

Minutes of Meeting
CONWAY BOARD OF SELECTMEN
April 1, 2014

The Selectmen's Meeting convened at 4:04 p.m. in the Meeting Room of Conway Town Hall with the following present: Selectmen, C. David Weathers (Chair), Michael DiGregorio (Vice Chair), Mary Carey Seavey, Stacy Sand, and Carl Thibodeau, Town Manager, Earl Sires and Recording Secretary, Karen Hallowell.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Mr. DiGregorio moved, seconded by Ms. Sand, to approve the agenda. The motion carried unanimously.

CONSIDERATION OF UNANTICIPATED REVENUE LESS THAN \$5,000/RSA 31:95-B, III (B):

- a. \$3,000 from the Rotary Club of North Conway to Town of Conway for the Welfare Fuel Aid Grant fund; and
- b. \$539.38 reimbursement to the Town of Conway Welfare Fuel Aid Grant fund

Mr. Sires reviewed that a donation of \$3,000 was received from the Rotary Club of North Conway. Mr. Sires reviewed that the Finance Director, Lilli Gilligan, has set up a fund for this grant. **Mr. DiGregorio moved, seconded by Ms. Seavey, to accept the \$3,000 from the Rotary Club of North Conway to the Town of Conway for the Welfare Fuel Aid Grant Fund. The motion carried unanimously.**

Mr. Sires next reviewed that the Town received a reimbursement of \$539.38 to the Welfare Fuel Aid Grant Fund. **Ms. Sand moved, seconded by Ms. Seavey to accept the \$539.38 reimbursement to the Town of Conway Welfare Fuel Aid Grant fund. The motion carried unanimously**

The Board next briefly discussed and agreed to send a letter to the Rotary Club of North Conway thanking them for the donation. It was also agreed that the letter would be signed out of session by the Chair.

PUBLIC HEARINGS/COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT

Grant Coordinator, Donna Lane, appeared before the Board along with Chris Davies of Great Bridge Properties.

Informational packets for the public hearings were available for the public.

Chris Davies stated since they did not receive funding with their last request, they decided to add some services to this building. They spoke with area agencies to provide services in the building that are truly needed such as meals, Visiting Nurses, etc. They are looking to do good things this year and that hopefully they will get this project funded

1. A proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant Housing Funds. The CDBG funds will be subgranted to Great Bridge Properties, LLC or an affiliate, for site work in support of 30 units of affordable senior housing on Poliquin Drive in Conway (Conway Pines Housing). The town will retain up to \$25,000 for administrative costs.

Chairman Weathers opened the public hearing at 4:08 pm.

Donna Lane reviewed that Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority (CDFA). Up to \$500,000 annually is available for economic development, up to \$500,000 for public facility and housing projects, and up to \$350,000 for emergency activities. Up to \$12,000 is available per feasibility study grants. All projects must directly benefit a majority of low and moderate income persons.

The purpose of this first public hearing is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant Housing Funds. The CDBG funds will be subgranted to Great Bridge Properties, LLC or an affiliate, for sitework in support of 30 units of affordable senior housing on Poliquin Drive in Conway (Conway Pines Housing). The town will retain up to \$25,000 for administrative costs.

This project conforms with Conway's Housing and Community Development Plan's Goal of: Housing – Encourage safe, decent, attractive and affordable housing for all segments of the population. (Short-term and Long-term Goal)

Chairman Weathers asked for public comments or questions. There were none and Chairman Weathers closed the public hearing at 4:10 p.m.

2. The Housing and Community Development Plan; and

Chairman Weathers opened the public hearing at 4:10 p.m.

Ms. Lane reviewed that Conway has a Housing and Community Development Plan. No changes to the plan are proposed at this time. This project conforms with the Goals of: Housing – Encourage safe, decent, attractive and affordable housing for all segments of the population. (Short-term and Long-term Goal)

Chairman Weathers asked for public comments or questions. Daymond Steer of the Conway Daily Sun stated that he keeps hearing of development of housing for all populations and he is confused by what is happening here. Donna Lane explained the application being discussed today is for a senior housing project. Ms. Lane further explained that the plan the town has is for a goal for housing for all. Mr. Weathers questioned if there is a minimum age for the project discussed today. Mr. Davies advised the minimum age is 62.

There being no further questions or comments, Chairman Weathers closed the public hearing at 4:13 p.m.

3. The Residential Antidisplacement and Relocation Assistance Plan.

Chairman Weathers opened the public hearing at 4:14 p.m.

Ms. Lane reviewed that, in general, if the Town were to undertake a CDBG project which involved displacement and resulting relocation they would follow the Uniform Relocation Act requirements. The Residential Antidisplacement and Relocation Assistance Plan outlines the measures they would take to find comparable, housing for persons (or businesses) displaced and/or relocated.

Chairman Weathers asked for public comments or questions. There were none and Chairman Weathers closed the public hearing at 4:15 p.m.

Ms. Sand moved, seconded by Ms. Seavey, to re-adopt the Housing and Community Development Plan. The motion carried unanimously.

Mr. DiGregorio moved, seconded by Ms. Seavey, to adopt the Residential Antidisplacement and Relocation Assistance Plan. The motion carried unanimously.

Ms. Sand moved, seconded by Mr. DiGregorio, to approve the submittal of the application and vote to authorize the Chairman, Board of Selectmen to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Chairman, Board of Selectmen to execute any documents which may be necessary to effectuate the CDBG contract. The motion carried unanimously.

Ms. Lane advised that the application will go in in July. A decision on the application will be made in the fall.

PRESENTATION ON 10 YEAR TAX TREND

Tax Assessor, Tom Holmes, joined the meeting. Mr. Holmes reviewed a Study of Change in Property Tax from 2004-1013 with the Board. (A copy of the Study is attached hereto).

TRI COUNTY CAP STATUS REPORT AND BLUE LOON BUS SERVICE DISCUSSION

Beverly Raymond, Director, TCCAP and Michael Coughlin, CEO of TCCAP, joined the meeting.

Mr. Coughlin discussed the past and present condition of the TCCAP agency with the Board. Mr. Coughlin also advised they have 20 different programs; however four of the programs, Transportation, Alcohol, Drug and the dental clinic, are running deficits. Mr. Coughlin further stated that the agency is however solid and stable and continues to climb out of the hole.

Ms. Raymond next reviewed information on the Blue Loon bus service with the Board, including funding information, ridership, etc. There was also discussion of the financials received by the town for the funding request put forward. There was a discussion with the Board. The Board suggested they look to coordinate services and schedules with other agencies and also provide clearer financial information next year.

REVIEW OF STAFF FEE STUDY

Mr. Sires reviewed that we have undertaken a fee study and a Memo with a Fee Study is in the agenda packets Mr. Sires further advised that we are not saying to implement all of the

fees in the study, but that this is information for the Board to consider. Mr. Sires further added that department heads will be attending meetings in the future to discuss the fees. Mr. Sires next gave a brief overview of the fee study to the Board.

Mr. Sires next reviewed that spring is upon us and the Recreation Department will need to know about their fees soon.

Ms. Seavey asked about canoe launch fees. Mr. Sires stated that a meeting with the canoe representatives is scheduled for this Friday and we can discuss fees with them at that time.

Mr. DiGregorio noted that the library is noticeably absent from this report. Mr. DiGregorio requested that we get a report of what changes the library has made to their fees.

Mr. Sires next referred back to recreation fees and reviewed costs for summer programs including personnel, revenues, etc. Recreation Director, John Eastman next reviewed programs, fees, expenses, hours for staff, recreation hours, etc., with the Board. Mr. Eastman also reviewed that they have a reduced fee for early payment to the program. By doing so it helps them gauge the amount of children that will attend the summer recreation program and gives incentive to sign up early. Mr. Eastman next briefly discussed the scholarship program. There was a discussion by the Board on the fees for the summer recreation program. **Ms. Sand moved, seconded by Mr. Weathers that the Recreation Department increase the Summer Program fee only to \$175 and to keep no change in the early bird sign up fee.** Mr. Weathers reviewed that this would be an increase from \$150 to \$175. Mr. Thibodeau questioned if we can still talk about other items on the list in the future as well. The Board agreed. **The motion carried 3-2-0 with Ms. Sand and Messrs. Thibodeau and Weathers voting in the affirmative and Ms. Seavey and Mr. DiGregorio voting in the negative.**

Mr. Eastman next advised that the Easter Egg Hunt will be held April 19, 2014 at 9:00 am and will be held no matter what the weather is that day.

LEGISLATIVE POLICY PROPOSALS

Mr. Sires reported that it is time to submit legislative policy proposals, if any, to the NHMA for consideration and they are due no later than April 25, 2014. Mr. Sires reviewed information contained in the agenda packet with the Board regarding legislative policy proposals.

Mr. DiGregorio stated that a few years ago there was discussion on legislation regarding welfare and asked if we should look at this again. Mr. Sires advised that he would check on this.

SIGNING OF DOCUMENTS

- a. Abatement Tax Map/Lot 268-162.21
- b. Certification of Yield Taxes Assessed Tax Map/Lot 284-14
- c. Current Use Land Use Change Tax Collector's Warrant Tax Map/Lot 267-17.102
- d. Land Use Change Tax Tax Map/Lot 267-17.102
- e. Lien Discharge Tax Map/Lot 276-91
- f. Notice of Intent to Cut Wood or Timber Tax Map/Lot 239-1
- g. Notice of Intent to Cut Wood or Timber Tax Map/Lot 253-90

- h. Permanent Application for Property Tax Credit/Exemptions Tax Map/Lot 203-130.01
- i. Permanent Application for Property Tax Credit/Exemptions Tax Map/Lot 230-88
- j. Permanent Application for Property Tax Credit/Exemptions Tax Map/Lot 215-42.088
- k. Permanent Application for Property Tax Credit/Exemptions Tax Map/Lot 258-56
- l. Permanent Application for Property Tax Credit/Exemptions Tax Map/Lot 278-57
- m. Permanent Application for Property Tax Credit/Exemptions Tax Map/Lot 299-40
- n. Raffle Permit/White Mountain Waldorf School – Drawing 4/11/14
- o. Raffle Permit/Friends of Conway Public Library – Drawing 7/26/14
- p. Timber Tax Levy Tax Map/Lot 284-14

Ms. Sand moved, seconded by Mr. DiGregorio, to sign the Abatement Tax Map/Lot 268-162.21, Certification of Yield Taxes Assesses Tax Map/Lot 284-14, Current Use Land Use Change Tax Collector's Warrant Tax Map/Lot 267-17.102, Land Use Change Tax for Tax Map/Lot 267-17.102, Lien Discharge Tax Map/Lot 276-91, Notice of Intent to Cut Wood or Timber Tax Map/Lot 239-1, Notice of Intent to Cut Wood or Timber Tax Map/Lot 253-90, Permanent Application for Property Tax Credit/Exemptions Tax Map/Lot 203-130.01, Permanent Application for Property Tax Credit/Exemptions Tax Map/Lot 230-88, Permanent Application for Property Tax Credit/Exemptions Tax Map/Lot 215-42.088, Permanent Application for Property Tax Credit/Exemptions Tax Map/Lot 258-56, Permanent Application for Property Tax Credit/Exemption Tax Map/Lot 278-57, Permanent Application for Property Tax Credit/Exemptions Tax Map/Lot 299-40, Raffle Permit/White Mountain Waldorf School – Drawing 4/11/14, Raffle Permit/Friends of Conway Public Library – Drawing 7/26/14, Timber Tax Levy Tax Map/Lot 284-14. The motion carried unanimously.

CONSIDERATION OF BILLS

- a. Manifest dated 4/3/14
- b. Payroll dated 4/3/14

Ms. Sand moved, seconded by Mr. DiGregorio, to sign the Manifest dated 4/3/14 and the Payroll dated 4/3/14. The motion carried unanimously.

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Manifest dated 3/28/14

Mr. Sand moved, seconded by Mr. Thibodeau, to ratify the manifest dated 3/28/14. The motion carried unanimously.

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

- a. MWV Cal Ripken Baseball League/Opening Day Parade – 5/3/14
- b. Gibson Center for Senior Services/Craft Fairs – 5/24/14-5/25/14, 7/4/14-7/6/14, 8/30/14-8/31/14, 10/11/14-10/12/14 (Pending Insurance)
- c. OVP Management/Dock Dogs – 6/28/14-6/29/14
- d. MWV Art Association/Art in the Park – 8/9/14

Ms. Sand moved, seconded by Ms. Seavey, that we approve the special event applications for MWV Cal Ripken Baseball League/Opening Day Parade–5/3/14, Gibson Center for Senior Services/Craft Fairs–5/24/14-5/25/14, 7/4/14-7/6/14, 8/30/14-8/31/14 and

10/11/14-10/12/14 pending receipt of insurance, OVP Management/Dock Dogs–6/28/14-6/29/14 and MWV Art Association/Art in the Park – 8/9/14. Mr. DiGregorio asked about the Farmers Market. Mr. Sires stated that we have not heard from them yet. Ms. Seavey stated she thinks it may be the Sap House Meadery heading up the committee this year and she will check into this. **The motion carried unanimously.**

CONSIDERATION OF MINUTES: 3/18/14

Ms. Sand moved, seconded by Ms. Seavey, to approve the minutes of 3/18/14 as written. The motion carried unanimously.

TOWN MANAGER REPORT

RSVP Program – Mr. Sires reported he met with members of the RSVP program this morning. It was a nice opportunity to recognize their work and the work of about 450 volunteers working with a variety of programs in the county.

Regional Collaboration Group – Mr. Sires reported that he and Tom Irving have been asked to sit with a Regional Collaboration Group if this Board agrees. There was no objections by the Board.

Saco River Access Committee – Mr. Sires reported the Saco River Access Committee is scheduled to meet this Friday and will look at fee proposals.

Senator Shaheen Representative – Mr. Sires reported that a representative from Senator Shaheen's office will be at Town Hall this Thursday.

State of NH/Road Resurfacing – Mr. Sires reported the town received a letter from the State of New Hampshire advising they will be doing road resurfacing this year in certain areas of town.

Bike Committee and Rails to Trails – Mr. Sires reported he attended a meeting last week with a group regarding bike trails. They will be coming to this Board in the future to ask for the Board's support in releasing part of a rail line in the area. They are also working with Tom Irving on a supplement to the Master Plan regarding trails.

Business Guide – Mr. Sires distributed a draft copy of a Business Guide to the Board for review. Mr. Sires reported that he has also sent this to the MWVCC and MWVEC for review. Mr. Sires asked the Board to review this and advise if there are any additions, etc. Mr. Sires stated that this will be produced and will be on line as well to have available to the community. Ms. Seavey questioned if the document will be on the MWVEC and MWVCC websites. Mr. Sires stated he would check into this. Mr. Thibodeau stated that this guide will help with communication between the town and business community. Mr. Weathers suggested that information on timing should be in the guide as well. Mr. Thibodeau agreed and added that we could put things in chronologic order of what is necessary. Mr. Sires advised he would make this revision.

BOARD REPORTS AND COMMENTS

Planning Board – Mr. Thibodeau reported the Planning Board met recently. Plans for Cranmore Mountain were reviewed.

Sign Committee – Mr. Thibodeau reported the Sign Committee met recently. They are making progress and will meet again on April 17. Ms. Seavey advised that she would not be in attendance at the April 17 meeting.

ESAA – Mr. Thibodeau reported that the ESAA meets tonight at 7:00 p.m. They are proceeding with plans for a new terminal building next year. The engineering will be done this year and construction will start next year and go into 2016.

MWV Regional Committee – Mr. Thibodeau reported that he also got an email to join the Regional Committee that Mr. Sires mentioned earlier and if there is no objection from this Board he will be joining the committee. There were no objections raised.

LMWVSWD – Ms. Sand reported that the last meeting scheduled for the LMWVSWD was postponed and is being rescheduled.

Local Energy Solutions Conference – Ms. Sand reported that she put in a request to attend a local conference on energy solutions. She is interested in this because they will have a workshop on funding energy projects and feels this will help with reviewing energy solutions for the town, etc, and, also ways to look at our other buildings for utilizing energy. The conference is scheduled for next Saturday at Winnesquam High School. Ms. Sand next advised that they heat two of their complexes with a wood pellet boiler system. There was next a brief discussion by the Board on wood pellets, materials for wood pellets and pellet systems.

MWVEC – Ms. Seavey stated the MWVEC has not met recently.

Tax Sale – Mr. DiGregorio asked about information regarding a tax sale. Mr. Sires advised that he would bring information to a future meeting on same.

Health Insurance Study Committee – Mr. DiGregorio questioned if the town had received a response from the school to the letter sent regarding the Health Insurance Study Committee. Mr. Sires advised that we had not received a response back yet.

Conway Fire District – Mr. DiGregorio questioned if the town had received a letter from the Conway Fire District regarding town wide fire. Mr. Sires advised that we had not received a letter.

Conservation Commission – Mr. Weather reported the Conservation Commission is scheduled to meet next Wednesday.

Voting – Mr. Weathers reviewed that voting day is April 8, 2014 and the poles will be open from 8:00 am to 7:00 pm. There will be no Board of Selectmen meeting on April 8, 2014.

Town Reports – Mr. Weathers reviewed that 2013 Town Reports are available at Town Hall and multiple locations throughout the town.

Health Insurance Study Committee – Ms. Sand questioned if the Board could agenda for the next meeting to set a date for a Health Insurance Study Committee. Mr. Weathers stated this will be on the next agenda.

PUBLIC COMMENTS AND MEDIA QUESTIONS

There were no public comments or media questions.

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

At 6:25 p.m., **Mr. Thibodeau moved, seconded by Mr. DiGregorio, to go into non public session under NH RSA 91-A:3,II(c) for a tax matter.** Included in the non public session were Town Manager, Earl Sires, and Recording Secretary, Karen Hallowell **The motion carried by unanimous roll call vote.**

At 6:28 p.m. the Board returned to public session. A motion to seal the minutes of this non public session was made and carried in non public session.

ADJOURN

At 6:29 p.m. the meeting adjourned at the call of the Chair.

Respectfully submitted,

Karen J Hallowell
Executive Secretary