

**Minutes of Meeting  
CONWAY BOARD OF SELECTMEN  
March 21, 2023**

The Selectmen’s Meeting convened at 4:00 pm at Conway Town Hall with the following present: C. David Weathers, Mary Carey Seavey, Carl Thibodeau, John Colbath, Steve Porter, Town Manager John Eastman and Executive Assistant 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 they would be correcting 15a. to say “AP Manifest dated 3/23/2023 and adding 15b. Payroll dated 3/23/2023.

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

PUBLIC HEARING ON KENO

Mr. Weathers opened the public hearing at 4:02 pm.

Jim LeFebvre stated that he is against Keno.

Mr. Weathers closed the public hearing at 4:03 pm.

ADOPTION OF CYBER SECURITY INCIDENT RESPONSE PLAN

Mr. Eastman explained that Ms. Day had worked on both the Cyber Security Incident Response Plan and the Computer Usage and Electronic Communications Policy and that Northledge Technologies had reviewed and approved them for adoption.

Mr. Colbath clarified that this would be a Selectmen’s policy.

**Mr. Colbath moved, seconded by Ms. Seavey, to adopt the Cyber Security Incident Response Plan as written. The motion carried unanimously.**

ADOPTION OF COMPUTER USAGE AND ELECTRONIC COMMUNICATIONS POLICY

**Mr. Colbath moved, seconded by Ms. Seavey, to adopt Computer Usage and Electronic Communications Policy as written. The motion carried unanimously.**

REQUEST TO DONATE MAP/LOT 277-115 TO TOWN

Mr. Eastman explained that they had received a request from Richard and Eleanor Tambling to donate their property located at Map/Lot 277-115.

He explained that they had purchased the property and then found out they could not build on it.

It was confirmed that the Town already owns two parcels next to this.

**Mr. Thibodeau moved, seconded by Mr. Porter, to accept the donation of Map/Lot 277-115 and pay the recording fee.**

Mr. Weathers emphasized that this was a non-buildable lot.

Mr. Colbath stated that he believed that all three parcels should be managed by the Conservation Commission.

Mr. Eastman will look into whether the other two parcels are already managed by the Conservation Commission and report back.

**The motion carried unanimously.**

#### APPOINTMENT OF JEREMY GIBBS AS DEPUTY HEALTH OFFICER

It was stated that the current Deputy Health Officer, Ray Leavitt, was no longer interested.

**Mr. Colbath moved, seconded by Mr. Thibodeau, to appoint Jeremy Gibbs as Deputy Health Officer for the Town of Conway. The motion carried unanimously.**

#### APPOINTMENT OF ZBA MEMBERS

1. 2 Regular Members for 3-Year Term
2. 1 Alternate Member for 3-Year Term

**Ms. Seavey moved, seconded by Mr. Porter, to appoint John Colbath as a regular member of the ZBA for a 3 year term. The motion carried (4-0-1) with Mr. Colbath abstaining.**

**Ms. Seavey moved, seconded by Mr. Porter, to appoint Jac Cuddy as a regular member of the ZBA for a 3 year term. The motion carried unanimously.**

There was discussion regarding whether they needed to reappoint Steven Steiner as an alternate as his term did not expire until 2025.

They decided to take no action.

Mr. Colbath emphasized the need to find more alternates.

He noted that Luigi Bartolomeo had stepped down.

**Mr. Colbath moved, seconded by Ms. Seavey, to draft a certificate of appreciation for Luigi Bartolomeo for his service on the ZBA and present it at the next meeting. The motion carried unanimously.**

Mr. Weathers wanted an ad put in the paper for more alternates.

It was clarified that only one person can serve on both the ZBA and the Planning Board at the same time.

NOTIFICATION OF DEMO PERMIT FOR 2952 WHITE MT. HIGHWAY

It was noted that this was the house next to Delaneys that was being moved for Flatbread.

APPROVAL OF \$30 FINE AT REC SITES

Mr. Eastman explained that he was recommending that the Board vote to change the parking fines at the Recreation Site parking lots to \$30.00 as they had received a large amount of appeals last year that made it difficult to process them all.

He noted that River Road would remain a \$100.00 fine.

There was discussion regarding Smith Eastman Landing because part of the parking area was on the road.

They decided to make two different motions.

**Mr. Thibodeau moved, seconded by Ms. Seavey, to change the parking fine to \$30.00 for parking violations at Smith-Eastman Landing from the Courthouse driveway on Meeting House Road to the end of the parking lot on both sides of the road. The motion carried unanimously.**

**Mr. Thibodeau moved, seconded by Mr. Colbath, to change the parking fine to \$30.00 for parking violations in the parking lots at First Bridge, Davis Parker and Conway Lake. The motion carried unanimously.**

COMPLETION OF THE AUDITORS QUESTIONNAIRE

The Board completed the Auditors Questionnaire. (See Attached).

**Mr. Thibodeau moved, seconded by Ms. Seavey, to authorize the Chair to sign the auditor's questionnaire. The motion carried unanimously.**

REVIEW OF RECEIPTS

The receipts were available for review.

SIGNING OF DOCUMENTS

- a. Waiver of Municipal Liability on Map/Lot 299-121
- b. Permanent Application for Property Tax Credits/Exemptions on Map/Lot 265-74
- c. Permanent Application for Property Tax Credits/Exemptions on Map/Lot 269-69
- d. Permanent Application for Property Tax Credits/Exemptions on Map/Lot 275-36
- e. Permanent Application for Property Tax Credits/Exemptions on Map/Lot 258-68.1
- f. Permanent Application for Property Tax Credits/Exemptions on Map/Lot 288-30
- g. Permanent Application for Property Tax Credits/Exemptions on Map/Lot 268-182
- h. Permanent Application for Property Tax Credits/Exemptions on Map/Lot 219-160

**Mr. Colbath moved, seconded by Ms. Seavey, to sign the documents listed above. The motion carried unanimously.**

CONSIDERATION OF BILLS

- a. AP Manifest dated 3/23/2023
- b. Payroll dated 3/23/2023

**Mr. Colbath moved, seconded by Ms. Seavey, to sign the AP Manifest and Payroll dated 3/23/2023. The motion carried unanimously.**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Abatement of Taxes on Map/Lot 202-13
- b. Abatement of Taxes on Map/Lot 276-250
- c. Abatement of Taxes on Map/Lot 277-320
- d. AP Manifest dated 3/9/2023
- e. Payroll dated 3/9/2023
- f. Permit to Sell Raffle Tickets for Vaughan Community Service, Inc. on 6/24/2023
- g. KHS "Crank the Kanc" (5/20/2023)
- h. AP Manifest dated 3/16/2023

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

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

- a. New England Classic Charity Bike Tour (7/17/2023)

**Mr. Colbath moved, seconded by Ms. Seavey, to approve the special event permit as listed above. The motion carried unanimously.**

CONSIDERATION OF MINUTES

- a. Regular and Non-Public Minutes from 2/28/2023

**Mr. Colbath moved, seconded by Ms. Seavey, to adopt the minutes from 2/28/2023 as written. The motion carried unanimously.**

TOWN MANAGER REPORT

Mr. Eastman requested the Board's permission to authorize him to sign documents related to the Invest NH Grant.

**Mr. Colbath moved, seconded by Ms. Seavey, to authorize the Chair to sign the delegation of authorization to allow Mr. Eastman to sign documents related to the implementation of programs administered through NH's housing programs. The motion carried unanimously.**

Mr. Eastman stated that he had met with the Assistant Vice President for the Bank of New Hampshire and they would be holding an event on Saturday, May 13, 2023 from 9:00 am – 12:00 pm where people can bring up to three boxes of paper to be shredded free of charge.

Mr. Eastman stated that Homeland Security would like to have a meeting on March 31, 2023 at 10:00 am in the meeting room for the area Emergency Management Directors to find out if anyone wants to apply for emergency funds from the storm that occurred before Christmas in 2022.

Mr. Eastman asked the Board what their availability was for the Election.

Mr. Colbath, Ms. Seavey and Mr. Weathers will be there all day.

Mr. Thibodeau will be there from 1:00 pm until the end.

Mr. Porter was unsure at this time.

BOARD REPORTS AND COMMENTS

Mr. Thibodeau gave the airport report.

He noted that the Canadian Rescue Helicopter would be returning to the airport on May 1, 2023.

He gave a brief explanation of the difference between AvGas and JetA fuel.

Mr. Colbath stated that the ZBA had met the previous week.

He noted that the Budget Committee would be meeting the next evening.

Mr. Porter stated that the Planning Board would be meeting on Thursday, March 23, 2023.

Mr. Eastman noted that the Town Reports were now available as well as absentee ballots.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Mr. Eastman inquired as to whether the Board had been hearing from the public about the potential moratorium and what their views on it were.

Mr. Colbath stated that most people he knows are for it, however, he has not had any input from businesses.

He noted that there are some realtors concerned.

Mr. Porter stated that he believed it was a good idea and the timing was a little late.

Mr. Weathers stated that he has not heard from anyone but emphasized that it is the voters decision.

Ms. Seavey stated that these decisions are up to the residents who need to come out and vote.

The Board is only here to enforce the ordinances, not create them.

Mr. Thibodeau stated that he was in favor of it for one year while the Master Plan is completed.

Mr. Thibodeau wanted stated that one thing that always bothers him is when people on social media say that the Board of Selectmen let another hotel in but wont do anything about affordable housing.

He emphasized that the Board cannot do anything about housing.

Conway does not have a housing authority, therefore they cannot hire contractors to build or buy housing.

**At 5:07 pm, Mr. Colbath moved, seconded by Mr. Thibodeau, to go into non-public session under RSA 91-A:3 II (c). The motion carried unanimously.**

NON-PUBLIC RSA 91-A:3 II (C) TAX MATTER

**At 5:15 pm, the Board returned to public session.**

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

**At 5:16 pm, Mr. Colbath moved, seconded by Mr. Thibodeau, to go into non-public session under RSA 91-A:3 II (D). The motion carried unanimously.**

NON-PUBLIC RSA 91-A :3 II (D) ACQUISITION, SALE OR LEASE

**At 5:22 pm, the Board returned to public session.**

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

ADJOURN

**At 5:22 pm, the meeting adjourned at the Call of the Chair.**

Respectfully Submitted,

Krista Day  
Executive Secretary