

Minutes of Meeting
CONWAY BOARD OF SELECTMEN
December 8, 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, John Colbath and Steven Porter, Town Manager, Earl Sires, and Recording Secretary, Karen Hollowell.

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. The motion carried unanimously.

REVIEW OF 250TH ANNIVERSARY CELEBRATION

Janice Crawford, Executive Director of the Mount Washington Valley Chamber of Commerce, joined the meeting.

Ms. Crawford stated thank you to the Town of Conway Board of Selectmen and the Conway citizens for the \$20,000 budget for the 250th anniversary celebration. Ms. Crawford reviewed a list of committee members and a list of events that occurred throughout the year.

Ms. Crawford next presented a Time Capsule for the 250th anniversary and asked that if anyone has any items to put in the capsule to please contact her by December 15, 2015. The Town will be burying the capsule at some point and she believes it will be in Founders Park.

Mr. Weathers stated thank you on behalf of the Board of Selectmen. Mr. Weathers next commented that all of the events during the year seemed to go off without a hitch and that would not have happened without the staff and volunteers.

Ms. Crawford and Mr. Weathers next reminded everyone that the 250th license plates have to come off of your vehicles by the end of this year.

REVIEW OF PROPOSED 2016 BUDGET

Present for discussion were Public Works Director, Paul DegliAngeli; Finance Director, Lilli Gilligan; Library Director, David Smolen; Library Trustees, Mark Hounsell and Bill Marvel; Police Chief, Ed Wagner; Police Lieutenants, George Walker and Chris Mattei; Police Commissioner, Rodney King; and Valley Vision Station Manager, Bill Edmunds.

Capital Reserve Funds (CRF) – Mr. DegliAngeli first reviewed the Infrastructure CRF with the Board. Mr. Thibodeau asked about West Main Street reconstruction and if it could go a short distance into old North Road. Mr. DegliAngeli stated that this is an alternative in the bid documents. There is a catch basin in the bid document. Mr. Thibodeau next discussed new puddling that is occurring in this area. Mr. DegliAngeli stated that this is due to fill that someone put on the property at the corner. They raised the shoulder and created this situation. We have agreed to put a dry wall catch basin in and this would be done in conjunction with the district.

We have added this as an alternative in the bid and hope we can do it in 2016 otherwise it will be done in the next season. Mr. Colbath stated there are six projects for 2016 and questioned who will be doing the work. Mr. DegliAngeli stated there are five major projects and some will be contracted out. The town will do VFW and Pollard.

Mr. DegliAngeli next reviewed the Highway Equipment CRF. There were no questions or comments.

Mr. DegliAngeli next reviewed the Solid Waste CRF. Mr. DegliAngeli discussed the purchase of a Screen All piece of equipment. Mr. Thibodeau asked how much we have been paying to rent this piece of equipment. Mr. DegliAngeli advised about \$8,000 this year. Mr. Colbath asked how much it is used. Mr. DegliAngeli advised it is used all year long.

Mr. DegliAngeli next reviewed the Landfill Expansion CRF. There were no questions or comments.

Mr. DegliAngeli next reviewed the Maintenance of Town Buildings and Facilities CRF. Mr. DegliAngeli discussed LED conversion. Mr. DegliAngeli stated that at this time he is recommending taking it out of all line items and only pursuing it in the storage/highway garage because it is the only one that qualifies for the Smart Start rebate program. The service garage has efficient lights although they are not LED.

Mr. Sires next reviewed the phone system in town buildings and advised that the equipment we have is about 15 to 20 years old. We did have our IT people give us information for a new system for town hall, the police department and library; however he is leaning toward not replacing the system at town hall at this time but the police do need a new system. Mr. Sires next explained that with the phone system we have now we can find phones on line however not from the manufacturer. If we do move forward with the new system it will be about \$20-\$25,000.

Mr. Sires next reviewed that with regard to office renovations in the General Assistance office we are hoping that this will still happen this year but it may not be until next year. Ms. Seavey asked what the renovations are for the General Assistance office. Mr. Sires advised there will be a door into the hallway, a full counter and partition in the office, and replace some doors.

Mr. DegliAngeli next discussed fire protection for the attic. Mr. DegliAngeli stated that this was in the plan for this year and it was taken out as we had other fires to fight and, also, there has been a lot of discussion about town hall. This was left blank for next year and is up to the Board whether to put it back in or not. Mr. Sires suggested this be put on the CRF plan for 2017. Mr. Thibodeau asked the cost. Mr. DegliAngeli advised it is \$18,000. Ms. Seavey asked if the electric was up to code in the attic. Mr. DegliAngeli stated there are code violations on the second floor and the attic. There was next brief discussion of code, etc. Mr. Sires reviewed that over the past years we have made incremental updates but this is also something that will be done in the study that we just are getting proposals for –what would it cost to bring this building up to code. Mr. Sires next stated that we are making reasonable efforts to make improvements but we don't have \$500,000 to do all the work that is needed to bring the building up to code. Mr. Weathers stated that this is why we are getting the information and have put out an RFP for a study for this building.

Mr. DegliAngeli next reviewed that the roof for the library has been taken off the CRF plan and this will be put into a warrant article instead. David Smolen stated that the Trustees

feel that \$50,000 can be raised through private donations and \$250,000 is going to be the maximum amount of a bid. They do have someone looking at roof and developing the specs and they hope to have this information by January. They hope to have a better idea of what is needed after this is done. Mr. DegliAngeli pointed out that we did have it programmed for construction this year but if it is a warrant article it will not get done this year. Mr. DegliAngeli reviewed patching the roof etc. There was next discussion of the roof materials. Mr. Smolen advised that the roof has 500 year slate. There might be some that have cracked etc, but only a small amount. There was further brief discussion regarding the materials, repairs, raising funds, etc.

Mr. DegliAngeli next reviewed the recreation building. Mr. DegliAngeli reviewed attendance numbers and well and water needs. Mr. DegliAngeli advised the fix is to drill a new well and put in storage so we have adequate water volume. Mr. DegliAngeli next briefly discussed the gym HVAC system. Mr. Thibodeau stated that insulation is on the list for 2020 but HVAC is on for 2016. Mr. DegliAngeli reviewed that HVAC is heating, air, and ventilation. Mr. DegliAngeli explained it does not work in every area and the only place getting heat is the gym. The heat in the office areas is not working and they are plugging in heaters. Mr. DegliAngeli next reviewed the conditions of the heating and ventilation system at the recreation building. Mr. DegliAngeli next reviewed that the reason that insulation was put out is that there is a group, Friends of Conway Rec, that has been talking to the town about a new gym now for many years. We have explained that we have to spend money for repairs, insulation, etc and they have asked that we only do what is necessary and put the other stuff off for now. Mr. Thibodeau asked why the new HVAC. Mr. DegliAngeli stated due to ventilation. Mr. Thibodeau asked about LED lighting for ballfield and parking lot lighting. Mr. DegliAngeli stated this is something that is not part of the program. Mr. Thibodeau asked that it be explored.

Mr. DegliAngeli next advised that the sprinkler system job was completed this year at the police station. The insulation has been moved to 2017 and he feels we could do one bid for the library and the police station. We don't want to do the library insulation until we stop the leaks in the roof.

Mr. DegliAngeli next reviewed the Parks Department Vehicles and Equipment CRF. There were no questions or comments.

There was next review of the Police Department vehicles CRF.

Chief Wagner next referred back to the discussion earlier regarding the phone system. Chief Wagner stated the phones are 20 years old and they cant afford not to have phone or have them break. They are buying phones and parts now on Ebay. The system for his building would be about \$13,000 to \$15,000 and he hopes this Board will consider supporting it. Mr. Sires next added that if the police do replace their equipment, down the line the other buildings could be integrated with the system and so they do not all need to be done at once.

Warrant Articles – Lt. Walker discussed a warrant article requested for crime scene mapping equipment for the police department. Lt. Walker discussed the need for the system, documentation for cases, time, etc. Lt. Walker next advised that this year they were able to find a highway safety grant for 50% for about \$13,600. Lt. Walker stated that the Police Department requests that the Selectmen support the article this year as they don't know if the grant money will be available in the future. Further, they will give the total station system they use now to the highway department to use. Mr. Thibodeau stated that he was not able to get behind this before but with the grant funding he is feeling it is appropriate to move this to the warrant to let the voters decide. Mr. Porter agreed.

Lt. Walker next reviewed the proposed warrant article for police vehicles. This is so they have a rotation of vehicles. Vehicle costs are going up this year and they are asking for \$62,000 this year. Mr. Sires commented that thanks to the police department we did have two cars come over to town hall this year and now have two vehicles that are serviceable.

Lt. Mattei next reviewed the proposed article for the police union contract. In negotiations they came to an agreement for a two year agreement. There are four major components to the contract. The first is for a step system for pay based on a 3% maximum increase each year depending on evaluation score. The cost of this portion of the contract is about \$33,200. Other components are an increase in educational incentives, a stipend for working on accident reconstruction, and for employees to get paid time and a half for three holidays as right now they are paid straight time.

Valley Vision Budget – Bill Edmunds appeared before the Board to review the Valley Vision proposed budget and stated that Valley Vision is asking for the same amount of funding as last year. There was next brief discussion with the Board regarding area town contributions for Channel 3.

Warrant Articles – Mr. Sires next reviewed the proposed warrant article for PEG tv with the Board. Mr. Sires reviewed that last year \$110,000 was allocated for PEG and it is his recommendation to keep it the same this year and the rest of the franchise fees could go into the general fund.

Mr. Sires next reviewed a proposed warrant article for a town employees earned benefit fund. Mr. Sires reviewed there was an article on last year and it was discussed that we do this for two years so we have funds for unexpected retirements, etc. There are no known retirements this year and so this may not be needed but it is something for the Board to think about.

Mr. Sires next reviewed a proposed warrant article for the Eastern Slope Airport. \$10,000 was asked of the voters last year and the year before and this was supported by the voters. Mr. Thibodeau stated he has had discussions with the Budget Committee in the past and it was agreed that we would put this on as a warrant article for three years and if it got a reasonable level of support for the third year we would then add a line item to the Public Works budget for future years. 2016 will be the third year for the article. The airport is making progress and he will have a full report and new bylaws for this Board at the next meeting.

Mr. Sires next reviewed a proposed article for a hybrid electric vehicle and charging station. Mr. Sires reviewed that we have discussed vehicles in the past and there have also been questions about why we are paying mileage. Mr. Sires reviewed that one of the town vehicles is used by our Building Inspector and another is used for administration. Also, in the summer the Assessing Department needs a vehicle almost every day. A hybrid vehicle would be an efficient choice for another vehicle; however if the Board doesn't want a hybrid then this is a point for discussion. Ms. Seavey stated she felt this was discussed before because fuel prices were up and she is not so sure that it is appropriate for now. She does however think we need another vehicle. Further, she doesn't feel the charging station is needed as they have some of these in town.

Mr. Sires next reviewed a proposed article for the Town Hall facility needs and site analysis. Mr. Sires stated that we are awaiting bids and we should know a dollar figure for this article by mid January.

Mr. Thibodeau reviewed that earlier in the meeting Mr. DegliAngeli discussed taking out LED lighting from the CRF for Town Buildings and so this proposed article should be reduced by \$100,000.

There was next discussion regarding a proposed warrant article for assuming operational responsibility for sidewalks in Cownay Village. Mr. Sires reviewed that Mr. Colbath and Mr. Porter reported on this at the last meeting and at this point we don't have a proposal from the District. Mr. Thibodeau stated that there has been a lot of discussion regarding sidewalks and he is not sure that we will get a proposal from Conway Village by town meeting. Mr. Thibodeau next stated that language should be added to the proposed article and that the article should state:

To see if the town will vote to **ASSUME THE OPERATIONAL RESPONSIBILITY FOR SIDEWALKS LOCATED WITHIN THE CONWAY VILLAGE FIRE DISTRICT**. And furthermore to raise and appropriate \$58,000 which is the amount needed to fund the responsibilities associated with sidewalk maintenance and construction for 2016. Said sum shall be used as follows:

Purchase of Sidewalk Maintenance Machine and Attachments \$20,000

Operational Costs for 2016 (staff and materials) \$18,000

Construction of concrete sidewalks along Pollard St. \$20,000

Further, this article shall not take effect until such time as the Conway Village Fire District agrees to provide funding in the amount of \$90,000 to be used for the construction of sidewalks along Main St in Conway Village.

There was discussion by the Board on the language for the article, the sidewalks, funds, etc. **Mr. Porter moved, seconded by Mr. Colbath, that we adopt this article as written as part of the draft warrant and that it be sent to the Conway Village Commissioners.** Ms. Seavey questioned what happens if they aren't interested. Mr. Porter stated that it then comes back to this Board and we have further discussion and decide whether to keep in on or take if off the warrant. **The motion carried unanimously.**

Mr. Thibodeau next stated that he will be asking to put another article on the warrant. About a year ago Representative McCarthy submitted a bill to the house and it has gone through committee which allows the Board of Selectmen to give tax abatements to businesses for 100% of any improvements for a period not to exceed five years. Taxes would still be paid on the land but not the improvements. Mr. Thibodeau stated he would provide verbiage for the warrant article. Mr. Thibodeau next advised that this bill will go before the full legislature in January and doesn't see why it wouldn't pass at the state level.

Updated proposed budget – Ms. Gilligan distributed and reviewed an updated budget to the Board. Ms. Gilligan reviewed updates to labor lines, patriotic purposes, fire, and non precinct fire. Mr. Sires next reviewed fire pond maintenance and advised that we are working on getting summary information on a list of fire ponds and maintenance needs. Also, we are planning on fixing the hydrant behind town hall so that it will be able to draw water.

SIGNING OF DOCUMENTS

- a. Certification of Yield Taxes Assessed Tax Map/Lot 219-211
- b. Timber Tax Levy Tax Map/Lot 219-211

- c. Requests to Trustees of Trust funds for
 - \$ 1,511.40 from Landfill Expansion CRF
 - \$ 8,922.50 from PEG Trust Fund
 - \$311,816.70 from Infrastructure Reconstruction CRF
 - \$196,395.76 from Maintenance of Town Buildings and Facilities CRF

Mr. Colbath moved, seconded by Mr. Porter, to sign the Certification of Yield Taxes Assessed Tax Map/Lot 219-211; Timber Tax Levy Tax Map/Lot 219-211; and Requests to Trustees of Trust funds for \$1,511.40 from Landfill Expansion CRF, \$8,922.50 from PEG Trust Fund, \$311,816.70 from Infrastructure Reconstruction CRF and \$196,395.76 from Maintenance of Town Buildings and Facilities CRF. The motion carried unanimously.

CONSIDERATION OF BILLS

- a. Accounts Payable Manifest dated 12/10/15
- b. Payroll dated 12/10/15

Mr. Thibodeau moved, seconded by Ms. Seavey, to approve the Accounts Payable Manifest dated 12/10/15 and the Payroll 12/10/15. The motion carried unanimously.

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

There were no documents to ratify.

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

There were no Special Events Applications to consider.

CONSIDERATION OF MINUTES 11/17/15

Mr. Thibodeau moved, seconded by Mr. Porter, to approve the minutes of 11/17/15 as written. The motion carried unanimously.

TOWN MANAGER REPORT

Hydrant – Mr. Sires reported that work will be done on the hydrant behind Town Hall tomorrow.

Packard Building – Mr. Sires reported that the Packard building on Route 16 has been partially demolished. The general contractor is looking for another asbestos contractor to finish the building. We have talked to the owner about additional barricades around the property.

CDBG – Mr. Sires reported that he attended a CDBG meeting last week. They awarded over one million dollars in grants

North Conway Community Center – Mr. Sires reported that the town received a request from the North Conway Community Center asking to remove two large trees affecting the foundation of the old building. This will be on the agenda at the next Selectmen's meeting.

MWVPA – Mr. Sires reviewed that the town had received federal funds several years ago. A lot of projects have been done with this money and there is still about \$20,000 left in the

account. The MWVPA will be requesting that this Board approve their request to finish up some landscaping, etc, in the area of the new North Conway Community Center Building.

BOARD REPORTS AND COMMENTS

Planning Board – Mr. Porter reported that the Planning Board is scheduled to meet this Thursday.

Budget Committee – Mr. Colbath reported the Budget Committee met and reviewed operating rules and procedures. Mr. Colbath questioned if a public hearing is needed to adopt the rules. Mr. Sires advised that he would check into it. Mr. Colbath next reported that the Budget Committee meets again on December 16, 2015. They will be discussing budget related questions to send to the Town and School.

ZBA – Mr. Colbath reported that the ZBA is meeting on December 16, 2015.

ESAA – Mr. Thibodeau reported the ESAA will be meeting in December. Mr. Thibodeau next reviewed that last week there was discussion at the Board of Selectmen meeting to advertise for a Conway representative to the ESAA. Staff advised that this was published in the newspaper and is also on the town web page. No responses have been received to date.

MWVEC – Ms. Seavey advised that the MWVEC annual meeting was held recently.

Christmas Tree Signs – Ms. Seavey reported that there are signs in Conway Village tacked on telephone polls and asks that this be addressed.

Mountain Garden Club – Mr. Weathers reviewed that a letter has been prepared to send to the Mountain Garden Club thanking them for the wreaths for Town Hall and, also, for the work they do on the traffic islands in summer.

Tree Lighting and Parade – Ms. Seavey commented that the tree lighting and parade in Conway Village was a huge success and they had a big turnout. Mr. Colbath commented that the Festival of Trees at the Salyards was also a wonderful event along with the parade.

Hydrants – Mr. Weathers stated that he did look back through his records regarding hydrants and found some information on same. There has also been communication with the precincts.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer of the Conway Daily Sun asked if when the town gets TANs, does it make a difference what your auditor says. Mr. Sires stated he does not know as we have never had a problem with this.

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

At 6:42 pm, **Mr. Colbath moved, seconded by Mr. Porter, to go into non public session under NH RSA 98-A:3,II(d) to discuss a real estate matter.** Included in the non public session was Realtor, Greydon Turner, Town Manager Earl Sires, and Recording Secretary Karen Hallowell. **The motion carried by unanimous roll call vote.**

At 6:55, 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 6:56 p.m. the meeting adjourned at the call of the Chair.

Respectfully submitted,

Karen J Hallowell
Executive Secretary