just for a rehab or if it should be for another building. Mr. Thibodeau stated we need to know if we can rehab and if the rehab is enough for our needs. Mr. Sires stated he will set it up so that it will be a series of studies. The Board agreed.

The Board further agreed that the draft RFP should be brought back to the next meeting. **Mr. Thibodeau amended the motion, seconded by Mr. Porter, to have Earl Sires and staff prepare a draft RFP for a feasibility study for the existing town hall and at that point we will choose the best bidder and forward this on to the warrant. The motion carried unanimously**

250th Anniversary – Mr. Weathers reported the 250th Anniversary ceremony is scheduled for October 1, 2015 at 1:00 pm and all are invited to attend.

200th Anniversary - Mr. Weathers next reported that we Nancy Williams of Eaton found a commemorative plate from the town's 200th anniversary and has given it to the town of Conway. Mr. Sires stated that Peter Samuelson came in to town hall and advised that his mother, Topsy Samuelson, had designed the winning logo for the 200th anniversary of the town. Mr. Samuelson also dropped off a commemorative towel with historic sites on it and this is from the 200th anniversary as well. Mr. Sires next advised that Mr. Samuelson also brought in a children's book illustrated by his mother regarding the Cog Railroad and this will be donated to the library.

PUBLIC COMMENTS AND MEDIA QUESTIONS

There were no public comments or media questions.

ADJOURN

The meeting adjourned at 5:28 at the call of the chair.

Respectfully submitted,

Karen J Hallowell
Executive Secretary