

Minutes of Meeting
CONWAY BOARD OF SELECTMEN
January 14, 2014

The Selectmen's Meeting convened at 4:05 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, and Carl Thibodeau, Town Manager, Earl Sires, and Recording Secretary, Karen Hallowell.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Ms. Sand moved, seconded by Ms. Seavey, to accept the agenda. The motion carried unanimously.

BUDGET REVIEW

Mr. Sires reported that the Town will probably be in the area of \$90,000 under budget for 2013. The projected revenues were close and there were a little extra revenues. The good news is we will finish under budget.

Mr. Sires next reported that the Budget Committee met recently. At that meeting the Town Clerk asked to adjust her proposed budget for 2014 with an increase as there are additional elections in 2014. The increases are for the Moderator from \$100 to \$250, an additional \$500 for ballot clerks and an additional \$200 for the meals line for the clerks. Mr. Sires next reported that he is also requesting an increase in the proposed legal budget. Originally, we were going to decrease this line to \$70,000 but now we have received notice of an increase in the rates from Hastings and Malia. We have not received a rate increase in several years from this firm. Mr. Sires stated we are asking now to increase the budget \$7,000 back to the level of last year at \$77,000. There was a brief discussion by the Board. **Ms. Sand moved, seconded by Ms. Seavey, that we add \$7,000 to the legal budget and \$800 to the elections budget to cover unanticipated costs that we have gotten more information about. The motion carried unanimously.**

VALLEY VISION AGREEMENT

Mr. Sires reviewed a proposed Memorandum of Agreement between the Town of Conway and Valley Vision with the Board. Mr. Sires reviewed that Valley Vision has asked for a \$1,500 increase this year and are asking for \$97,500. If the Board votes to approve this Agreement, then this will go to the voters. Mr. DiGregorio reviewed that the increase is related to the need for more assistance with the cameras. Mr. DiGregorio next commented that they have also been able to get a lot more sponsorships as well.

Mr. DiGregorio next reported that due to structural changes at Ham Arena there would be things directly in the way of where Valley Vision will film. We are picking up additional costs for this work and this Board will see the actual costs in a few weeks. The money for this will come from the PEG fund.

Mr. DiGregorio moved, seconded by Ms. Seavey, for tentative approval pending voter approval. The motion carried unanimously.

BUDGET REVIEW continued

Public Works Director, Paul DegliAngeli, joined the meeting. Mr. DegliAngeli distributed updated information regarding the Buildings Capital Reserve Fund to the Board and reviewed same. Mr. DegliAngeli reviewed that there was a previous discussion to push back paving at the Public Works Garage and Transfer Station. Mr. DegliAngeli further reviewed that there was also previous discussion regarding a problem with the sprinklers at the Police Station. Mr. DegliAngeli advised that a contractor will be on site this week and will do diagnostics to give us a better idea of what we need to do at the Police Station. Work will also have to be done on the drop ceiling. We are estimating this to be \$76,000 now. Mr. DegliAngeli next reviewed that under Highway Garage in 2018 is the expansion of the storage garage. Mr. Sires reviewed that with regard to paving at the Courthouse, we have an agreement with the State of NH for cost sharing. Mr. Sires next reviewed that we have also pushed back the sprinkler for the attic at Town Hall until 2016. The downstairs of Town Hall has sprinklers but the attic does not have sprinklers yet. Mr. Sires advised that if this Board is not comfortable with pushing the attic sprinklers to 2016 then we can bring this back forward.

With regard to the Highway Garage, Ms. Sand questioned if we would be doing the same to this building as the other i.e. radiant flooring, etc. Mr. DegliAngeli stated that this is not planned for this building but we could look at it if the Board wants. However, it would not have the same effect in this building as it is twice the size, has eight doors and people are in an out quite a bit more. We did put some insulation in the roof when we redid it and we could put more in. Also, the concrete floor in this building is in good shape which it wasn't in the other building when the radiant was put in. There was next a brief discussion regarding the heater and waste oil and Mr. DegliAngeli gave an overview of same. Ms. Sand next asked if we put it out to the public to collect waste oil. Mr. DegliAngeli advised that we use what we make and what is collected at the transfer station. Mr. DiGregorio pointed out that people can bring it to the transfer station year round. Mr. Thibodeau questioned if there is a limit to how much someone can bring. Mr. DegliAngeli advised the limit is 10 gallons per trip but we can look into accepting more if the Board would like. There is a process for managing the oil but we can look into it.

Ms. Sand moved, seconded by Mr. DiGregorio, that we put on the warrant an article for \$175,000 for buildings capital improvements. The motion carried unanimously.

Mr. DegliAngeli next reported that on a radio report on the recent storms, there had been a discussion on the number of people cuing up for the sand pile. The nature of the complaint is that a lot of vehicles waiting had Maine plates. It is our understanding that Fryeburg has closed their sand area. Mr. DegliAngeli advised he just wanted to make the Board aware of this matter. Mr. DegliAngeli next stated that one suggestion is to move the sand pile to the transfer station so that only people with a sticker can get sand. However, this is the first time we have had the problem with a line at the sand pile due to the recent weather conditions. Mr. Weathers stated that he had people comment to him on the issue of the line as well. If it persists we may have to discuss moving it.

Mr. DiGregorio asked how the salt shed is now. Mr. DegliAngeli stated it is low. When it is full we have enough for three to four snowstorms and we continually replenish the shed all the time. Mr. DegliAngeli next gave an explanation on the use of the salt. Mr. DegliAngeli next further reviewed that we can review and adjust the figure for salt if needed at Town Meeting as we have done in the past.

Ms. Sand next stated that with regard to the sand pile, this is due to circumstances and she would hate to put it behind a locked gate and not have it always accessible. Ms. Sand asked the public to be considerate, plan on waiting, and to be neighborly when it comes to accessing the salt pile. Mr. DegliAngeli pointed out that if the sand pile was at the transfer station then our trucks would be able to get to it easier. Mr. DegliAngeli next stated that the line at the salt pile has not been an issue in the past and that the events this year have made this a situation.

Mr. Sires next discussed mailboxes. Mr. Sires advised that if a mailbox is in the town right of way, the town is not responsible if the mailbox gets damaged during plowing. Mailboxes are allowed in the right of way at the owners risk.

CONSIDERATION OF RISK ASSESSMENT QUESTIONNAIRE FROM AUDITORS

Mr. Sires advised that the Auditors require that we complete a Risk Assessment Questionnaire. Mr. Sires next reviewed the Questionnaire with the Board.

Mr. Thibodeau advised that there have been transactions between the Public Works Department of the Town of Conway with his company and questioned if they should be included in the questionnaire. Mr. Thibodeau advised that the Town of Conway did pay his company a few hundred dollars to manufacture a few items. Mr. Sires advised that the form is asking if anyone is benefitting unusually. Ms. Philbrick advised the amount paid to Mr. Thibodeau's company was \$868.00. There was brief discussion by the Board and it was agreed that this should be added to the form and also to name Tee Enterprises. **Mr. DiGregorio moved, seconded by Ms. Seavey, that the Chair, David Weathers, sign the Risk Assessment Questionnaire. The motion carried unanimously.**

SIGNING OF DOCUMENTS

- a. Abatement Tax Map/Lot 275-41
- b. Permanent Application for Property Tax Credit/Exemptions Tax Map/Lot 247-91
- c. Permanent Application for Property Tax Credit/Exemptions Tax Map/Lot 254-29.010
- d. Permanent Application for Property Tax Credit/Exemptions Tax Map/Lot 261-50.042

Mr. DiGregorio moved, seconded by Ms. Seavey, to approve the Abatement for Tax Map/Lot 275-41, the Permanent Application for Property Tax Credit/Exemptions for Tax Map/Lot 247-91, the Permanent Application for Property Tax Credit/Exemptions for Tax Map/Lot 584-29.010 and the Permanent Application for Property Tax Credit/Exemptions for Tax Map/Lot 261-50.042. The motion carried unanimously.

CONSIDERATION OF BILLS

a. Manifest 1/16/14 – **Mr. DiGregorio moved, seconded by Ms. Seavey, to approve the manifest dated 1/16/14. The motion carried unanimously.**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

There were no documents signed out of session.

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

There were no Special Event Applications for consideration.

CONSIDERATION OF MINUTES: 12/17/13 AND 1/7/14

12/17/13 – **Ms. Sand moved, seconded by Mr. Thibodeau, to approve the minutes of 12/17/13 as written. The motion carried 4-0-1 with Ms. Seavey abstaining.**

1/7/14 – **Ms. Sand moved, seconded by Mr. Thibodeau, to approve the minutes of 1/7/14 as written. The motion carried unanimously.**

TOWN MANAGER REPORT

Budget Committee – Mr. Sires reported that a Budget Committee meeting was held last week and town staff made presentations. The Town does not go back before the Budget Committee until January 29, 2013.

Sheryl Shackley – Mr. Sires reported that Sheryl Shackley, employee of the Town of Conway Police Department, is retiring. A party is scheduled for January 31, 2014 if anyone is interested in attending.

Lucy Philbrick – Mr. Sires reviewed that Town Finance Director, Lucy Philbrick, is retiring. A reception is scheduled for Lucy on Thursday, January 23, 2014.

CDBG – Mr. Sires reported that he will be attending a CDBG meeting in Concord on Thursday, January 16, 2014.

Community Celebrations Committee – Mr. Sires reported the Community Celebrations Committee met recently and looked at how the Town can be involved in the events process over the next year.

Land on West Side Road – Mr. Sires reported that a meeting will be held later this week with a property owner concerning the acquisition of land on West Side Road for the Conservation Commission.

Election – Mr. Sires reviewed that the primary election for the Executive Councilor seat will be held on Tuesday, January 21, 2014.

BOARD REPORTS AND COMMENTS

Sign Committee – Mr. Thibodeau reported that the Sign Committee met last Thursday and discussed a plan regarding different methods for measuring signage.

ESAA – Mr. Thibodeau reported that the ESAA meets later tonight. Also, Cranmore has sent in a letter of support for the airport. Mr. Thibodeau reviewed a copy of the letter with the Board. Mr. Thibodeau also reviewed that he has also received a phone call from a gentleman who will speak in favor of the airport as well. This gentleman is a liver transplant candidate and they have set him up with pagers, etc, so that when a liver becomes available they will fly him from the Fryeburg Airport to a hospital for the surgery.

Budget Committee – Ms. Sand reported that the Budget Committee will meet again tomorrow night and the School budget is scheduled to be reviewed.

LMWVSWD – Ms. Sand reported the LMWVSWD is scheduled to meet on Friday, January 17, 2014 and gave an overview of the agenda.

MWVEC – Ms. Seavey advised that the MWVEC has not met recently and she has no report.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer questioned if there is a policy against Board members doing business with the town. Mr. Sires advised we have a general ethics policy but nothing in detail and it is something he and the Finance Director will be working on in the future. There is also a purchasing policy.

Ms. Seavey asked about bid policy. Mr. Sires advised we go out to bid for almost everything.

Mr. Thibodeau next stated that he would like to clarify something from the discussion earlier. The purchase made by the Town wasn't for something that you could go to just any store for --these were parts that were broken and had to be made from scratch.

SHERYL SHACKLEY PROCLAMATION

The Board reviewed a Certificate of Appreciation regarding retiring Police Department Dispatcher, Sheryl Shackley. **Mr. DiGregorio moved, seconded by Ms. Seavey, to approve the proclamation for Sheryl Shackley. The motion carried unanimously.**

ADJOURN

At 5:10 p.m., the meeting adjourned at the call of the Chair.

Respectfully submitted,

Karen J Hallowell
Executive Secretary