

**Minutes of Meeting  
CONWAY BOARD OF SELECTMEN  
November 30, 2021**

The Selectmen's Meeting convened at 4:00 pm in the Meeting Room at the New 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. Colbath moved, seconded by Ms. Seavey, to approve the agenda as written. The motion carried unanimously.**

PRESENTATION OF AUDIT WITH PLODZNIK & SANDERSON

Tyler Paine from Plodznik and Sanderson appeared via Zoom.

Mr. Paine stated that the Town of Conway had received unmodified opinions from the audit which is the best possible rating.

Mr. Paine reviewed multiple sections of the audit with the Board.

When asked by Mr. Colbath if it is common for a Town of our size to have multiple accounts in which funds are held for other entities, Mr. Paine noted that Conway is unique in its structure, but it is not completely uncommon.

When asked if it is common for Town's to have no long-term debt like Conway has, he replied that it is less common.

When asked what the duties and expectations were of the Town Treasurer, Mr. Paine noted things like making deposits, bank reconciliation, and signing checks. He was unsure of specifics but did say that he could look more into this.

It was stated by Diane Ryan, the Town Treasurer, that currently she does not do the account reconciliation, however, Ms. Golding has her review it.

BUDGET REVIEW

- a. Valley Vision

Bill Edmunds from Valley Vision appeared before the Board to present his budget.

He noted that they are asking to be level funded this year at \$112,076.76.

He noted that they are excited to have sports back up and running which allows for sponsorships to be back.

He also noted that they were getting new carpet and encouraged the Board to come take a look.

b. Assessing

Assessing Consultant Mary Beth Walker and Assessing Clerk Corie Hilton appeared before the Board.

Ms. Walker went over the proposed assessing budget and highlighted the areas of increase which she said were based on changes to the way the office is functioning.

She did not that most of the items were already contracted or agreed upon by the Board.

Ms. Walker discussed with the Board her belief that the Town should complete a revaluation in 2022.

She believes that there is too much disparity between their assessed and market values.

The goal of a revaluation is to get the assessed and market values as close to 100%.

Mr. Weathers asked what would happen if the market goes in the opposite direction.

Ms. Walker explained that while she can't predict what will happen, the market has continued to rise since even April 2021.

Ms. Walker added that if they wait, and the market continues to rise, they could possibly be looking at doubling assessments instead of increasing them incrementally.

Mr. Porter stated that he was inclined to wait.

Ms. Seavey explained that she would rather wait until the short-term rental lawsuit was over in case there is an influx of properties that go on the market.

Ms. Walker explained the potential for lawsuits and/or large abatements given to commercial properties if they do not complete a revaluation.

Ms. Walker explained that they were increasing the software line in order to allow the full property record cards to be accessed online which will allow Ms. Hilton to spend less time responding to those inquiries from realtors.

In regards to potential warrant articles, the Assessing Department recommending a small increase in the income limits for the disabled tax exemption due to a social security increase that is coming.

Ms. Walker noted that it could be potentially harmful to those individuals if they do not increase these limits.

They will have this written up for the next meeting.

Mr. Holmes informed the Board that Ms. Corie Hilton had received the New Hampshire Assessor's Association Staff Member of the Year Award.

He presented the award to Ms. Hilton.

c. Finance

Ms. Golding explained that they had removed all Tax Collectors items out of the finance budget this year.

They had also removed the IT budget and added an IT line to each department.

She noted that there was approximately \$36,000 in the budget for Mr. Holmes' benefit buyout.

d. Elections & Registrations

Ms. Inkell noted that their budget included three elections this year.

She noted that the cost of printing ballots has increased.

It was stated that the stipend for the ballot clerks at elections is \$75 a day per volunteer.

There was discussion regarding the ballot machines.

Ms. Inkell noted that they are nearing the end of their life.

Mr. Colbath and Ms. Seavey asked her to look into pricing for replacing those.

e. Tax Collector

Tax Collector Louise Inkell explained that they are budgeting for increases in postage.

They are also looking to expand the hours of the part time clerk to 32 hours. This would allow for more coverage in the office but also allow the Town Clerk's office to help by distributing parking stickers to residents when registering their cars.

Ms. Inkell noted that they had received the final tax rate and the bills had been sent to the printer.

The scheduled mailing date is December 8, 2021 with a due date in early January.

The rate is 16.34 for the Town.

f. Employee Benefits

It was clarified that with the new software format, employee benefits are now spread out into each separate department.

g. Insurance

Ms. Golding explained that this budget line used to only include auto and property liability insurance. It now also includes worker's compensation and employee benefits.

h. TANS

Ms. Golding stated that the TANS budget was level funded.

i. Revenue

It was stated that they may increase the predicted revenue for building permits.

j. Parks/Recreation & Patriotic Purposes

Mr. Eastman and Michael Lane appeared before the Board.

Mr. Eastman explained that their departmental budget was down due to the shifting of his transition to Town Manager during 2022.

It was clarified that the Board of Selectmen had instructed the Town Manager to add three months of Mr. Eastman's salary to the Executive budget for the transition in personnel.

In regards to the Patriotic Purposes budget, it was level fund.

Mr. Eastman stated that they needed to start considering what they wanted to do for celebrations on the 4<sup>th</sup> of July for 2022 as it takes some planning and they will also be in the middle of transitioning personnel.

Mr. Porter, Ms. Seavey, and Mr. Thibodeau all voiced their support for moving forward with their Annual 4<sup>th</sup> of July Celebration for 2022.

k. Recreation Revolving Fund

There was discussion regarding the Recreation Revolving.

Projected revenues for the Recreation Revolving Fund were up from \$110,600 to \$115,600.

Proposed expenses show an increase from this year at \$107,385 to \$112,385.

It was determined that at the next meeting they would discuss moving funds from the Rec Revolving Fund to reimburse the general fund for a few recreations line items.

REVIEW OF RECEIPTS

The receipts were available for review.

SIGNING OF DOCUMENTS

(none)

CONSIDERATION OF BILLS

- a. AP Manifest dated 12/2/2021
- b. Payroll dated 12/2/2021

**Mr. Colbath moved, seconded by Mr. Thibodeau, to sign the AP Manifest and Payroll dated 12/2/2021. The motion carried unanimously.**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Tax Collector's Warrant 2021

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

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)\

(none)

CONSIDERATION OF MINUTES

(none)

TOWN MANAGER REPORT

Mr. Holmes stated that he was showing the Town Hall Annex space to a potential tenant the next morning.

BOARD REPORTS AND COMMENTS

Mr. Thibodeau stated that the ESAA hangar continues to make progress.

Mr. Colbath noted that the ZBA would be meeting the next Wednesday and the Budget Committee would be meeting on December 15, 2021.

Mr. Colbath noted that they need to be cautious about planning for the future due to the unknowns related COVID and potential variants.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer from the Conway Daily Sun asked about the group that had been looking to decorate Conway Village for the holidays.

Ms. Seavey and Mr. Thibodeau stated they would look into it.

It was determined that the Board would make a decision on whether or not to fund another revaluation at one of the next two meetings.

Mr. Steer inquired as to Small Acts of Kindness Community was going.

Mr. Colbath stated that he had reached out to the three elementary school and they were all on board. He did note that he had not had a chance to reach back out to them yet.

Mr. Steer stated that he had been included in an email loop from Taylor Caswell at the BEA regarding the issue of the Scenic Vista bathrooms.

It was stated that the reason for the closure was workforce shortages. However, the Town will be meeting with a few other stake holders to discuss potential solutions.

ADJOURN

At 5:58 pm, the meeting adjourned at the call of the Chair.

Respectfully Submitted,

Krista Day  
Executive Secretary