

Minutes of Meeting
CONWAY BOARD OF SELECTMEN
November 29, 2016

The Selectmen's Meeting convened at 4:02 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 Executive 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 as amended. The motion carried unanimously.

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

a. \$200.00 to the Town of Conway for the Damon O'Neal Scholarship Trust Fund from Fidelity Charitable/John and Alice Pepper Fund

b. \$3,049.57 from Primex to the Town of Conway – Insurance claim payment for repair of cruiser

c. \$3,340.00 from the NH Division of Historical Resources to the Town of Conway - Reimbursement for National Register Historian

Mr. Weathers reviewed the unanticipated revenues received by the Town with the Board.

Mr. Colbath moved, seconded by Mr. Porter, to accept unanticipated revenue in the amount of \$200.00 to the Town of Conway for the Damon O'Neal Scholarship Trust Fund from Fidelity Charitable/John and Alice Pepper Fund. The motion carried unanimously.

Mr. Colbath moved, seconded by Mr. Porter, to accept the unanticipated revenue in the amount of \$3,049.57 from Primex to the Town of Conway for an insurance claim payment for repair of a cruiser. The motion carried unanimously.

Mr. Colbath moved, seconded by Mr. Porter, to accept the unanticipated revenue of \$3,340.00 from the NH Division of Historical Resources to the Town of Conway for reimbursement for the National Register Historian. Mr. Colbath questioned if this was in regard to the warrant article in 2016. Mr. Smolen responded in the affirmative and gave a brief overview of the grant. The motion carried unanimously.

CONSIDERATION OF PROPOSED LAND SWAP BETWEEN THE NORTH
CONWAY COMMUNITY CENTER AND THE TOWN OF CONWAY

Attorney Randy Cooper was present on behalf of the North Conway Community Center.

Mr. Sires reviewed that the Board has received recommendations from the Planning Board and the Conservation Commission on this matter. The Board has also held two public hearings. A proposed motion was prepared by Mr. Cooper and a copy of same is in the Board agenda

packet. **Mr. Porter moved, seconded by Mr. Colbath, to approve a boundary line adjustment with the North Conway Community Center, as recommended by the Conservation Commission and Planning Board, and the subject of public hearings on November 1, 2016, and November 15, 2016. Specifically, upon approval of the boundary line adjustment plan by the Planning Board, the Selectmen are hereby authorized to accept a deed from the North Conway Community Center for its one-half (1/2) interest in Parcel A and to execute a deed from the town conveying its one-half (1/2) interest in Parcel C to the North Conway Community Center. The motion carried unanimously.**

Mr. Cooper stated that this will now go to the Planning Board for the Boundary Line Adjustment and questioned if Earl Sires is authorized to sign the Planning Board application on behalf of the town as an applicant. **Mr. Porter moved, seconded by Ms. Seavey, that Earl Sires sign the Planning Board application for the Town out of session.** Mr. Sires reviewed that this will be for the boundary line adjustment. **Motion carried unanimously.**

REVIEW AND CONSIDERATION OF THE NON PRECINCT FIRE
AGREEMENT WITH CONWAY VILLAGE FIRE DISTRICT

Conway Village Fire Chief, Steve Solomon, was present for discussion.

Mr. Sires reviewed a copy of the proposed Non Precinct Fire Agreement between the Town of Conway and Conway Village Fire Department. Mr. Sires reviewed the changes made to the proposed agreement. Mr. Sires recommending signing the proposed agreement. Chief Solomon stated this is on the Conway Village Fire District Commissioners agenda for Thursday and it is his understanding they will be signing same.

Mr. Colbath moved, seconded by Mr. Porter, to sign the Non Precinct Fire Agreement between the Town of Conway and the Conway Village Fire District. Mr. Thibodeau questioned what happens if the precinct boundary changes in the future as requested by the Conway Village Fire District. Chief Solomon stated that his take is that it doesn't really affect the agreement. The District thought they were asking for the entire C9 area but it turns out it is not the entire area but it doesn't limit it. The non precinct payment would decrease and the tax assessment would increase for the area acquired.

Mr. Colbath next asked if there was a legal review of the agreement. Mr. Sires reviewed that we had Board of Selectmen representatives and Stacy Sand and Bob Barriault helped out with this and we had several meetings. Also, he, Lilli and Steve sat down and ended up putting this together. Also, the contract is similar to before, but we could send for a legal opinion if the Board chooses to do so. Mr. Colbath next questioned if Chief Solomon feels the Commissioners will sign. Chief Solomon advised that he cannot speak for them but feels at this point they will sign as the changes made have been discussed. Mr. Sires next reviewed that the Agreement will also have to be approved by the voters in April and would not be effective until 2018. **The motion carried unanimously.**

CONSIDERATION OF ENCUMBRANCE OF FUNDS IN THE AMOUNT
OF \$1,996.00 FOR RECODIFICATION PROJECT

Finance Director, Lilli Gilligan, was present for discussion.

Mr. Sires reviewed that the recodification project was a warrant article last year and the recodification project has been ongoing and should be ready to go to the next town meeting. We have one payment to pay next year and have to hold the money over to next year. Ms. Gilligan explained that monies have to be expended or encumbered. **Mr. Colbath moved, seconded**

by Mr. Porter, to encumber the funds of \$1996.00 for the codification project. The motion carried unanimously.

BUDGET REVIEW

Planning and Zoning - Mr. Sires gave an overview of the proposed 2017 Planning and Zoning budget to the Board.

Inspections - Mr. Sires gave an overview of the proposed 2017 Inspections budget. There was a brief discussion regarding fees and revenues. Ms. Seavey asked about the receptionist position. Ms. Gilligan reviewed that this position is shared with other departments.

Health – Mr. Sires gave an overview of the proposed 2017 Health budget. Mr. Sires further reviewed that our Building Inspector also acts as our Health Inspector.

Assessing – Tax Assessor, Tom Holmes, gave an overview of the proposed 2017 Assessing budget.

Elections and Registrations – Town Clerk/Tax Collector, Rhoda Quint, joined the meeting. Mr. Quint reviewed the proposed 2017 Elections and Registration budget with the Board. Ms. Quint next advised that there was a new voting booth this year, a “Franklin Quad” and they cost approximately \$1,100 each. Our current booths are wearing out and, over time, she would like to replace 12 booths per year for the next several years (3 units of 4).

Mr. Weathers next commented that with the turnout of voters this year, he did not see a backlog of people going into booths. Ms. Quint advised that the state requirement is that for every 100 voters that we have one voting booth. Mr. Colbath asked about future voting and if it might be electronic. Ms. Quint commented that she did not think so for New Hampshire. There are problems with electronic voting and New Hampshire will probably stay with paper ballots. Ms. Quint next advised that the Secretary of State's office is however looking into tablets to check people in for voting in the future. There was next a brief discussion of absentee voting.

Finance - Finance Director, Lilli Gilligan, gave an overview of the proposed 2017 Finance budget to the Board.

Insurance - Ms. Gilligan gave an overview of the proposed 2017 Insurance budget. Ms. Gilligan reviewed that the increase is due to the change in renewal date.

Employee Benefits – Ms. Gilligan gave an overview of the proposed 2017 Employee Benefits budget. Ms. Gilligan reviewed that health insurance increased 3.8% for 2017 and that the Town of Conway has one of the lowest increases in insurance for the state through Health Trust. There was no increase in dental. There was next brief review and discussion of employee sick leave incentive and earned benefits.

Library – Library Director, David Smolen, and Library Trustees Chair, David Page appeared before the Board. Also present was Library Trustee, Lucy Philbrick.

Mr. Page and Mr. Smolen distributed and reviewed a revised copy of the library proposed 2017 budget. There was discussion by the Board and the Library representatives regarding reductions in technology to accommodate for personnel changes. There were concerns from the Board that this would cause increases in the future when those reduced lines would be increased again. Mr. Smolen stated that you will not see an increase in the tech line next year and he gives the Board his word on this.

There was next brief discussion regarding employee insurance costs for the library. It was agreed that Ms. Gilligan would look at the insurance costs and report back to the Board.

Ms. Philbrick pointed out that the employee that will be going from part time to full time will now be eligible for NH Retirement. There was brief discussion with the Board on this matter. Ms. Philbrick advised that she did not support this budget as a Trustee as it adds someone to the NH Retirement System and questioned if the 8 hour increase justifies the expense.

Mr. Smolen next reviewed library revenue increases with the Board.

REVIEW OF RECEIPTS

Receipts were available for the Board's review.

SIGNING OF DOCUMENTS

- a. Abatement Tax Map/Lot 219-32
- b. Abatement Tax Map/Lot 277-135
- c. Notice of Intent to Cut Wood or Timber Tax Map/Lot 202-178
- d. Notice of Intent to Cut Wood or Timber Tax Map/Lot 259-3
- e. Notice of Intent to Cut Wood or Timber Tax Map/Lot 263-58.3

Mr. Colbath moved, seconded by Mr. Porter, to sign the Abatement for Tax Map/Lot 219-32, Abatement for Tax Map/Lot 277-135, Notice of Intent to Cut Wood or Timber for Tax Map/Lot 202-178, Notice of Intent to Cut Wood or Timber for Tax Map/Lot 259-3, Notice of Intent to Cut Wood or Timber for Tax Map/Lot 263-58.3. The motion carried unanimously.

CONSIDERATION OF BILLS

- a. Accounts Payable Manifest 12/1/16

Mr. Colbath moved, seconded by Mr. Porter, to sign the Accounts Payable Manifest dated 12/1/16. The motion carried unanimously.

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Accounts Payable Manifest 11/23/16
- b. Payroll 11/23/16

Ms. Seavey moved, seconded by Mr. Porter, to ratify the Accounts Payable Manifest dated 11/23/16 and Payroll dated 11/23/16. The motion carried 4-0-1 with Mr. Colbath abstaining.

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

There were no Special Event Applications to consider.

CONSIDERATION OF MINUTES: 11/15/16

Mr. Colbath moved, seconded by Mr. Thibodeau, to approve the regular and non public minutes of 11/15/16 as written. The motion carried unanimously.

TOWN MANAGER REPORT

ESAA – Mr. Sires reported that an ESAA Board meeting is scheduled for December 8, 2016.

LED Lights – Mr. Sires reported that he is still waiting to hear back from the NH Electric Cooperative about the rate information to convert to LED lights.

CDBG – Mr. Sires reported that the CDBG meeting scheduled for December was canceled.

North Country Council – Mr. Sires reported that the North Country Council meeting scheduled for this month was canceled.

Vaughn – Mr. Sires reviewed that he did a walk through at the Vaughn Food Pantry recently. They are outgrowing their space and they have asked whether the town had space. The Vaughn Food Pantry is an important function and they are challenged on space and he is sure they would appreciate any ideas people have regarding this matter. Mr. Colbath commented that the issue is space and, also, that the Daycare Center is growing and this is not a good mix. They need to make sure the daycare center is secure and, also, have an exit and entry for the food pantry. Ms. Seavey questioned if they are looking at temporary or permanent space. Mr. Colbath stated permanent space.

BOARD REPORTS AND COMMENTS

Planning Board – Mr. Porter reported that the Planning Board meets next week on December 8, 2016.

Historic District Commission – Mr. Porter reported that the Historic District Commission met a few weeks ago. Also, since that meeting, Mark Hounsell is stepping down from this committee due to his newly elected position as a County Commissioner. Mr. Porter next asked this Board how they want to fill the vacancy as the Board of Selectmen makes the appointments to the Historic District Commission. Mr. Weathers suggested that the Commission look for people who are interested and submit a recommendation to this Board. All agreed. Mr. Porter next reported that the Historic District Commission meets next on December 14, 2016.

ZBA – Mr. Colbath reported the ZBA has no applications and there is no meeting scheduled for December.

Budget Committee – Mr. Colbath reported the Budget Committee is scheduled to meet on December 14, 2016.

ESAA – Mr. Thibodeau reported the ESAA full Board is scheduled to meet on December 8, 2016 at 7pm. Mr. Thibodeau next reported that the pavement in the ramp parking area in front the terminal building is down and buttoned up for the year.

Meeting with Governor Elect Sununu – Mr. Thibodeau reported that he and Paul DegliAngeli went to Concord on Monday to meet with Governor Elect Sununu and to talk about the airport and they also had a brief discussion about moving the Main Street project in Conway forward and getting it all done at once. The Governor Elect understood their concerns.

MWVECC – Ms. Seavey reported that the MWVEC had their annual meeting and dinner two weeks ago and it was very successful.

Conservation Commission – Mr. Weathers reported the Conservation Commission met in November.

Overtime/Highway Department – Mr. Weathers commented that the highway crew was called out Thanksgiving weekend due to winter weather and so we will not see the same savings in the budget as last year regarding overtime.

Tree Lighting – Ms. Seavey reported there is a tree lighting planned for this Saturday in Conway Village.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Mr. Steer asked if there was any update on the Route 16 project. Mr. Sires stated we are trying to get this organized and planned as one project. Mr. Sires also noted that the previous “dog bone” project was determined to not be able to handle traffic at peak; however, intersection modifications would. There was next brief discussion regarding the NHDOT 10 year plan and whether modifications will need to be made to include this change.

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

At 5:29 pm, **Mr. Thibodeau moved, seconded by Ms. Seavey, to go into non public session under NH RSA 98-A:3,II(d) to discuss a real estate matter.** The non public session included Town Manager, Earl Sires, Tax Assessor, Tom Holmes, Realtor, Greydon Turner, and Recording Secretary, Karen Hallowell. **The motion carried by unanimous roll call vote.**

The Board returned to public session at 5:56 pm. **Mr. Colbath moved, second by Mr. Thibodeau, to seal the minutes of this non public session. The motion carried unanimously.**

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

At 5:57 pm, **Mr. Colbath moved, seconded by Mr. Thibodeau, to go into non public session under NH RSA 98-A:3,II(c) to discuss a tax matter.** The non public session included Town Manager, Earl Sires, Tax Assessor, Tom Holmes, and Recording Secretary, Karen Hallowell.

At 6:01 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 6:02 pm, the meeting adjourned at the call of the Chair.

Respectfully submitted,

Karen J. Hallowell
Executive Secretary