

**Minutes of Meeting**  
**CONWAY BOARD OF SELECTMEN**  
January 6, 2015

The Selectmen's Meeting convened at 4:08 p.m. in the Meeting Room of Conway Town Hall with the following present: Selectmen, C. David Weathers (Chair), Mary Carey Seavey (Vice Chair), Michael DiGregorio, 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

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

DISCUSSION OF HISTORIC THEATER CURTAIN WITH CONWAY HISTORICAL SOCIETY

Bob Cottrell and Kenneth Rancourt of the Conway Historical Society (CHS) appeared before the Board.

Mr. Sires reviewed that a historic theater curtain was discovered in the attic at town hall. The Board invited the CHS in to discuss same.

Mr. Cottrell stated that the CHS would like to borrow the curtain and display it especially for the 250<sup>th</sup> Anniversary Celebration.

Mr. Weathers asked about restoration and what it entails and who pays for it. Mr. Cottrell stated they would want to have the proper people look at the curtain. There is a group that does this in New Hampshire and Vermont called Curtains without Borders and they would know if it could be restored, etc. The information would be brought to the Board of Selectmen each step of the way.

Mr. DiGregorio asked about security for the curtain and how they would secure it so no one cuts it etc. Mr. Cottrell advised they would like to display it at the Salyards Center. He would not recommend that it be put in a case or frame but they would display this as any other art. Mr. Cottrell advised it could be displayed on the stage and this would serve as a stanchion.

Ms. Seavey questioned how long the CHS would like to have the curtain. Mr. Cottrell advised at least a year or longer and it is up to the Board of Selectmen.

Ms. Seavey stated that her only concern is the usage of the building especially if they are having plays, event, etc. and questioned how it would be protected. Mr. Rancourt stated that he agrees with Mr. Cottrell and it should not be put in a case due to humidity, etc. Mr. Rancourt next stated that the curtain could hang where the alter was and this is out of reach of people or it could be hung up behind them at the entrance to Salyards and this would put it up 8'

high. Mr. Rancourt next stated that he would like to see it at the Salyards for the 250<sup>th</sup> so it can be viewed by as many people as possible.

Mr. Thibodeau asked about security. Mr. Cottrell reviewed that they have motion sensors, fire and smoke alarms etc. There was a brief discussion of security at Salyards.

There was next discussion of a case or display, etc. Mr. Rancourt reiterated that he would like to wait until someone can look at the curtain first.

Mr. DiGregorio asked if it is known yet where the scene on the curtain is from. Mr. Rancourt advised that they are waiting for Brian Wiggin to look at the curtain to determine this but they think it may be Conway Lake.

Mr. Weathers asked the earliest date the curtain could be displayed. Messrs. Cottrell and Rancourt responded May of 2015.

**Mr. DiGregorio moved, seconded by Ms. Sand, to recommend that we place it on loan to the Conway Historical Society for one year.** Mr. Thibodeau questioned if this means they will restore it. Mr. Weathers stated that this is not part of this motion. This motion just states that it would be with them for 2015. Messrs Cottrell and Rancourt reiterated that they would be contacting someone to look at it and they will report back to the Board with the information. Mr. Rancourt further advised that they will also look into LCHIP for funds. **The motion carried unanimously.**

#### NHDOT PROJECT OVER SACO RIVER

Mr. Sires reviewed an email from the NHDOT contained in the Board's agenda packet regarding a project over the Saco River. (See attached). Mr. Sires reviewed that the State wants to remove the street lights that are not on and also widen this area.

Mr. DegliAngeli next reviewed drawings of the project with the Board. There was discussion by the Board on the bridge, a bike lane, sidewalks, sidewalk maintenance, pedestrian traffic and lighting. With regard to lighting, Mr. Sires, pointed out that in the email it says that the State would want a commitment from the town to pay for the lights. We would need to know the cost or if we can spec out our own. There was further brief discussion. **Mr. DiGregorio moved, seconded by Ms. Sand, that we ask the State not to put sidewalks in and direct staff to inquire about pricing for streetlights on the bridge. The motion carried unanimously.**

#### RIVER STREET CULVERT RECOMMENDATION

Mr. DegliAngeli reviewed the town put a bid out for the River Street culvert for a spring start and July finish. The town received six bids and the low bidder was DeFelice Corporation with a bid of \$159,664. We have a letter from our consultant, HEB, recommending that we award the project to the low bidder.

Mr. Sires requested the Board approve the project with the understanding that we will be using existing funds in the existing capital reserve fund. Mr. Sires reviewed that there will be a warrant article for additional funds in 2015 but that the funds for this project are in the existing

capital reserve fund. We would like to award the project now however although we won't know about the warrant article for additional funds until April.

Ms. Sand asked if this is the same company that we had some issues with on a project last year and, if so, can we write something into this contract. Mr. DegliAngeli reviewed work done this past year. Mr. DegliAngeli next advised that there is a time limit to complete the job and that they pay if it is beyond that date. It is a short window. Also, they can close the road for a limited time to complete this project. There was further brief discussion by the Board.

Mr. DegliAngeli next reviewed the amounts of all six bids with the Board.

**Mr. DiGregorio moved, seconded by Ms. Sand, to approve the project with the understanding that we will be using existing funds in the existing capital reserve account.** There was further brief discussion regarding awarding the project. **Mr. DiGregorio amended the motion, seconded by Ms. Sand, to use \$159,664 to award the project to DeFelice Corporation and to use existing funds in the existing capital reserve fund. The motion carried unanimously.**

#### DISCUSSION OF PROPOSED WARRANT ARTICLES

Police Chief Ed Wagner, Police Lieutenant Walker, and Police Lieutenant Mattei were present for discussion.

Chief Wagner asked if the Board of Selectmen would reconsider their stance on the Victim Witness Advocate and, also, consider a warrant article for this position. **Ms. Sand moved, seconded by Mr. DiGregorio, that we have a Selectmen's warrant article for a Victim Witness Advocate for the Police Department with a figure of \$28,000.** Mr. DiGregorio questioned if this person would be just a victim advocate or a prosecutor as well. Chief Wagner stated mainly a victim witness advocate but it would also be someone who could step in for the prosecutor as well when needed. Mr. Thibodeau questioned if this is a part time position and if they are eligible for benefits, sick time, etc. Chief Wagner advised this is a 32 hour a week position and the person would be eligible for part time benefits. Ms. Sand requested the police let us know more about why this position is needed. Lt. Mattei gave an overview of the need for the position –crises intervention, case status, restitution, referral information, etc. Lt. Mattei further reviewed the person would also fill in for the prosecutor and also help out the prosecutor with larger cases. Lt. Mattei next gave examples of what services the advocate could offer domestic violence victims, burglary victims, etc. The police also advised that this position is something they feel the community needs as they often don't have time to provide the resources that the victim needs. There was discussion by the Board. **The motion carried 5-0-0.**

Chief Wagner next stated that the police have three other proposed warrant articles, an article for vehicles, an article for a total station (crime scene evidence and accident reconstruction mapping equipment), and an article for signs. Chief Wagner stated that this is the second year they have tried for a warrant article for the total station. The Chief next spoke to the need for the total station. The Chief stated that he understands there is a cost but hopes that the Board of Selectmen would let it be put on the warrant this year and let the people decide. Lt. Mattei next advised that the current system they use is outdated and it requires a lot of training. The new system is a robotic system interfaced to work with police officers and one person can use it. The new system would cut down on the time needed to document a

crime scene. There was a brief discussion with the Board on the uses etc. Ms. Sand asked if the police could calculate how much the savings would be each year and if they could give us actual dollar figures. The Chief next advised that there is also a lease purchase program for this equipment and he could get this information to the Board as well if they would like to see it. Mr. DiGregorio stated that he would like to see this go forward to the voters and asked that the police bring some kind of presentation to the deliberative portion of town meeting so the voters can see what it does. Lt. Mattei advised they could bring something to town meeting.

There was next discussion on the proposed articles for illuminated stop signs and portable radar signs. Ms. Sand asked the police for their input on their effectiveness, etc. With regard to the illuminated signs, the Chief stated that they are the same as other things and when people get used to something like a blinking light, the less effective they are. However, from talking to people that have them they seem to think that they work for people who don't use the route every day, etc. With regard to the portable radar signs, the Chief stated that something flashing is not a bad idea but the concern he has is that they are portable and the police department can't move them and so they would need to have an agreement with the Public Works Department to move them. Also, they do get requests all the time for people on different streets and if they have the portable ones it would be much easier. They are a way to ask people to slow down. The concerns he has are how long it will take to move them and if the public works department can move them. The Chief next advised that with regard to the batteries for the portable radar signs, they take two hours to charge and the cost is \$450 per pack and they would need extra batteries. He doesn't know how long the rechargeables would last either. The Chief next added that he feels they are effective but, if in the same place all the time, would lose effectiveness. Mr. DiGregorio asked if they are solar. The Chief advised they are not solar. Solar is more expensive and they are fixed and can't be moved like the portable ones can.

The Chief next reviewed that with regard to the proposed article for police vehicles, they are asking for two cruisers which is the same as the years before.

The police officers left the meeting at 5:50 p.m.

Mr. Sires next distributed a list of proposed warrant articles to the Board and reviewed same. Mr. Sires noted that the language as suggested by Ms. Sand was added to the Henderson Road article.

There was next discussion on the PEG article by the Board. **Mr. DiGregorio moved, seconded by Ms. Seavey, to put the amount of \$130,000 into the PEG Trust Fund warrant article which is generated all through user fees.** Ms. Sand questioned if there is anywhere else we may need \$30,000. There was discussion of the amount to put in the warrant article, the amount in the fund, capital expenses, etc. Mr. DiGregorio stated that he would be okay with changing the motion to \$100,000 this year. **Ms. Seavey withdrew her second and Mr. DiGregorio withdrew the motion.** There was further brief discussion on an amount of the article. **Mr. DiGregorio moved, seconded by Ms. Sand, that we put \$110,000 into the PEG trust fund warrant article. The motion carried unanimously.**

Information was next distributed to the Board regarding the Capital Reserve Fund for Maintenance of Town Buildings and Facilities. Mr. DegliAngeli gave an overview of same. There was discussion with the Board regarding the police station building, pavement, highway garage, gas pumps and tanks, transfer station and the library roof. There was next discussion

of the possibility of bonding the projects instead. Mr. Sires advised that he could get information to the Board on a bonding option, scheduling, etc.

Mr. Sires next reviewed a Warrant Article study sheet with the Board and discussed the tax impact, etc.

#### SIGNING OF DOCUMENTS

- a. Abatement Tax Map/Lot 202-167.004
- b. Abatement Tax Map/Lot 216-103
- c. Abatement Tax Map/Lot 234-5.025
- d. Abatement Tax Map/Lot 251-89
- e. Abatement Tax Map/Lot 276-14
- f. Abatement Tax Map/Lot 277-227
- g. Abatement Tax Map/Lot 299-96
- h. Certification of Yield Taxes Assessed Tax Map/Lot 210-17
- i. Certification of Yield Taxes Assessed Tax Map/Lot 260-76
- j. Certification of Yield Taxes Assessed Tax Map/Lot 286-5
- k. Notice of Intent to Cut Wood or Timber Tax Map/Lot 261-52
- l. Permit to Sell Raffle Tickets, Gibson Center for Senior Svcs – Drawing Monthly Jan-Dec 2015
- m. Timber Tax Levy Tax Map/Lot 260-76, 286-5 and 210-17

**Ms. Sand moved, seconded by Mr. Thibodeau, to sign the Abatement Tax Map/Lot 202-167.004, Abatement Tax Map/Lot 216-103, Abatement Tax Map/Lot 234-5.025, Abatement Tax Map/Lot 251-89, Abatement Tax Map/Lot 276-14, Abatement Tax Map/Lot 277-227, Abatement Tax Map/Lot 299-96, Certification of Yield Taxes Assessed Tax Map/Lot 210-17, Certification of Yield Taxes Assessed Tax Map/Lot 260-76, Certification of Yield Taxes Assessed Tax Map/Lot 286-5, Notice of Intent to Cut Wood or Timber Tax Map/Lot 261-52, Permit to Sell Raffle Tickets, Gibson Center for Senior Services – Drawing Monthly Jan-Dec 2015, Timber Tax Levy Tax Map/Lot 260-76, 286-5 and 210-17. The motion carried unanimously.**

#### REVIEW OF RECEIPTS

Monthly receipts were available for the Board's review.

#### CONSIDERATION OF BILLS

- a. Manifest 1/8/15
- b. Payroll 1/8/15

**Ms. Sand moved, seconded by Mr. Thibodeau, to sign the Manifest dated 1/8/15 and the Payroll dated 1/8/15. The motion carried unanimously.**

#### RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Manifest 12/24/14
- b. Payroll 12/24/14
- c. Manifest 12/31/14

d. Notice of Intent to Cut Wood or Timber Tax Map 247-3, 250-159 & 160

**Ms. Sand moved, seconded by Mr. Thibodeau, to ratify the Manifest dated 12/24/14, Payroll dated 12/24/14, Manifest dated 12/31/14 and Notice of Intent to Cut Wood or Timber Tax Map 247-3, 250-159 & 160. The motion carried unanimously.**

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION

a. Conway Celebration Committee/Conway 250<sup>th</sup> Winter Carnival – 1/23/15 to 1/25/15

**Ms. Sand moved, seconded by Ms. Seavey, to approve the Special Event Application for Conway Celebration Committee, Conway 250<sup>th</sup> Winter Carnival from 1/23/15 to 1/25/15. The motion carried unanimously.**

CONSIDERATION OF MINUTES: 12/16/14

**Ms. Sand moved, seconded by Ms. Seavey, to approve the minutes of 12/16/14 as written. The motion carried unanimously.**

TOWN MANAGER REPORT

West Side Road/Conservation Land – Mr. Sires reported that we are still awaiting conclusion on the conservation land on West Side Road. There are a few items to be worked out. The logging on the property is coming to an end.

CDBG – Mr. Sires reported he will be attending a CDBG meeting on Thursday in Concord.

Budget Committee – Mr. Sires reported that a Budget Committee meeting is scheduled for tomorrow night. The Budget Committee also met last night and they had questions about staff costs.

Recreation Facility Committee – Mr. Sires reported that a Recreation Facility Committee meeting is scheduled for Friday morning to discuss the property on East Conway Road.

Non Profit Budgets – Mr. Sires reported that non profit budgets are due to the town by Friday, January 9, 2015.

Town Report Bids – Mr. Sires reported that bids are due on Friday, January 9, 2015 for printing the town reports.

250<sup>th</sup> Education Committee – Mr. Sires reported that the 250<sup>th</sup> Education Committee is asking that if anyone has historical artifacts etc to share for exhibits to please let them know.

Trout Unlimited – Mr. Sires reported a letter was received from Trout Unlimited. Although the town had reports from the police department etc that the river was orderly this year, Trout Unlimited is raising concerns that it wasn't and they want to continue the conversation through the Recreation Access Committee. Mr. Sires advised that a meeting of the Committee will be scheduled in the future.

### BOARD REPORTS AND COMMENTS

Budget Committee – Ms. Sand reported that the Budget Committee met last night. They are asking for staff salaries and benefits by department. Ms. Sand next stated that there may be privacy issues regarding the benefits information requested and staff will be looking into this matter. Also, one member of the Budget Committee had an issue with the Recreation Department increase. The Committee was pleased with the Library budget going down. Ms. Sand next reported that the Committee also asked that we reduce the fuel cost line but she would hesitate doing that too soon. We will have a better idea about this in March. Prices can go up just as fast as they came down. The Budget Committee will meet again tomorrow night.

Healthcare Study Committee – Ms. Sand reported that the Healthcare Study Committee will be meeting next Monday night. She has done a synopsis of what was discussed at the committee meetings so far and also areas of what they haven't discussed yet. Ms. Sand next reported that the Budget Committee representative to the Healthcare Study Committee, Chris DeVries, advised that he can't attend the meetings anymore and now Budget Committee member, Terry McCarthy, will be attending instead.

MWVEC – Ms. Seavey reported that the MWVEC did not meet in December.

250<sup>th</sup> Celebration – Ms. Seavey advised that the cards and commemorative license plates for the 250<sup>th</sup> are on sale. There will also be a program coming out. Ms. Seavey next stated that he is asking that town employees be asked to purchase an ad for the program. This would be a personal ad from the town employees.

Valley Vision – Mr. DiGregorio reported that the Valley Vision Board of Directors will be meeting, but no date has been set yet.

Healthcare Study Committee – Mr. DiGregorio reported that the next meeting of the Healthcare Study Committee is scheduled for Monday. Hopefully the committee can come up with some final recommendations that will come back to this Board, the School Board, etc.

Conservation Commission – Mr. Weathers reported that the Conservation Commission will be meeting on Wednesday, January 14, 2015.

250<sup>th</sup> Celebration – Mr. Weathers reported the 250<sup>th</sup> celebration kick off was held New Year's Eve. He spoke at the event and gave a little information on past history. The next event scheduled for the 250<sup>th</sup> celebration will be the Winter Carnival.

### PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer of the Conway Daily Sun stated that at the Budget Committee meeting Frank McCarthy suggested there may be a group that he is helping with a tax cap article. He cant launch it himself but he is helping with it. Mr. Steer next questioned if we know what number they will use for the tax cap. Mr. Weathers advised that this Board has not seen anything regarding this yet this year. There was brief discussion by the Board.

Mr. Steer next stated that he was surprised by the enthusiasm to protect the curtain. Mr. Steer next questioned how much money the Board would agree to use to fix it. Mr. Weathers reviewed that we haven't spent or allocated any money for this and that this Board has asked

for information. Mr. Sires commented there may also be grants for this as well. Mr. Steer questioned how old the curtain is. Mr. Sires advised it is from 1932. Mr. Steer asked if there is any more information about the curtain. Mr. Sires advised that Bob Cottrell could help with information such as what they were used for etc.

ADJOURN

At 7:05 p.m. the meeting adjourned at the call of the Chair.

Respectfully submitted,

Karen J Hallowell  
Executive Secretary