

**Minutes of Meeting  
CONWAY BOARD OF SELECTMEN  
December 7, 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. Weathers explained that they would be adding the following to the agenda:

- 4b. \$4,600 from the NH Housing Finance Authority for the Mini Grant
- 8a. Discussion of ARPA Funds
- 14a. Non-Public Session RSA 91-A:3 II (L) – Legal Advice

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

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

- a. \$4,500 from the Stanton Foundation for reimbursement for labor costs associated with K9 Narcotics training.
- b. \$4,600 from the NH Housing Finance Authority for the Mini Grant

**Mr. Colbath moved, seconded by Mr. Thibodeau, to accept the \$4,500 from the Stanton Foundation for reimbursement for labor costs associated with K9 Narcotics training. The motion carried unanimously.**

Planning Director Jamel Torres explained that this was the grant that Harrison Kanzler had helped them apply for in order to hire a consultant to help with a cluster housing ordinance for the 2022 warrant.

**Mr. Colbath moved, seconded by Mr. Thibodeau, to accept the \$4,600 from the NH Housing Finance Authority for the Mini Grant. The motion carried unanimously.**

BUDGET REVIEW

a. Planning and Zoning (pg. 6)

Mr. Torres explained that his budget was down due to a salary decrease from the former Planning Director.

b. Building Inspections (pg. 9)

Mr. Pandora gave an overview of his proposed budget.

It was noted that this year the Building Inspection budget was up due to the full-time Assistant Building Inspector.

c. Health (pg. 12)

This budget was level funded.

d. Non-Precinct Fire + Emergency Management (pg. 8)

Mr. Holmes explained that the Emergency Management Budget was down as they were not paying for a new emergency management plan this year.

Mr. Holmes stated that Ms. Golding had completed new assessments for the non-precinct fire areas and this is paid for by a tax rate specific to those areas. Those already in a specific precinct are not being double taxed.

e. Ambulance (pg. 8)

Mr. Holmes noted that they had awarded the contracts to Action Ambulance and Conway Fire Department and that those figures were written in the attached warrant articles.

f. Department of Public Works

a. Government Buildings (pg. 6)

Public Works Director Andrew Smith appeared before the Board.

He noted that the Government Buildings budget was up mainly due to the addition of custodial wages.

Ms. Seavey was concerned about the proposed hourly rate for the custodial position of \$17.00.

She believed it should be increased to between \$18-\$20 an hour.

Mr. Thibodeau agreed.

b. Highway (pg. 9)

Mr. Smith noted that the biggest increase in the proposed Highway budget was for fuel and pavement.

Mr. Smith also noted that salt prices are up 35%.

He noted that as usual, they plan to fill the shed with salt as much as they can before the end of the year.

Mr. Smith explained that this year the garage budget was separate and that there was not real increase other than salary and wages.

c. Solid Waste (pg. 11)

Mr. Smith explained that the biggest change this year was that he was proposing to make a current employee a Foremen, but keep the same number of staff,

There was a brief discussion of the process of random drug testing for those with a CDL.

Mr. Holmes noted that he had received multiple requests for salary and/or title changes and he had only supported one or two and this foreman position was one of them.

g. CRF Warrant Articles

a. CRF for Infrastructure Reconstruction (pg. 15)

Mr. Smith noted that they had added a project for 2022 to replace three sections of the Town's brick in North Conway.

b. CRF for Highway Equipment Replacement (pg. 16)

Mr. Smith noted that they would be playing on the lease for the wheeler, purchasing a pick-up truck, a backhoe, and replacing the sidewalk #3 plow.

c. CRF for Solid Waste Equipment Replacement (pg. 17)

Mr. Smith noted that in 2022 they were looking to replace the dump trailer, purchase a pick-up truck, and pay on the lease for the compactor.

d. CRF for Landfill Expansion (pg. 18)

Mr. Smith stated that this CRF was level funded.

e. CRF for Maintenance of Town Buildings and Facilities (pg. 19)

Mr. Smith noted that this fund was used to cover maintenance costs of Town Buildings and Facilities except for the leased Town Hall and Recreation Department.

Mr. Holmes stated that the Board would need to decide whether to include funds for the replacement of the Elevator at the Town Hall Annex.

Ms. Seavey stated that it would be well spent and those funds should remain included in the budget.

Mr. Smith noted that they were planning to install the irrigation system at the old recreation center site.

Mr. Smith added that they were going to need to replace the gas pump readers at the Highway Garage and Police Department.

It was noted that they needed to replace the door to the recycling room at the transfer station.

Mr. Smith added that they were requesting the addition of \$50,000 towards one of the HVAC systems at the Library as they are the same age as the units that were just replaced at Town Hall.

- f. CRF for Maintenance of Town Buildings and Facilities Leased by the Town (pg. 20)

Mr. Smith noted that they were planning for window replacement at Town Hall, duct cleaning, the AC at the recreation department, and elevator sensors.

Mr. Colbath stated that in his opinion, any money spent on improvements to this Town Hall building would be worth it not only for us, but for potential future use of the building.

- g. CRF for Parks Department Vehicles and Equipment Replacement (pg. 21)

It was noted that the Board had supported the early purchase of the new recreation department van.

This year's warrant article request was for \$35,000.

- h. CRF for Police Department Vehicles (pg. 22)

Chief Mattei noted that they were requesting the same amount as previous years to purchase two new police vehicles.

- i. Expendable Trust Fund for Public Educational Government Cable Television (pg. 23)

Mr. Holmes noted that Mr. Edmunds had presented his budget request at the last meeting.

He noted that our cable contract had expired the previous year, but after legal advice, the Town was not renewing the cable contract at this time due to FCC regulations and litigation.

h. Other Selectmen's Warrant Articles

a. Eastern Slope Regional Airport (pg. 26)

Mr. Thibodeau stated that he would appreciate the Board of Selectmen promoting this warrant article to help sustain the good work happening at the ESAA.

b. Disabled Tax Exemption (pg. 26)

Mr. Holmes noted that this was the warrant article proposed by Contract Assessor Mary Beth Walker.

ANNUAL REC REVOLVING FUND TRANSFER

It was clarified that when the Recreation Revolving Fund was established, the Board had given permission for funds to be transferred out of it for recreational purposes. Therefore, there was no formal vote that needed to be made each time the Finance Director and Recreation Director wished to make those transfers.

DISCUSSION OF 4<sup>TH</sup> OF JULY FIREWORKS

Mr. Eastman informed the Board that the fireworks company had given him a quote of \$15,000 for fireworks if they wanted to have them held on July 3<sup>rd</sup> or 4<sup>th</sup>. However, any other day it would be \$12,500.

Mr. Eastman noted that this was a 50% increase over their price of \$10,000 in the past.

There was discussion regarding changing their traditional day of celebration on the 4<sup>th</sup> to another day.

**Mr. Thibodeau moved, seconded by Ms. Seavey, to hold the 4<sup>th</sup> of July Celebration and Fireworks on July 2, 2021 and to add \$5,000 to the Patriotic Purposes Budget for 2022. The motion carried unanimously.**

CERTIFICATE OF AUTHORITY FOR HAZARDOUS WASTES COLLECTION (PG. 27)

**Mr. Colbath moved, seconded by Ms. Seavey, to accept Hazardous Wastes Collection grant funds and to enter into a grant contract with the NH Department of Environmental Services. The Board further authorized Andrew Smith, the Public Works Director, to execute any documents which may be necessary for this grant, and have Town Clerk Louise Inkell sign this certificate of authority. The motion carried unanimously.**

DISCUSSION OF ARPA FUNDS

Mr. Holmes noted that he had received a request from Mark Hounsell for the Board to pay for lift at the Marshall Gymnasium.

**Mr. Colbath moved, seconded by Ms. Seavey, to reimburse up to \$16,500 from the ARPA funds to the Friends of Rec for the handicap lift at the Marshall Gymnasium. The motion carried unanimously.**

There was a brief discussion regarding the use of the Marshall Gymnasium for Town Board and Committee Meetings.

REVIEW OF RECEIPTS

The receipts were available for review.

SIGNING OF DOCUMENTS

(none)

CONSIDERATION OF BILLS

- a. AP Manifest dated 12/9/2021

**Mr. Colbath moved, seconded by Mr. Thibodeau, to sign the AP Manifest dated 12/9/2021. The motion carried unanimously.**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

(none)

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)\

(none)

CONSIDERATION OF MINUTES

- a. Regular and Non-Public Minutes from 11/23/2021
- b. Regular Minutes from 11/30/2021

Mr. Colbath asked to have it specified that the motion from 11/23/2021 was to request that the Scenic Vista bathrooms be open on Tuesdays and Wednesdays for a total of 7 days a week.

**Mr. Colbath moved, seconded by Ms. Seavey, to adopt the minutes listed above with that change noted. The motion carried unanimously.**

TOWN MANAGER REPORT

Mr. Holmes noted that they were invited to attend a zoom meeting regarding the Scenic Vista Bathrooms with the Department of Business and Economic Development on December 16, 2021 at 1:00 pm.

BOARD REPORTS AND COMMENTS

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

Mr. Porter stated that the Planning Board would be meeting on Thursday, December 9, 2021.

Mr. Weathers noted that the CCC would be meeting the next evening via Zoom.

PUBLIC COMMENTS AND MEDIA QUESTIONS

At the request of Jim LeFebvre, the Board held a moment of silence to honor the 80<sup>th</sup> Anniversary of the attack on Pearl Harbor.

Daymond Steer inquired about how the Small Acts initiative was going.

Mr. Colbath stated that they would be really beginning after the first of the year.

**At 5:41 pm, Mr. Colbath moved, seconded by Mr. Thibodeau, to go into non-public session under RSA 91-A:3 II (J). The motion carried unanimously.**

NON-PUBLIC SESSION RSA 91-A :3 II (J) – CONSIDERATION OF CONFIDENTIAL, COMMERCIAL, OR FINANCIAL INFORMATION

**At 6:27 pm the Board returned to public session.**

**Mr. Colbath moved, seconded by Thibodeau, to seal the minutes from this non-public session as divulgence of the information would render the proposed action ineffective. The motion carried unanimously.**

**At 6:28 pm, Mr. Colbath moved, seconded by Mr. Thibodeau, to go into non-public session under RSA 91-A:3 II (L). The motion carried unanimously.**

NON-PUBLIC SESSION RSA 91-A :3 II (L) – LEGAL ADVICE

**At 6:52 pm the Board returned to public session.**

**Mr. Colbath moved, seconded by Thibodeau, to seal the minutes from this non-public session as divulgence of the information would render the proposed action ineffective. The motion carried unanimously.**

ADJOURN

At 6:52 pm, the meeting adjourned at the call of the Chair.

Respectfully Submitted,

Krista Day  
Executive Secretary