

**Minutes of Meeting
CONWAY BOARD OF SELECTMEN**

November 29, 2005

The Selectmen's Meeting convened at 4:05 p.m. in the meeting room of Conway Town Hall with the following present: Selectmen, Larry Martin (Chair), Karen Umberger, David Weathers, Gary Webster, and Mark Hounsell; Town Manager, Earl W. Sires; and Recording Secretary, Karen Hallowell.

PLEDGE OF ALLEGIANCE

Chairman Martin led the Board in the Pledge of Allegiance to the Flag.

SIGNING OF DOCUMENTS

The Board reviewed and signed various documents contained in the signature folder.

APPROVAL OF BILLS

The Board reviewed and approved the manifest dated 12/01/05.

APPROVAL OF MINUTES

Ms. Umberger moved, seconded by Mr. Webster, to approve the minutes of 10/25/05 as written. The motion carried 5-0-0.

BUILDING INSPECTION FEES

Code Enforcement Officer, David Pandora, joined the meeting. There was a discussion regarding Building Inspection Fees with the Board.

Ms. Umberger moved, seconded by Mr. Hounsell, to recommend to the Planning Board to change the building permit processing fee for new construction from \$20 to \$25 and an additional fee of \$.05 per square foot. The motion carried 5-0-0.

Ms. Umberger moved, seconded by Mr. Hounsell, to recommend to the Planning Board to change the commercial permit fee from \$20 to \$50 and anything over and above \$15,000 to change the rate from \$.04 to \$.06 per thousand. The motion carried 5-0-0.

DRIVEWAY PERMIT FEES

Public Works Director, Paul DegliAngeli, joined the meeting.

Mr. DegliAngeli explained that currently there is no fee for driveway permits but applicants are required to post surety only. Mr. DegliAngeli advised the proposal is to go from \$0 to \$100 dollars for the driveway permit fee. Mr. DegliAngeli explained it usually takes 3 visits sometimes 4 to inspect the driveway. Mr. DegliAngeli further advised it is proposed the Town asks for a \$900 bond as well for driveway permits.

There was next discussion regarding the fees, surety bonds, and scenarios for new, existing, complex or simple driveways with the Board.

Ms. Umberger moved that we institute a \$100 driveway permit fee. There was no second to the motion. After further brief discussion, the Board determined they would like more time for review and consideration of this matter. The Board requested that Mr. DegliAngeli gather further information and that this matter be brought back for further discussion in the future.

REVIEW OF PROPOSED 2006 BUDGET

Mr. Sires first distributed 2005 budget figures to date to the Board for review. Finance Director, Lucy Phibrick, was also present for discussion.

Police – Police Chief Ed Wagner, and Police Commissioners, Doherty and Whetton, were present to review 2006 proposed budget figures with the Board. There was discussion with the Police Representatives regarding regular officer salaries, evaluations, Animal Control Officer, and Commercial Duty. With regard to Commercial Duty there was discussion regarding taking all but three months worth (January, February and March's) out of the budget and placing the remaining nine months into a warrant article. This was agreed to by both the Board and the Police Commission.

Recreation – Recreation Director, John Eastman, joined the meeting. Mr. Sires first reviewed the proposed transfer of \$4,000 from the Patriotic Purposes portion of the 2006 budget to the Recreation Budget to cover the cost of assuming the responsibility for the planning Fourth of July activities and to increase a part time person in the Recreation Department to thirty two weeks. Mr. Eastman next reviewed the proposed 2006 Parks and Recreation Budget with the Board. Mr. Eastman next advised of a \$20,000 estimate for a water sprinkler system for Schouler Park and Mr. Sires advised this will be requested through a warrant article. Mr. Sires next also advised of a warrant article for playground equipment as well and advised he would provide the Board with information on this in the near future.

Assessing – Tax Assessor, Tom Holmes, joined the meeting. Mr. Holmes briefly reviewed the proposed 2006 Assessing budget with the Board. Mr. Holmes also briefed the Board on court cases that will be heard in the upcoming year on tax matters. Mr. Holmes also briefly advised the Board on issues with the revaluation company.

Mr. Sires advised the Board that Mr. Holmes was elected President of the NH Assessors Association. The Board congratulated Mr. Holmes.

Planning and Zoning – Planning Director, Thomas Irving, joined the meeting. Mr. Irving first reviewed that some employee positions were reallocated within the Department of Public Works and Planning and Zoning. Mr. Irving next reviewed the proposed 2006 Planning and Zoning budget with the Board.

Conservation Commission – Conservation Commission Chair, Paul Pinkham, joined the meeting. Mr. Sires distributed revised proposed 2006 Conservation Commission Budget to the Board and he and Mr. Pinkham reviewed same with the Board.

At 6:48 p.m., Chairman Martin called a recess. The meeting reconvened at 7:03 p.m.

Welfare – Mr. Sires reviewed that this budget carries both salary and expenses for the department. There was further brief discussion regarding the increase in the budget. The Board asked that the General Assistance Officer, Billie-Jo Parker, be at the next meeting to discuss this budget in further detail.

Executive – Mr. Sires reviewed that salaries are carried in this budget. Mr. Sires further reviewed that the line request for town reports is down as last year the town did not mail reports and so this reduced expenses and we can order less quantities.

Elections – This budget will be discussed next week.

Finance – Mr. Sires reviewed one correction needs to be made in this department. The Treasurer line needs to increase by \$400. Ms. Philbrick reviewed information regarding replacing computers.

Ms. Philbrick next discussed the need to encumber money from last year as well. **Ms. Umberger moved, seconded by Mr. Weathers, to encumber the funds for the program for \$4800 for the Town Clerk's Office. The motion carried 5-0-0.**

Mr. Webster requested that Town Clerk, Rhoda Quint, brief the Board on the motor vehicle title program at the next meeting.

Insurance – Mr. Sires briefly reviewed the proposed 2006 Insurance budget with the Board.

Patriotic Purposes – Mr. Sires briefly reviewed the proposed 2006 Patriotic Purposes budget with the Board. Mr. Sires reviewed that Cindy Russell will not be organizing the Fourth of July Celebration and a reduction and been taken from this budget and placed in the Recreation budget for planning this event. The remaining dollars in that line are for fireworks. Further, there was an increase in Patriotic Purposes for flags.

Emergency Services – Mr. Sires reviewed this covers ambulance and fire. With regard to ambulance this is still in negotiations. Mr. Sires also briefly reviewed the proposed 2006 fire budget with the Board.

Inspections – Mr. Sires briefly reviewed the proposed 2006 Inspections budget with the Board.

Health – Mr. Sires reviewed this covers Health Officers and kennel fees. Mr. Sires further advised that Deputy Health Officer has also asked for \$250 in 2006 and this is included. The Board discussed kennel fees and felt they should be reduced to \$1,000.

Debt - Mr. Sires briefly reviewed the 2006 Debt Principal and Interest budget with the Board.

Legal – Mr. Sires briefly reviewed the proposed 2006 Legal budget with the Board. Mr. Sires explained that senior staff here many year and many issues have been worked out and that the legal budget could be reduced this year.

MOUNT WASHINGTON VALLEY SKI TOURING ASSOCIATION

Mr. Sires distributed a revised proposed draft Mount Washington Valley Ski Touring Association Agreement to the Board and reviewed same. Mr. Sires reviewed revisions made as requested by the Board at a previous meeting. Ms. Umberger requested that an address also be added to paragraph 13a for Ragged Mountain. **Mr. Hounsell moved, seconded by Mr. Weathers, to accept the Agreement with changes. The motion carried 5-0-0.**

TOWN MANAGER REPORT

Valley Vision/Point of View Program – Mr. Sires reported he will be appearing on the Point of View program tomorrow night on Valley Vision for a discussion about the transportation meeting held recently in Conway with Governor Lynch.

BOARD REPORTS AND COMMENTS

Town and School Communication Policy – Ms. Umberger distributed a copy of a draft Communication Policy developed between the School and Town through the Ad Hoc Committee. Ms. Umberger advised that the school will be looking at this draft policy on December 12 and that she and Mark Hounsell ask that it go on the Board of Selectmen agenda for the 13th and then hold a public hearing after the first of the year.

Conway Lake Winter Drawdown – Mr. Martin reviewed a notice posted regarding the commencement of the winter drawdown of Conway Lake.

Winter Parking Ban – Mr. Martin reviewed the notice posted regarding no parking during the winter snow removal period.

PUBLIC COMMENT/MEDIA QUESTIONS

There were no public comments or media questions.

ADJOURN

The meeting adjourned at 7:42 p.m.

Respectfully submitted,

Karen J. Hallowell
Executive Secretary