

**Minutes of Meeting
CONWAY BOARD OF SELECTMEN
December 3, 2019**

The Selectmen's Meeting convened at 4:00 pm in the Meeting Room of Conway Town Hall with the following present: Selectmen, 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 the Allegiance to the flag.

APPROVAL OF AGENDA

Mr. Weathers explained that they were moving item 11k., to the beginning of the agenda and that the date under 15b. needed to be corrected to read 11/19/19.

Mr. Colbath moved, seconded by Mr. Porter, to approve the agenda as corrected. The motion carried unanimously.

CERTIFICATE OF AUTHORITY TO ACCEPT HOUSEHOLD HAZARDOUS WASTES
COLLECTION GRANT FUNDS

Mr. DegliAngeli explained that this certificate authorizes the town to collect grant funds associated with the collection of hazardous waste. He noted that these funds are generally a reimbursement.

Mr. Porter moved, seconded by Mr. Colbath, to authorize Town Clerk/Tax Collector Louise Inkell to sign the Certificate of Authority on behalf of the Town of Conway. The motion carried unanimously.

DISCUSSION REGARDING REQUEST TO LEASE TOWN OWNED LAND TO
MOUNTAIN MEADOW RIDERS SNOWMOBILE CLUB

Monte McIndoe and Colin Preece came before the Board to propose an initial idea that they had to request the lease of town owned property. As members of the Mountain Meadow Riders Snowmobile Club, they wanted to see if the Town would be interested in allowing them to lease a piece of property near the police station in order to construct a parking lot, storage shop, and meeting house.

Issues regarding the need for surveying, zoning changes, etc. were raised.

It was determined that the overall consensus of the Board was favorable for the Snowmobile Club to move forward with looking into more details regarding a potential lease agreement proposal to come back to the Board with.

Mr. Colbath moved, seconded by Mr. Porter, to agree that they were in favor of the Mountain Meadows Snowmobile Club moving forward with the concept of leasing town owned property. The motion carried unanimously.

DISCUSSION OF PUBLIC WORKS GARAGE EXPANSION CAPITAL RESERVE FUND

Mr. DegliAngeli explained that he wanted to come before the Board before they were scheduled to discuss the Capital Reserve Funds at their next meeting.

He explained that the monies for the scheduled garage expansion project were part of the CRF for Building Maintenance, but they had found that the funds were inadequate in today's building market when they had gone to bid last year. He noted that he wanted to request \$500,000 to be added to that Capital Reserve Fund for 2020 in order to complete this project, along with the air conditioning in the rec center gym, and the generator for the police station.

Mr. DegliAngeli explained that they had put off this project for three years in order to complete the move of the recreation center, however, he felt that it was necessary to move forward with it. He explained that if something were to happen with the old garage and they were to lose equipment, the replacement time for one truck this last year was between nine to eleven months.

There was discussion regarding other proposed projects that would be funded from the CRF for Maintenance of Town Buildings and Facilities air conditioning for the new Recreation Center, an emergency generator for the Police Department, and added funds for costs associated with moving town hall. Mr. DegliAngeli again noted that the air conditioning ~~this~~ project was being budgeted for \$95,000 and the Police generator was estimated to be \$50,000. Mr. Holmes was seeking an additional \$40,000 for the town hall costs.

Mr. DegliAngeli explained that this garage expansion budget did not include fire protection, but he felt it could be done in two parts.

Mr. DegliAngeli noted that the budgeted figure for the garage was based on the bids they had received with a 15% contingency.

Mr. Thibodeau stated that he felt that it was imperative that they complete this project and that if approved, they should look to use fund balance to offset the cost.

Mr. Colbath added that they needed to complete this project as they had put it off for three years.

It was the consensus of the Board that they would like to see four separate warrant articles, the garage expansion, police generator, air conditioning for the new rec center gym and increase funding for renovating the Bank of New Hampshire building into a new town hall.

Mr. Thibodeau stated that this would truly give voters a choice.

REQUEST FOR PERMISSION BY NORTH COUNTRY SOIL SERVICES FOR WORK ON
MULTI-USE PATH

Mr. Weathers explained that they had received a letter requesting the Town's permission to work on or adjacent to the boundary lines of the property that abuts the proposed multi-purpose path by North Country Soil Services.

Mr. Colbath moved, seconded by Mr. Porter, to authorize Chairman Weathers to sign the form authorizing North Country Soil Services to carry out their work for the multi-purpose path. The motion carried unanimously.

PLODZIK AND SANDERSON ANNUAL QUESTIONNAIRE

Mr. Weathers went through each question of the questionnaire. (See Attached)

Mr. Porter moved, seconded by Mr. Colbath, to authorize Mr. Weathers to sign the questionnaire on behalf of the Board of Selectmen. The motion carried unanimously.

BUDGET REVIEW

a. Valley Vision

Bill Edmunds from Valley Vision noted that they had finished this past year in the negative by about \$600, mainly due to the unanticipated vote for Albany to not send franchise fees this year.

He noted that he was supporting the warrant article request for \$110,000 for the PEG Fund that would be presented at the next Selectmen Meeting.

He noted that he was requesting \$112,076.76 from the Town again this year.

Mr. Edmunds noted that they had added a line for \$1,500 for program development that would allow Valley Vision to revisit a few programs such as a weekly news program that they used to do.

He noted that insurance rates were projected to increase by somewhere between 3% and 8%.

He added that because they did not continue with a long-term lease, their rent had increased \$125 a month.

Mr. Edmunds noted that they would like to increase their yearly scholarship to \$500.

There was a discussion regarding the inability of Valley Vision to sell advertising.

There was a brief discussion regarding the frustration of Spectrum not cooperating to turn on and off towns local channels when requested.

b. Non-Precinct Fire + Emergency Management

In regards to the Non-Precinct Fire Budget, Mr. Holmes explained that this amount was set as they were in the middle of a 5-year contract that would expire in 2022.

In regards to the Emergency Management Budget, it had decreased and only contained funds for stipends for the Director and Assistant Director

c. Ambulance

Mr. Holmes noted that this was a contracted amount from an existing 3-year contract. He did add that had received word that Care Plus was merging with another company and he was going to have Attorney Malia look into the legalities of this.

d. Finance

Mr. Holmes noted that this had already been discussed at the meeting prior.

e. Employee Benefits

Mr. Holmes noted that this budget was based off of figures from the insurance company of 1.5% increases.

f. Insurance

Mr. Holmes noted an increase of 7% that was given by Primex for auto and liability insurance.

g. TANS

Mr. Holmes noted that they had been approved and already had drawn from this account. He reviewed that the intention of this was to be able to have cash on hand during the Main Street Project while they wait for reimbursement from the State.

REQUEST TO TRANSFER FUNDS FOR \$10,000

Mr. Holmes explained that as they have been without a Finance Director and have been utilizing a hired consultant. He would like to keep her on for an extra 4-6 days to help transition their new finance director. Because of this, he stated that was requested permission to transfer \$10,500 from the legal budget to the Finance Director Salary line as this is where they have been paying the cost of the consultant.

Mr. Holmes further explained that he was proposing that they add a line in the 2020 budget for consulting so that they would be able to transfer funds from salary lines to the consultant line in situations such as this.

Mr. Holmes was instructed to contact the auditors to find out their opinion regarding this proposal.

Mr. Porter moved, seconded by Mr. Colbath, to move \$10,500 from the legal budget line to the director of finance salary budget line. The motion carried unanimously.

REVIEW OF RECEIPTS

(none)

SIGNING OF DOCUMENTS

- a. Tax Abatement for Map/Lot 232-113 (2019)
- b. Tax Abatement for Map/Lot 262-83.051 (2019)
- c. Tax Abatement for Map/Lot 251-125 (2019)
- d. Tax Abatement for Map/Lot 259-101.9 (2019)
- e. Tax Abatement for Map/Lot 258-56 (2016)
- f. Tax Abatement for Map/Lot 258-56 (2017)
- g. Tax Abatement for Map/Lot 247-53 (2019)
- h. Notice of Intent to Cut Wood or Timber for Map/Lot 272-14 and 272-15
- i. Notice of Intent to Cut Wood or Timber for Map/Lot 203-112
- j. Notice of Intent to Cut Wood or Timber for Map/Lot 268-163
- ~~k. Certificate of Authority to accept Household Hazardous Wastes Collection Grant Funds~~
- l. Permit to Sell Raffle Tickets for Kennett Middle School Class of 2024 (12/3/19)

Mr. Colbath moved, seconded by Mr. Thibodeau, to sign the items listed above in a. through j. and item l. The motion carried unanimously.

CONSIDERATION OF BILLS

- a. AP Manifest dated 12/5/19
- b. Payroll dated 12/5/19

Mr. Colbath moved, seconded by Mr. Thibodeau, to sign the items listed above in a. and b. The motion carried unanimously.

RATIFICATION OF DOCUMENTS SIGNED OUTSIDE OF SESSION

- a. AP Manifest Dated 11/28/19

Mr. Colbath moved, seconded by Mr. Thibodeau, to ratify the document listed above out of session. The motion carried unanimously.

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

- a. Mt. Washington Valley Promotions 2020 Cupcake Battle (2/16/20)

Mr. Colbath moved, seconded by Mr. Thibodeau, to approve the permit listed above in a. The motion carried unanimously.

CONSIDERATION OF MINUTES

- a. Regular Minutes from 11/12/19 and 11/19/19
- b. Non-Public Minutes from 11/19/19

Mr. Colbath moved, seconded by Mr. Thibodeau, to adopt the minutes in a. and b. as written. The motion carried unanimously.

TOWN MANAGER REPORT

Mr. Holmes stated that they had hired Nadine Armstrong as the secretary for the Budget Committee.

Mr. Holmes explained that they had hired George Zoukee as the Town's new Finance Director and he would be starting on December 9, 2019. He gave the Board a summary of his work history and noted that the Town is lucky to have him.

Mr. Holmes referred that Board to a letter from Care Plus Ambulance that was in their packet.

Mr. Holmes stated that Superintendent Kevin Richard was very open to the potential of using the Middle School Gym as a polling place.

Mr. Holmes noted that the state had realized that there were two different speed limits in front of Memorial Hospital and had changed it so it was 40 mph in both directions.

Mr. Holmes stated that work is underway at the Bank of New Hampshire property for their branch bank.

Mr. Holmes stated that he had received some interest in the assessing position from his time at the NHMA Conference.

Mr. Holmes explained that he was waiting to talk to the Town Manager of Littleton as he had discovered they lease their Town Hall Building from the Bank of New Hampshire.

Mr. Colbath raised concern that it had been brought to the attention of the Friends of Rec that they did not have a working video camera for the outside door because of the size of the server. He added that the police had also raised concerns that they would be unable to tap into the server in case of an emergency.

It was the overall consensus of the Board that this was a priority.

Mr. Colbath moved, seconded by Ms. Seavey, to authorize the expenditure of up to \$2,500 for a server for the recreation center. The motion carried unanimously.

BOARD REPORTS AND COMMENTS

Mr. Porter stated that the Planning Board would be meeting on December 12, 2019.

Mr. Colbath stated that the Budget Committee would be meeting on December 11, 2019.

He noted that the ZBA would be having a special meeting this next week for a rehearing.

Mr. Colbath added that the Broadband Committee would be meeting next week and that they have representation from all the towns in the area.

Mr. Thibodeau stated that the ESAA Executive Board had met and he would be requesting a warrant article for \$10,000 for 2020.

Mr. Weathers stated that the Conservation Commission would be meeting on December 11, 2019.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Chairman of the Budget Committee Jim LeFebvre noted that he would not be at the Budget Committee meeting on December 11 but David Jensen would be running the meeting. He also noted that the School was having their strategic plan meeting on the same day.

Robert Burbank from the Conway Daily Sun wanted clarification regarding the CRF request for building maintenance. Mr. Holmes explained that this fund would hopefully allow for the garage expansion, air conditioning at the middle school, and generator for the police department.

ADJOURN

At 6:00 pm, Mr. Colbath moved, seconded by Ms. Seavey, to adjourn. The motion carried unanimously.

Respectfully submitted,

Krista Day
Executive Secretary