

Minutes of Meeting
CONWAY BOARD OF SELECTMEN
June 19, 2012

The Selectmen's Meeting convened at 4:00 p.m. in the Meeting Room of Conway Town Hall with the following present: Selectmen, C. David Weathers (Chair), Howard C. Dickinson, and Stacy Sand, Town Manager, Earl W. Sires and Recording Secretary, Karen Hallowell.

Selectmen, Michael DiGregorio and Mary Carey Seavey were not present.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Ms. Sand moved, seconded by Mr. Dickinson, to approve the Agenda. The motion carried 3-0-0

POLICE COMMISSION

Police Commissioners, Theresa Kennett and Rodney King, joined the meeting. Police Chief Ed Wagner and Police Lieutenant Chris Perley were also present.

Ms. Kennett discussed the police department budgeting for benefits in the future and also starting a Capital Reserve Fund (CRF) for equipment, i.e., service weapons, rifles, etc. Ms. Kennett explained that these are things that can impact a budget significantly. Ms. Kennett next distributed a list for the proposed CRF and reviewed same with the Board. Mr. Sires stated that we would have to see what fits for a CRF account and what doesn't. Ms. Kennett asked that if the items are appropriate -if this would be just a matter of putting forward a warrant article. Mr. Sires advised this would have to get the vote of the Board of Selectmen and the Budget Committee. Also, we have to determine who has the authority to expend from the fund. We would have to figure out how this would work.

Mr. Sires next stated that if the Board is agreeable to the idea, staff would start to look at this matter and bring back a proposal. The Board agreed.

Mr. Sires next stated that with regard to capital equipment, used police vehicles in the past were serviceable for town staff use. Now with the demand on vehicles and extending use life at the Police Department, we are looking at shortages of vehicles available for town staff. Town Hall is now down to two vehicles and there may be a third vehicle in the future but it needs work. Mr. Sires stated that he is advising the Board of this now as this is something on the horizon.

Ms. Kennett next discussed the earned benefit fund and stated that there were questions on this last year as to whether this is appropriate and they are here today to discuss same. Mr. Sires stated it would be legal to do this. If the funds are not needed then they are not spent. Mr. Sires further added the proposal would have to have the support of the Budget Committee and the public would have to have assurances the money would come back to the Town. Ms. Kennett stated she would like to know how this Board feels about this issue. Mr. Weathers advised he would like to have a full Board present when discussing this matter. All agreed.

TRANSFER STATION PRESENTATION BY THE LMWVSWD SUBCOMMITTEE

LMWVSWD member Colleen Cormack, Rick Holt of Cormack Builders, and Josh McAllister of HEB Engineering were present for discussion of the transfer station.

Ms. Cormack reviewed that the District and this Board previously discussed closing the dump store and this Board voted to close it temporarily. Also, two public hearings were held and the LMWVSWD held a brainstorming session.

Mr. Holt next advised that he created a film regarding suggested changes for the transfer station and reviewed same with the Board. Ms. Cormack also distributed a paper copy of the presentation for the Board's review. (See attached). Mr. Holt and Ms. Cormack reviewed proposed changes to the electronics area, traffic flow, oil storage, batteries, glass dumpsters, the dump store, a re-use area, adding parking, an ADA compliant parking space, curbing, moving the Planet Aid dumpsters, education, supervision, the Recycling Attendant, additions to employee job descriptions, and moving the recycling area and the glass dumpsters.

Ms. Cormack stated that she feels that education is a key portion to any changes made. Ms. Cormack also proposed that 4 Our Kids Recycling Service coordinate volunteers and pass out informational materials.

Mr. Weathers asked for questions and comments on the presentation. Ms. Sand stated that the proposals make sense and are worth a try. Nothing is set in stone. Also, now that we know we are not ADA compliant we need to make that happen and it is also a good time to make the rest of the changes happen. Ms. Sand stated that she is a firm believer in reuse.

Mr. Dickinson stated that he would like to hear more about the proposal including what it is going to cost. There was next a brief discussion with Mr. DegliAngeli and Mr. McAllister regarding the costs for asphalt to do the shimming work, etc.

Mr. Sires requested that the Board give staff time to look at the budgetary issues of the proposal. Ms. Cormack stated they are not looking for an answer this evening. Ms. Sand stated that her concern is that it is summer and this is when most of the reuse happens. She also feels we should at least get the shelving up for the reuse area and work on the shimming, etc. later. Ms. Sand stated that we could have the shelving up and ready as soon as a Compliance Officer is hired. Mr. Sires stated that we are not trying to hold this up but he would like to look at budget figures for the proposals.

Mr. DegliAngeli stated that there is programmed money in CRF for work on the Transfer Station to keep the walls from collapsing, etc. There was a tour of the facility recently and he pointed out how tired the facility was and it is not laid out well. Mr. DegliAngeli further advised there is budget money to do minimal repairs, i.e., roof leaks, concrete block walls, sidewalks, etc. He has held off on this as we were waiting for the LMWVSWD recommendations.

Mr. DegliAngeli next stated that he feels there have been good ideas presented but would also like to see this go further, i.e., extending the roof, make two trash windows into one, etc. Mr. DegliAngeli further added that he agrees that getting everything on one side would help as well. He would like to see these ideas carried out a little further, if the Board agrees.

Mr. Weathers asked what we should do now about the ADA accessibility. Mr. DegliAngeli stated that we could square up the parking. Also, it would be better to ramp up or

just take the curb and concrete out in one area. Mr. DegliAngeli next further discussed repairs need to the building including the roof, etc.

Mr. Sires stated that he understand people want to get this going but he is asking the Board to give staff the time to look at all of what has been discussed. We have money in the CRF but we can't do everything all at one time as we don't have a budget for it. Once we have bid documents, etc we would know.

Ms. Sand stated she would like to see something happen before the summer. Mr. Sires suggested reopening the dump store while we are reviewing the proposed changes. Ms. Sand stated she does not want to reopen the dump store as this would bring back the same old problems. Mr. Weathers questioned what would happen with the old dump store building if it is not reopened. Mr. DegliAngeli advised that if the proposals made are accepted and are successful we could recycle the old dump store.

Mr. Sires next stated that the metals issue also needs to be addressed as people are still getting into the metals pile. Mr. DegliAngeli reviewed that the Board did vote for enforcement on this issue.

After further brief discussion, **Ms. Sand moved, seconded by Mr. Dickinson, that we create a shelving unit in the area that can be used for reuse items on a temporary basis while the Public Works Director evaluates the situation and it becomes operational and when the Compliance Officer is on board. The motion carried 3-0-0.**

Ms. Sand thanked Ms. Cormack, Cormack Builders, HEB Engineers and 4 Our Kids Recycling for donating their time and efforts in bringing forth this proposal.

At 5:15 there was a brief recess to allow equipment to be put away. The meeting resumed at 5:25 pm

TRANSVALE DISCUSSION

Mr. Sires distributed a 10 month review of Transvale list post Tropical Storm Irene to the Board and reviewed same. (Copy attached).

Mr. Sires next advised that a meeting is scheduled for Thursday, June 21, 2012 in Concord at the CDBG office regarding the buyout program. We should know by June 27, 2012, if we have buyout funds.

Mr. Sires nest distributed a map for the Board to review depicting vacant lots and properties that do not have violations. Mr. Sires pointed out that over half of the properties are in compliance but about 40% still have work to be done. Mr. Sires stated he feels that significant progress has been made and that it will continue. Mr. Sires next commented that staff is working hard and doing a good job and he appreciates same. Mr. Sires further advised that he is still meeting with staff every Tuesday morning to go over matters related to Transvale.

REVIEW AND CONSIDERATION OF CDBG – CODE OF ETHICS FOR CDBG ADMINISTRATION AND CONWAY FINANCIAL MANAGEMENT PLAN

Mr. Sires reviewed there are two items that need to be considered pursuant to the CDBG Program – A Code of Ethics for CDBG Administration and a Conway Financial Management Plan. This is for the water line repairs on Rebecca Lane and Hunting Ridge.

The forms have been reviewed by staff. **Ms. Sand moved, seconded by Mr. Dickinson, to accept the Code of Ethics for CDBG Administration and the Conway Financial Management Plan. The motion carried 3-0-0.**

REVIEW AND CONSIDERATION OF AUTHORIZATION FOR BOARD OF
SELECTMEN CHAIR, DAVID WEATHERS, TO SIGN CDBG APPLICATION

Mr. Sires reviewed he sits on the CDBG Board and feels he should not be the one to sign the CDBG Applications and requested that this Board appoint the Chair of the Selectmen as the signer. **Ms. Sand moved, seconded by Mr. Dickinson, that we allow the Board of Selectmen Chair to sign any CDBG Applications. The motion carried 3-0-0.**

SIGNING OF DOCUMENTS

- a. Abatement Map/Lot 223-25
- b. Abatement Map/Lot 233-9
- c. Abatement Map/Lot 233-10
- d. Abatement Map/Lot 262-83.007
- e. Abatement Map/Lot 262-83-264
- f. Certification of Yield Taxes Assessed Map/Lot 201-5
- g. Certification of Yield Taxes Assessed Map/Lot 265-161.2
- h. Notice of Intent to Cut Wood or Timber Map/Lot 247-4
- i. Notice of Intent to Cut Wood or Timber Map/Lot 247-112, 113
- j. Notice of Intent to Cut Wood or Timber Map/Lot 260-58
- k. Notice of Intent to Cut Wood or Timber Map/Lot 293-4, 8
- l. Permit to Sell Raffle Tickets/MWV Old Car Club Drawing 9/9/12
- m. Permit to Sell Raffle Tickets/White Mtn Amateur Radio Club Drawing 9/29/12
- n. Timber Tax Levy Map/Lot 201-5
- o. Timber Tax Levy Map/Lot 265-161.2

It was agreed to hold Item k-Notice of Intent to Cut Wood or Timber for Map/Lot 293-4, 8 as Mr. Dickinson would not be able to sign same and there would not be enough signatures for this document this evening. All Agreed. **Ms. Sand moved, seconded by Mr. Dickinson, to sign the Abatement for Map/Lot 223-25, Abatement for Map/Lot 233-9, Abatement for Map/Lot 233-10, Abatement for Map/Lot 262-83.007, Abatement for Map/Lot 262-83-264, Certification of Yield Taxes Assessed for Map/Lot 201-5, Certification of Yield Taxes Assessed for Map/Lot 265-161.2, Notice of Intent to Cut Wood or Timber for Map/Lot 247-4, Notice of Intent to Cut Wood or Timber for Map/Lot 247-112, 113, Notice of Intent to Cut Wood or Timber for Map/Lot 260-58, Permit to Sell Raffle Tickets/MWV Old Car Club for a drawing on 9/9/12, Permit to Sell Raffle Tickets/White Mountain Amateur Radio Club for a Drawing on 9/29/12, Timber Tax Levy for Map/Lot 201-5, and Timber Tax Levy for Map/Lot 265-161.2. The motion carried 3-0-0.**

Ms. Sand moved, seconded by Mr. Dickinson, that the Notice of Intent to Cut Wood or Timber for Map/Lot 293-4, 8 be signed out of session. The motion carried 3-0-0.

CONSIDERATION OF BILLS

a. Manifest dated 6/21/12 – **Ms. Sand moved, seconded by Mr. Dickinson, to sign the manifest dated 6/21/12. The motion carried 3-0-0**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Manifest dated 6/14/12
- b. Payroll dated 6/14/12

Mr. Dickinson moved, seconded by Ms. Sand to ratify the Manifest and Payroll dated 6/14/12 which was signed out of session. The motion carried 3-0-0.

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

- a. Red Jersey Cyclery/Summer Series - Thursday nights 6/28/12-8/2/12
- b. North East Passage/Three Notch Century Cycling Event – 9/8/12-9/9/12
- c. MWV Old Car Club/22nd Annual Car Show – 9/9/12 – pending insurance
- d. White Mountain Amateur Radio Club/Hamvention & Flea Market – 9/29/12 – pending insurance

Ms. Sand moved, seconded by Mr. Dickinson, that we approve the special event applications for the Red Jersey Cyclery/Summer Series on Thursday nights from 6/28/12 through 8/2/12 and the North East Passage/Three Notch Century Cycling Event scheduled for 9/8/12-9/9/12. The motion carried 3-0-0.

Ms. Sand moved, seconded by Mr. Dickinson, that we approve the special event applications for the MWV Old Car Club/22nd Annual Car Show scheduled for 9/9/12 pending receipt of insurance, and the White Mountain Amateur Radio Club/Hamvention & Flea Market scheduled for 9/29/12 pending receipt of insurance. The motion carried 3-0-0

CONSIDERATION OF MINUTES: 6/5/12

It was agreed that consideration of the minutes of 6/5/12 would be carried to the next meeting.

TOWN MANAGER REPORT

Hazardous Mitigation Plan Update – Mr. Sires reported on the need to have authorization for the Town Manager to sign a grant to the State for funding to hire a consultant to do a Hazardous Mitigation Plan update. The application has been submitted but we now need the Board of Selectmen to vote on authorization to sign for same. **Mr. Dickinson moved, seconded by Ms. Sand, to authorize the Town Manager to sign the Hazardous Mitigation Grant Application. The motion carried unanimously.**

Town Clerk Budget – Mr. Sires reviewed there were funds budgeted for a payment box to be installed at Town Hall. Mr. Sires advised this payment box will be installed at the back of Town Hall and work will start on this in the near future.

Abenaki Interpretive Panel – Mr. Sires reviewed that a meeting is scheduled for tomorrow with Bob Cottrell regarding the interpretive panel that will be placed at the Abenaki site.

Conway Area Humane Society – Mr. Sires reported a meeting is scheduled with the Conway Area Humane Society to discuss an agreement between the Conway Area Humane Society and the Town of Conway.

Town Manager Evaluation – Mr. Sires reported he will be distributing a goal sheet in the near future for the upcoming Town Manager evaluation.

Bus Maintenance – Mr. Sires reported that he, Paul DegliAngeli, Mike Courville and Joe Baily got together recently with School Board members to have a discussion regarding bus maintenance. The School Board wanted to look at why there is more maintenance on school busses. Mr. Sires next reviewed that the School Board had made a decision previously to extend the life on busses without a capital reserve fund for maintenance. Mr. Sires explained the School Board needs to look at a different approach in the upcoming budget season regarding the maintenance of school busses.

Conway Lake Levels – Mr. Sires reviewed he was asked at the last Board meeting to contact the Conway Lake Association regarding the lake levels of Conway Lake and when to drawn down in the fall. Mr. Sires reported he spoke with Tom Deans about this matter who advised they are happy with the way things are going with the levels and the draw down but would also happy to hear any concerns from lake residents at a meeting of the Conway Lake Association. Mr. Sires reviewed there had been some concerns during the last drawn down season when heavy rains occurred that it wasn't opened enough. However, the fact was that the water could not leave the lake any faster due to the amount of rain we had received. Mr. Dickinson commented that someone had called him about developing a drawdown policy for the fall. Mr. Dickinson stated that he feels we should have a policy of some sort regarding the drawdown and feels we need to plan for same. Mr. Dickinson further added that we should find out from Tom Deans and from people on the lake if they have concerns about this and ask them to call the Town Manager. Ms. Stacy suggested that Mr. Dickinson bring back more information on this matter from the Conway Lake Association meeting scheduled for August. Mr. Weathers pointed out that the draw down time is weather dependent.

Hussey Field – Mr. Sires reported the Town was operating under the assumption that we had a permit to do work in Hussey Field from the NHDES. Through the Emergency Operation Center we were given an authorization number but not a permit number. We stumbled on this information while working on other wetlands permits in town and we started talking about Hussey Field and this came to light. Mr. Sires reported we have filled out the paperwork and notified the abutters however, when it got down to the fee portion, we were not prepared to cut a check for the \$15,000 application fee to the State. Mr. Sires next advised that we have talked with people at NHDES and also the Commissioner to try to find a solution and they advised we need to submit the fee. Further, last year, discussion was held with this Board and some members felt we should not keep plugging the holes at Hussey Field. Mr. Sires asked the Board to consider the matter and make a decision on how they would like to proceed with Hussey Field in the future. Mr. DegliAngeli next stated that we received \$30,000 from FEMA for repairs to Hussey Field and so we have \$15,000 we could use for the permit and just do some of the work and not all and this is a direction we could head if this is how the Board would like to proceed. Mr. Dickinson stated he would like to have the permission of the Board to make some inquiries concerning the \$15,000 fees to try and get this matter straightened out. The Board agreed to have Mr. Dickinson do same. Ms. Sand stated that she would like to see the difference of what only \$15,000 in repairs would be to the field or if we should look to waiting another year to do the work. Mr. Weathers stated he would like to have this discussion with the full Board at a future meeting. All agreed.

BOARD REPORTS AND COMMENTS

There were no Board reports.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer of the Conway Daily Suns asked for clarification about moving the storage units at the transfer station. Mr. DegliAngeli stated the MWVSWD wants to see them all on one side.

NON PUBLIC SESSION/NH RSA 91-A:3,II(C) – TAX MATTERS

At 5:56 p.m, **Ms. Sand moved, seconded by Mr. Dickinson, to go into non public session to discuss tax matters.** Tax Collector, Rhoda Quint, Town Manager, Earl Sires, Recording Secretary, Karen Hallowell, and a taxpayer were included in the non public session. **The motion carried by unanimous roll call vote.**

At 6:15 p.m. the Board returned to public session. A motion to seal the minutes was made and carried in non public session.

ADJOURN

At 6:16 p.m. the meeting adjourned at the call of the chair.

Respectfully submitted,

Karen J Hallowell
Executive Secretary

Note: At the conclusion of the Selectmen's meeting the EPA held a public hearing regarding the Kearsarge Metallurgic Corporation site.