

**Minutes of Meeting  
CONWAY BOARD OF SELECTMEN  
November 27, 2018**

The Selectmen's Meeting convened at 4:01 pm in the Meeting Room of Conway Town Hall with the following present: C. David Weathers, Mary Carey Seavey, Carl Thibodeau, John Colbath, Steven Porter, Town Manager, Thomas Holmes, and Executive Secretary, Krista Day

PLEDGE OF ALLEGIANCE

Mr. Weathers led the Board in the Pledge of Allegiance to the Flag.

APPROVAL OF AGENDA

Mr. Weathers stated that due to the weather, there were a few changes to the agenda. He noted that agenda item #14 would now be the Request for a Letter to County Delegates, and that #15 and #16 were being eliminated.

**Mr. Colbath moved, seconded by Ms. Seavey, to approve the agenda as amended. The motion carried unanimously.**

2019 BUDGET DISCUSSIONS

a. Library

Director of Conway Public Library David Smolen stated that this proposed budget was unanimously approved by the Library Trustees. He noted that the proposed budget is up \$20,000 from last year. He noted that this increase comes mostly from increases in salaries, benefits, and the cost of fuel.

Mr. Colbath inquired as to why the benefits line was increasing. Mr. Smolen explained that their previous employee, they did not take the Town Health Insurance and the new employee in that position is.

Lilli Gilligan stated that the Library is part of the Town Insurance plan and there is a 5% premium increase.

There was brief discussion regarding the increase costs related to fuel.

b. Elections & Registrations

Town Clerk/Tax Collector Louise Inkell stated that the Elections and Registrations Budget had a proposed 2% decrease from last year. She noted that the reason for this is that there is only one election compared to the three during 2018.

c. Tax Collector

Ms. Inkell stated that the proposed 2019 budget for Tax Collector was a 2% increase over last year's budget. Ms. Inkell stated that there was a shakeup with the current company used for tax billing and if the past pricing is going to be continued.

There was brief discussion regarding obtaining bids from other companies. It was noted that the local company, Minuteman, has shown interest.

As the Finance Budget is encompassed within the Tax Collector's budget, Finance Director Lilli Gilligan explained that the overall increase for this budget was 1.7%. She noted that the audit fees decreased by \$3,000 dollars. She added that they were looking to increase the Budget Committee line by \$250 dollars to cover the cost of minute taking.

Ms. Gilligan explained that the IT line was remaining steady at \$40,000 and included all computer purchases for all Town Departments excluding the Police Department and the Library.

Ms. Gilligan added that they would be looking for hire a new bookkeeper at the end of 2019 as Lauri Roode is interested in retirement.

Ms. Gilligan stated that the dues line was decreasing to 20 dollars and that there was no longer a need for finance books as they are available online.

Ms. Gilligan noted that in terms of Seminars and Professional Development, the budget noted a decrease because there is only one Tax Collector Conference for Ms. Inkell to attend during 2019.

Ms. Gilligan noted that the lien costs line item needed to be increased based upon their experience this past year.

Ms. Gilligan noted that they were also looking to increase the bank fee line as this covers bounced check fees, credit card service fees, and direct deposit fees for payroll.

Mr. Colbath wanted to note that the minute taker for the Budget Committee, Lisa Towle, does an excellent job.

Mr. Colbath inquired as to funds for training for the new Deputy Town Clerk/Tax Collector. Ms. Gilligan and Ms. Inkell clarified that this would be covered under the seminar and training lines for both the Tax Collector and Registration Budgets and those training were mandatory.

d. Assessing

Assessor Dale Schofield stated that the Proposed Assessing Budget is up 8%. She noted that this increase is in part for the Mapping Line. She explained that the Town is booming in terms of an increase of subdivisions and these changes must be sent to the mapping company each time in order to keep the Town maps up to date.

Ms. Schofield added that the seminar and training line was up and that was because of the cost of seminars and classes for Assessing Clerk, Corie Hilton. She noted that these necessary classes only come up every so often and it was imperative that the funds be available when this happens.

Ms. Schofield added that the big increase comes in the Assessing Supplies line. She explained that as they are entering a revaluation year, there will be increases needed in toner and developing pictures. However, she noted that they will also incur increased costs in Technical Support from the Software Company.

Ms. Schofield explained that their software is very old and many things that need to be done will only be accomplished with the assistance of their technical support.

Ms. Schofield added that there would be an increase in costs for the potential need for her to travel to other towns to look at the comps for commercial properties as well as some additional outside help and consulting.

Mr. Colbath inquired as to how often the Town does a revaluation. It was stated that it is once every five years.

Ms. Seavey asked why the Town is still using the antiquated system. Mr. Holmes explained that it is a complicated and expensive process. Not only would they need to purchase the new software from \$20,000-\$30,000, but they would incur the cost of having 4-5 people visiting every property in Town to make sure the data is correct.

There was a brief discussion on the danger of this system crashing.

It was determined by the Selectmen that they would like Mr. Holmes and Ms. Schofield to look into the cost of the new software and any other costs that would be incurred. They want to have all of the information before they make a decision on whether to present the voters with a warrant article for this new software change or to continue with the old software for the time being.

e. Planning and Zoning

Town Planning Director Tom Irving stated that there were only two changes to his proposed budget from last year. He noted that one was relative to the upgrade of the GIS Package and a new printer. He added that the second change was an increase in the conference seminars and training line.

f. Building Inspections

Ms. Gilligan stated that the proposed Budget for Building Inspections had a 2.5% increase. He noted that this increase was due to the salary of the building inspector and 1/3 of the budget for the Administrative Assistant that is split between Public Works, Solid Waste, and Building Inspections. She noted that the Seminar and Dues lines were both decreasing.

g. Health

Ms. Gilligan noted that this budget included the cost of stipend for health officer and his assistant. She noted that this also included the health kennel fees for animals picked up by the Animal Control Officer and that this line was being increased after reviewing the increased costs incurred during this year.

h. Welfare

Ms. Gilligan explained that in the proposed Welfare Budget, the changes include the officer's salary, an increase in dues and seminars, and a decrease in the General Assistance line from \$60,000 to \$50,000.

Ms. Gilligan stated that the current year spending for this line was \$24,031.

Mr. Holmes explained that when creating this budget, they look at the projected costs for long term assistance that may be required. He did note that many times clients will pay back the assistance that was given, however, these monies go into the general revenue fund.

Mr. Holmes noted that last year they were projecting higher costs due to a few long-term clients and the issue of homelessness in Town. However, they have found that because there is no housing available in Town, the Town is not assisting that many people with housing.

Mr. Porter inquired as to whether it was wise to decrease the budget with the potential spending being so unknown. Mr. Holmes stated that statutorily, the welfare budget is the only department that can go over budget if needed.

Mr. Colbath asked the Chairman about the potential to revisit the proposed police budget for 2019 as he had received some questions and concerns from the public.

There was brief discussion on the number of tasers necessary for the police department.

It was determined that Mr. Holmes would discuss this with Chief Wagner and have him available at a Selectmen's meeting in order to address these concerns.

#### REVIEW OF RECEIPTS

The receipts were available for review.

#### SIGNING OF DOCUMENTS

- a. Abatement of Taxes for Map/Lot 219-191
- b. Notice of Intent to Cut Wood or Timber for Map/Lot 226-4
- c. Notice of Intent to Cut Wood or Timber for Map/Lot 284-14.1
- d. Request for the Trustees of the Trust for \$2,241.00 from the Capital Reserve Fund for Infrastructure Reconstruction
- e. Request for the Trustees of the Trust for \$277,950.00 from the Capital Reserve Fund for Highway Equipment
- f. Request for the Trustees of the Trust for \$159,500.00 from the Capital Reserve Fund for Solid Waste Equipment

**Mr. Thibodeau moved, seconded by Mr. Colbath, to sign the documents listed above in a. through f. The motion carried unanimously.**

#### CONSIDERATION OF BILLS

- a. AP Manifest dated 11/29/18

**Mr. Porter moved, seconded by Mr. Colbath, to sign the AP Manifest dated 11/29/18. The motion carried unanimously.**

#### RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. AP Manifest dated 11/22/18
- b. Payroll dated 11/22/18

**Mr. Colbath moved, seconded by Ms. Seavey, to ratify the documents signed out of session listed above in a. and b. The motion carried unanimously.**

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

(none)

CONSIDERATION OF MINUTES

(none)

TOWN MANAGER REPORT

Mr. Holmes stated that they were monitoring the impact of the excess snowfall this November on the budget.

Mr. Holmes noted that the Dartmouth Hitchcock helicopter was planning to land in the Hussey Field on December 9 at 11:30 am for a Mountain Rescue Training.

Mr. Weathers stated that Chief Solomon had not been informed at the time of this meeting but he was also unsure of whether the helicopter would be able to land with the snow.

Mr. Holmes congratulated Corie Hilton for passing Fundamentals of Real Estate Appraisal. He noted that she was on the fast tract and was doing an excellent job.

Mr. Holmes noted that the power had been out at both the Rec Center and the Transfer Station all day due to the storm.

Mr. Holmes stated that at the last meeting, the Selectmen had asked him to write a letter to the Bank regarding the new Town Hall. However, before he did that, they had received a site plan and been told that they would be looking to appear before the Planning Board in January. He noted that there were now 52 parking spaces and the Bank building had gotten a bit larger.

There was brief discussion on when the new Rec Center walk through was rescheduled for. Mr. Holmes told the Board he would inform them of the new date.

BOARD REPORTS AND COMMENTS

Mr. Porter had nothing to report.

Mr. Colbath stated that the ZBA was not meeting in December because there were no applications.

Mr. Colbath noted that the Budget Committee would be meeting December 12, 2018 and the Mr. Porter was going to attend the meeting as both Mr. Colbath or Ms. Seavey would be unable to attend.

There was brief discussion regarding the cancelling of the ESAA meeting to vote on the proposed bylaws and the potential dates for it to be rescheduled. The new date was not determined at the time of the meeting.

Ms. Seavey had nothing to report.

Mr. Weathers stated that the Conservation Commission had met the previous week for one application at the Senior Housing Development.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer from the Conway Daily Sun wanted clarification about the buildings that were without power today. He was informed that it was the, Rec Center and Transfer Station

Mr. Steer asked Mr. Colbath about the questions people had regarding the Police Chief's request for tasers in the 2019 Budget. Mr. Colbath stated that there were no other questions other than those he had already brought to light. He noted that the public was responding the information given in a newspaper article.

REQUEST FOR LETTER TO COUNTY DELEGATES

Mr. Holmes explained that he was requesting the authorization of the Board to write a letter to the County Delegates regarding their support of the Carroll County Commissioners 2019 Proposed Budget that includes the funds to pay the Town of Conway the monies owed from the Department of the Interior for the 366 acres of National Forest Land for Payment in Lieu of Taxes that had mistakenly been going to the County since 1999. This amount over 18 years has totaled \$12,176.14.

**Ms. Seavey moved, seconded by Mr. Colbath, to authorize Mr. Holmes to write a letter to the Carroll County Delegates regarding the request of the Carroll County Commissioners to repay the \$12,176.14 for Payment in Lieu of Taxes for the 366 acres of National Forest in Conway. The motion carried unanimously.**

Ms. Seavey wanted to make sure that the letter goes to both the current and newly elected delegates.

Ms. Seavey noted that she would be gone from December 18, 2018 to January 3, 2019 and the week of January 9, 2019.

ADJOURN

At 4:54 pm, the meeting adjourned at the call of the Chair.

Respectfully Submitted,

Krista Day