

Minutes of Meeting
CONWAY BOARD OF SELECTMEN
November 19, 2013

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), Michael DiGregorio, Mary Carey Seavey, Stacy Sand, Town Manager, Earl W. Sires and Recording Secretary, Holly Meserve.

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. DiGregorio, to approve the agenda. The motion carried unanimously.

BUDGET PRESENTATIONS

Police Department: Chief Ed Wagner, Lieutenant Chris Perley and Police Commissioners, David Doherty and Larry Martin were in attendance. Chief Wagner submitted and reviewed a list of changes in the budget. Mary Seavey joined the Board at this time. Chief Wagner stated that their department would gather the information for the 30 town survey independently as the Municipal Association is only doing it every two years now.

Ms. Sand asked why the Animal Control Officer's salary was increased by 10%. Chief Wagner stated she has been with us for 33 years, she is paid for 30 hours a week and she has not received an increase in 4 years. Ms. Sand stated that it shows a 4% increase last year. Chief Wagner stated that he could be mistaken, but he is sure that she has not had an increase for the past few years. Ms. Sand stated not sure if you gave it to her, but it was in the budget. Chief Wagner stated that she only is paid for 30 hours, but she gives more than 30 hours.

Ms. Sand asked about the cadet program and stated that they receive \$10 an hour which is over minimum wage. Ms. Sand stated that she is not questioning the value of the program, but questioning the pay for high school kids as it is more than what we pay our Recreation Counselors. Ms. Sand stated that this is a training program and she appreciates the value, but there would be a \$1,000 savings if they were paid minimum wage. Ms. Sand stated that this is an internship and a training program and usually there is no pay for internships. Chief Wagner stated that they would look into it.

Ms. Sand asked for an explanation of incentive pay. Chief Wagner stated that incentive pay includes three people that are still employed that receive longevity pay, educational incentive pay and/or sick time buyout.

Ms. Sand asked about building maintenance and the replacement of some doors. Chief Wagner stated that the doors rotted out. Ms. Sand asked if the building has ever had an energy audit. Chief Wagner stated that a fire protection company does an inspection every year. Ms.

Sand stated that an energy audit deals with heat loss that can cause moisture problems. Mr. Martin stated the doors that rotted were not wood doors, but steel and they rusted from exterior exposure.

Ms. Sand asked how they get rid of your trash and do you recycle. Chief Wagner stated that they have a dumpster. Ms. Sand stated she would appreciate since we are a Town that requires recycling of our residents that you look into recycling.

Mr. DiGregorio stated regarding building maintenance the Board has asked the Town Manager to have an evaluation of each of the buildings done. Mr. DiGregorio asked if they have budgeted for additional cruisers. Chief Wagner stated that they budget for two every year. Mr. DiGregorio asked if there has been a savings on fuel. Mr. Wagner stated that they still have 40% of our gas left. Chief Wagner stated that he would like to give it a couple of years to see if there is a savings before they reduce the line item as gas has gone down in price too. Ms. Sand asked if they have seen a decrease in electricity cost. Chief Wagner stated as of October they had 27% of the budget left. Chief Wagner stated that they also changed some of the light switches so lights will go off automatically.

Finance: Lucy Philbrick appeared before the Board. Ms. Philbrick stated that her budget is down a little. Ms. Philbrick stated that salaries are down as last year they budgeted for a new hire and overtime and they are not in next year's budget. Ms. Philbrick stated that they are looking at new printers to replace ones that are 10 years old. Ms. Philbrick stated that we are also required to do a single audit because we have received over a ½ million dollars of federal funding for Rebecca Lane and Transvale Acres. Mr. Sires stated that we have hired Lillie Gillian as the new Finance Director; she starts on January 6, 2014.

Legal: Mr. Sires stated that this item has gone down as we hope we have crested with the lawsuits at Transvale Acres.

Employee Benefits: Ms. Philbrick stated that health insurance is going up. Ms. Philbrick stated that we have budgeted for the 14.2% increase with LGC. Ms. Philbrick stated there was also an adjustment to workman's compensation and unemployment has gone down. Ms. Philbrick stated that the retirement rate had gone up for the entire year and earned benefit is her payout.

Ms. Sand asked if this other health insurance company comes back at the same increase what do we have to do to prevent these dramatic increases; do we need to look at employees contributing more as the Town cannot keep up with these increases. Mr. Sires stated we haven't had this significant of an increase in about four or five years; once we switched to the over 100 employee approach we benefited from that for quite a while. Mr. Sires stated there were a reduction and some small increases, but this year we had a significant increase. Mr. Sires stated he's a bit frustrated as we have received rebates, which means that we paid more, but now there is an increase.

Ms. Seavey asked what type of plan most municipalities offer. Mr. Sires stated 10 years ago we did an in depth analysis, at the time what we were offering was on the low end of what other communities were offering; however, the other communities are more in line with what we are offering so we are probably typical right now.

Mr. DiGregorio stated this is something we need to investigate and do more than just us to talk about it. Mr. DiGregorio asked if we have about 100 employees. Ms. Philbrick answered in the affirmative. The Board agreed to put this on the December 3, 2013 agenda.

Assessing: Tom Holmes appeared before the Board. Mr. Holmes stated we are having a reevaluation this year; that is the only increase in the budget other than personnel. Ms. Sand asked why the Assistant Assessor's salary went down. Mr. Holmes stated that it was incorrect last year.

Planning and Zoning: Mr. Sires stated that this budget is straight forward; he read the narrative. Mr. Sires stated that it is less than a 1% increase. Ms. Sand asked why we continue to budget for seminars when it is rarely spent. Mr. Sires stated Mr. Irving did attend the Annual Meeting a few weeks ago, so this year's total does not reflect that number yet.

Insurance: Ms. Philbrick stated that it went down a little as she miscalculated the property liability insurance. Mr. Sires stated that this is for Property, Auto and Liability Insurance.

Inspections: Mr. Sires stated this is for building inspections; and there has been very little change other than adjustment to salary. Ms. Philbrick stated that the book lines did not change this year as there were no changes in the regulations and did not have to buy books.

Health: Mr. Sires stated the Health Inspector's role has become more demanding with Transvale Acres. Mr. Sires stated that the stipend will be paid out shortly. Mr. Sires stated that we believe the kennel fees haven't been billed yet. Ms. Philbrick stated that we have not been billed in a while. Ms. Seavey stated this is for the owner's who do not show up. Mr. Weathers stated or if they don't know who the owner is. Ms. Seavey asked why separate and not part of a job assignment. Mr. Sires answered it is a state law.

Welfare: Mr. Sires stated there are two components to this budget; one is the employee and the other is assisting folks in the community. Mr. Sires stated that they are recommending a decrease in the department to \$45,000 for next year. Ms. Seavey questioned the decrease especially with the food banks needing so much assistance right now. Ms. Seavey stated she has an issue with lowering this. Mr. Sires stated that they would be making a payment to two different food banks soon.

Long Term Debt: Mr. Sires stated that we don't have much long term debt, just the library and that will be paid off in 2017. Mr. Sires stated that we have moved from debt financing to pay as you go.

Elections and Registration: Rhoda Quint appeared before the Board and reviewed her budget.

Revolving Funds: Ms. Philbrick gave a handout to the Board.

Mr. Sires stated that the skating rink was included in the Recreation Department operating budget, but there is nothing that compels the Board to keep it in the operating budget. Mr. Sires stated that the Board could leave it as a warrant article and approach it that the community only approved it for one year. The Board agreed that it should stay in the expense line.

SIGNING OF DOCUMENTS

- a. Tax Abatement Map/Lot 219-254.006 (2013)
- b. Tax Abatement Map/Lot 219-258 (2013)
- c. Tax Abatement Map/Lot 219-262 (2013)

Mr. Sires stated that these properties are State owned and no longer have a tenant. **Mr. DiGregorio moved, seconded by Ms. Seavey, to the sign the Tax Abatement for Map/Lot 219-254-006 (2013); Tax Abatement for Map/Lot 219-258 (2013); and Tax Abatement for Map/Lot 219-262 (2013). Motion unanimously carried.**

- d. Tax Abatement Map/Lot 277-222 (2013)

Mr. Sires stated that this abatement is for damage; a propane explosion demolished the home. **Ms. Sand moved, seconded by Mr. DiGregorio, to sign the Tax Abatement for Map/Lot 277-222 (2013). Motion unanimously carried.**

- e. Tax Abatement Map/Lot 219-246 (2010)

Mr. Sires stated that this was approved by the Board of Selectmen during a non-public session on August 16, 2013. **Mr. DiGregorio moved, seconded by Ms. Seavey, to sign the Tax Abatement for Map/Lot 219-246 (2010). Motion unanimously carried.**

- f. Tax Abatement Map/Lot 250-197 (2013)
- g. Tax Abatement Map/Lot 251-6 (2013)
- h. Tax Abatement Map/Lot 251-76 (2013)
- i. Tax Abatement Map/Lot 251-77 (2013)
- j. Tax Abatement Map/Lot 251-80 (2013)
- k. Tax Abatement Map/Lot 251-81 (2013)
- l. Tax Abatement Map/Lot 251-93 (2013)
- m. Tax Abatement Map/Lot 251-98 (2013)
- n. Tax Abatement Map/Lot 251-108 (2013)
- o. Tax Abatement Map/Lot 251-109 (2013)
- p. Tax Abatement Map/Lot 251-110 (2010, 2011, 2012 & 2013)
- q. Tax Abatement Map/Lot 251-111 (2013)
- r. Tax Abatement Map/Lot 251-136 (2013)
- s. Tax Abatement Map/Lot 263-49 (2013)
- t. Tax Abatement Map/Lot 278-16 (2013)

Mr. Sires stated that these are properties now owned by the Town. Ms. Seavey moved, seconded by Mr. DiGregorio, to sign the Tax Abatement for Map/Lot 250-197 (2013); Tax Abatement for Map/Lot 251-6 (2013); Tax Abatement for Map/Lot 251-76 (2013); Tax Abatement for Map/Lot 251-77 (2013); Tax Abatement for Map/Lot 251-80 (2013); Tax Abatement for Map/Lot 251-81 (2013); Tax Abatement for Map/Lot 251-93 (2013); Tax Abatement for Map/Lot 251-98 (2013); Tax Abatement for Map/Lot 251-108

(2013); Tax Abatement for Map/Lot 251-109 (2013); Tax Abatement for Map/Lot 251-110 (2010, 2011, 2012 & 2013); Tax Abatement for Map/Lot 251-111 (2013); Tax Abatement for Map/Lot 251-136 (2013); Tax Abatement for Map/Lot 263-49 (2013); and Tax Abatement for Map/Lot 278-16 (2013). Motion carried unanimously.

CONSIDERATION OF BILLS

Manifest dated 11/19/13 – **Ms. Sand moved, seconded by Mr. DiGregorio, to approve and sign the manifest dated 11/19/13. The motion carried unanimously.**

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

- a. Town of Conway/Celebrations Committee – Community Celebrations Holiday Parade, Tree Lighting and meeting with Santa in Conway Village – 12/7/13

Ms. Sand moved, seconded by Mr. DiGregorio, to approve the Special Events application for the Town of Conway/Celebrations Committee for the Community Celebrations Holiday Parade, Tree Lighting and meeting with Santa in Conway Village on 12/7/13. Motion carried unanimously.

CONSIDERATION OF MINUTES

Minutes of 11/5/13 – **Ms. Sand moved, seconded by Ms. Seavey, to accept the regular and non-public minutes of 11/5/13 as written. The motion carried unanimously.**

TOWN MANAGER REPORT

Mr. Sires stated that a new Finance Director has been hired. Mr. Sires stated that the sale of the Kearsarge Metallurgical site is back on track with a closing date in five months. Mr. Sires stated that demolition is still taking place in Transvale Acres; they are about half way done. Mr. Sires stated that he has been working on the budget and, interviewing and reference checking for the Finance Director position.

Ms. Sand asked about the application for the elderly housing project. Mr. Sires stated that they did not receive their funding. Mr. Sires stated that they also received a letter from the City of Berlin in regard to the bypass.

BOARD REPORTS AND COMMENTS

Mr. Weathers stated that the Conway Conservation Commission met; the Town Forester is finishing up some work in Whitaker Woods and the Commission will not be meeting in December.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer asked if any of the health insurance increases had to do with the Affordable Care Act. Mr. Sires answered in the negative.

NON PUBLIC SESSION / NH RSA 91-A:3,II(d) –
CONSIDERATION OF ACQUISITION, SALE OR LEASE OF REAL ESTATE

At 5:43 p.m. **Ms. Seavey moved, seconded by Ms. Sand, to go into non public session under NH RSA 91-A:II(e) to discuss the consideration of Acquisition, sale, or lease of real estate.** The non public session included Town Manager, Earl Sires and Recording Secretary, Holly Meserve. **The motion carried by unanimous roll call vote.**

Mr. DiGregorio left the meeting at 5:45 pm. The Board returned to public session at 5:50 p.m.

ADJOURN

At 5:50 p.m. the meeting adjourned at the call of the chair.

Respectfully submitted,

Holly L. Meserve
Recording Secretary