

**Minutes of Meeting**  
**CONWAY BOARD OF SELECTMEN**  
December 13, 2016

The Selectmen's Meeting convened at 4:07 p.m. in the Meeting Room of Conway Town Hall with the following present: Selectmen, C. David Weathers (Chair), Mary Carey Seavey, Carl Thibodeau, John Colbath, and Steven Porter; Town Manager, Earl Sires, and Executive Secretary, Karen Hallowell.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

**Mr. Colbath moved, seconded by Mr. Porter, to approve the agenda. The motion carried unanimously.**

VAUGHAN FOOD PANTRY DISCUSSION

Vaughan Community Service Board members, Dot Seybold and Dan Jones, and Vaughan Director, Denise Leighton joined the meeting.

Ms. Seybold reviewed that Vaughan has a childcare center and a food pantry. The numbers for the pantry keep growing and they been using the Vaughan building. They started out as a closet and have now grown to take over another room and more. The pantry is open three days per week. There is also a childcare center at the building and it really should not be in the same building. They feel it has become unmanageable in this space. Ms. Seybold advised that Mr. Sires did tour the pantry to get an understanding of the situation.

Ms. Seybold next reviewed that the Vaughan Board is looking at arrangements to help with the problem and they found space in North Conway behind Via Roma to move in to. They are planning to move there in January. They also had to purchase a vehicle this year so that volunteers can travel to pick up food.

Ms. Seybold next reviewed that Vaughan has been asking for the same amount for Town of Conway services for four years at \$10,000. They are here today to ask for the Board's support of an increase in the amount. It was next reviewed that there is also a line in the town budget for Conway residents. They are not sure how this works in the budget and they don't mind going to the voters however it is sometimes difficult to ask taxpayers to increase the amount. Ms. Seybold next stated they are here to look for guidance from the Board of Selectmen as to what they might be encouraged to do as far as their needs.

Mr. Sires reviewed that there is a petitioned article that Vaughan presents each year for \$10,000 just as other non profits in town do. In addition to that article, there is an amount included in the town budget each year. This came about when we stopped having an in-house small pantry and we talked to Vaughan about including an amount for direct support in the budget. There was next brief discussion of the food pantry, services to residences, etc. There was next also discussion of other food pantries in town. Ms. Seybold stated that they provide a service that the town does not do any longer. Mr. Sires reviewed that in 2002 or 2003 Vaughan had a food pantry and the town had a small food pantry. The arrangement was that we would provide funding for the clients that the town had and it wasn't that Vaughan took over

our pantry. This was never seen as an arm of the town. He does agree however that it makes sense to help fund but there is not an obligation for the town to do so.

Ms. Seybold next reviewed pantry operations, space, fund raising, etc. Ms. Seybold advised they are looking down the road and are also researching other food pantries in other towns. They are not trying to create a need, just meet the need.

Mr. Thibodeau questioned if Vaughan has a number in mind of the increase in request to the town. Ms. Seybold stated her feeling is it should increase to \$20,000 however, the Vaughan Board did not say that number. There was discussion of the amount to request by warrant article. There was also brief discussion of the amount in the town's proposed budget. Mr. Sires questioned if the amount would be removed from the town budget. There was further brief discussion of funds in the budget. Ms. Leighton stated the amount they would request could be \$17,000 not \$20,000. Mr. Sires questioned if the food pantry serves the entire valley and will they be going to other towns in the area for funds. Ms. Leighton stated it is mostly Conway residents served. Ms. Seybold reviewed they will bring numbers to the Budget Committee of residents served. Vaughan members next reviewed the amount of meals and people served.

Mr. Weathers questioned if Vaughan will make the same presentation to the Budget Committee this year. Ms. Seybold stated they will and will probably ask for an increase in the amount of the request. Ms. Seybold asked for the Board of Selectmen support of the increased request. Mr. Porter and Mr. Colbath indicated they would be supportive of this.

ENCUMBER \$1,373.36 OF THE UNDERSPENT 2016 WARRANT ARTICLE #25 OF WHICH \$1,098.69 WOULD BE REIMBURSED BY THE NH DIVISION OF HISTORIC RESOURCES GRANT AND \$274.67 FROM TAXES.

Mr. Smolen reviewed the warrant article passed in April regarding a Historic Resources Grant with the Board. Mr. Smolen explained they need more time for the historian to work with the Division of Historic Resources staff. The grant funds are good well into 2017 and they expect to wrap this project up in 2017. **Mr. Colbath moved, seconded by Mr. Porter, to encumber the \$1,373.36 of the underspent 2016 warrant article #25 of which \$1,098.69 would be reimbursed by the NH Division of Historic Resources grant and \$267.67 from taxes. The motion carried unanimously.**

BUDGET REVIEW

a. Warrant Articles – Mr. Sires reviewed a draft copy of proposed warrant articles for 2017 with the Board.

Mr. Sires advised that with regard to the article for police vehicles, it is proposed to increase the amount of this article to \$70,000 this year.

With regard to the ESAA article, Mr. Sires reviewed that this article was \$10,000 in the past.

There was next brief discussion of the proposed warrant article for a video security system for the police department. Lt. Walker was present for discussion. Mr. Thibodeau questioned if this is the installed price, etc. Lt. Walker reviewed that the current system in place is from when the building was built in 1989. Over time they have had to replace some equipment but now they can no longer continue to do so and need new equipment. The newer

equipment will have more megapixels and takes up more room. Some cameras are on all the time and we are outpacing service on the system we have now. Further, the new system would accommodate future expansion. Mr. Thibodeau questions if this was put out to bid. Mr. Walker responded in the affirmative.

### VALLEY VISION BUDGET

Bill Edmunds of Valley Vision appeared before the Board. Mr. Edmunds distributed an updated version of the proposed Valley Vision budget to the Board and gave an overview of same.

Mr. Sires questioned when the lease for Valley Vision expires. Mr. Edmunds stated that the building lease expires in September of 2017 and the landlord wants them to stay.

### BUDGET REVIEW – (cont'd from earlier in meeting)

b. Capital Reserve Funds – Public Works Director, Paul DegliAngeli distributed information regarding capital reserve funds and reviewed same with the Board. There was a general discussion of roads on the paving list and the order of paving. There was also brief discussion of wording for the infrastructure capital reserve fund warrant article. Mr. Sires requested the Board review the information further and then in January make a determination on the warrant articles.

c. Information updates for proposed budget - Ms. Gilligan reviewed 4<sup>th</sup> of July spending information (2016 expended and 2017 budgeted) contained in the Selectmen Agenda packets are requested by Ms. Seavey. Ms. Gilligan further reviewed that all labor is covered under the Recreation Department and Police Department budgets and none is allocated to the Fourth of July budget.

Ms. Seavey stated that she thinks that \$300 for a parade and \$11,000 for fireworks is an imbalance. She feels Conway Village needs more if the parade is going to be there. The parade is a local item and the fireworks are for tourists. She feels that next year we should have more in Conway Village. Mr. Weathers suggested charging John Eastman with looking into gathering an estimate for adding items to the parade. Mr. Sires advised that he would talk with John regarding this matter. Ms. Seavey further suggested putting a committee together next year as well.

Ms. Gilligan next reviewed library benefits by insurance as requested by Mr. Thibodeau. Library Director David Smolen was present for discussion. Ms. Gilligan reviewed the breakdown of insurance with the Board (insurance, NHRS and Social Security). Ms. Seavey asked if the changes are the same for the town as well. Ms. Gilligan pointed out that staff was asked to provide information for the library today. David Smolen next distributed information to the Board and advised he took same from information in town reports regarding benefits. There was discussion. Mr. Thibodeau reviewed that a previous meeting discussion was held on the increase in the cost of changing one person at the library from 30 hours to 40 hours. He does not feel the increase in hours justifies the increase in costs. Mr. Smolen next pointed out that town employees receive a sick leave incentive but library employees do not. There was brief discussion. There was next discussion of benefit and the differences between family plans, etc.

The Board next reviewed the Elderly Exemption Warrant Article. Tax Assessor Tom Holmes reviewed the proposed article language with the Board. Mr. Holmes stated he feels the way it has been set up will help prevent anyone who qualifies now from being pushed out and, also, it will not increase the amount of people who qualify for the exemption. We will not recognize a huge budget impact by expanding these elderly exemption amounts. Mr. Holmes next appealed to the public to please come in to town hall and apply for the exemption before April 15, 2017 in case they qualify and the article passes.

#### REVIEW OF RECEIPTS

Receipts were available for the Board's review.

#### SIGNING OF DOCUMENTS

- a. Abatement Tax Map/Lot 240-12
- b. Abatement Tax Map/Lot 262-4
- c. Notice of Intent to Cut Wood or Timber Tax Map/Lot 238-3
- d. Notice of Intent to Cut Wood or Timber Tax Map/Lot 266-158
- e. 2016 Equalization Municipal Assessment Data Certificate
- f. Requests to Trustees of Trust funds for the following
  - \$17,414.66 from the Public Educational–Government Cable Television Trust Fund;
  - \$6,710.00 from the CRF for Maintenance of Town Buildings and Facilities; and
  - \$86,538.62 from the CRF for Infrastructure Reconstruction and transfer \$15,105.77 from the Traffic and Road Improvements account held for retainage on the West Main Street project back to the Capital Reserve Fund for Infrastructure Reconstruction.

**Mr. Colbath moved, seconded by Ms. Seavey, to sign the Abatement for Tax Map/Lot 240-12; Abatement for Tax Map/Lot 262-4; Notice of Intent to Cut Wood or Timber Tax Map/Lot 238-3; Notice of Intent to Cut Wood or Timber Tax Map/Lot 266-158; 2016 Equalization Municipal Assessment Data Certificate; and Requests to Trustees of Trust funds for \$17,414.66 from the Public Educational – Government Cable Television Trust Fund, \$6,710.00 from the CRF for Maintenance of Town Buildings and Facilities, and \$86,538.62 from the CRF for Infrastructure Reconstruction and transfer \$15,105.77 from the Traffic and Road Improvements account held for retainage on the West Main Street project back to the Capital Reserve Fund for Infrastructure Reconstruction**

#### CONSIDERATION OF BILLS

- a. Accounts Payable Manifest 12/15/16

**Mr. Thibodeau moved, seconded by Mr. Colbath, to sign the Accounts Payable Manifest dated 12/15/16. The motion carried 4-0-1 with Mr. Porter abstaining.**

#### RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

There were no documents signed out of session to ratify.

#### REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATIONS

There were special event applications for the Board to consider.

CONSIDERATION OF MINUTES: 11/29/16

**Mr. Colbath moved, seconded by Mr. Thibodeau, to approve the regular and non public minutes of 11/29/16 as written. The motion carried unanimously.**

TOWN MANAGER REPORT

Recreation Center – Mr. Sires reported that the Conway Daily Sun will be doing a news story on the recreation building condition.

Ambulance – Mr. Sires reported that ambulance negotiations are ongoing.

Ice Rink – Mr. Sires reported that the ice rink is ready and waiting for weather so we can get ice down.

Gingerbread Hunt – Mr. Sires reported the Pine Tree Kindergarten class will be on a Gingerbread hunt tomorrow at Town Hall.

BOARD REPORTS AND COMMENTS

Planning Board – Mr. Porter reported the Planning Board does not meet again until after the first of the year.

Historic District Commission – Mr. Porter reported the next meeting of the Historic District Commission will be after the first of the year.

Budget Committee – Mr. Colbath reported a Budget Committee meeting is scheduled for tomorrow night at 6:30 pm; however, he or Mary Seavey can't attend.

ZBA – Mr. Colbath reported a meeting of the ZBA is scheduled for next Wednesday. They have five applications to consider.

Planning Board Warrant Articles – Mr. Thibodeau questioned if the Planning Board will have any warrant articles this year. Mr. Porter advised there will be articles regarding the code.

ESAA – Mr. Thibodeau reviewed the ESAA met last Thursday and reviewed everything the Executive Committee did last quarter. They reviewed the paving project and there were some problems. They are holding retainage for the contractor to take care of things in the spring. Mr. Thibodeau next reviewed that they are also moving forward with plans for a new commercial hangar building. Mr. Thibodeau next advised that the airport website is up and running. Mr. Thibodeau next reported that a Fly In is scheduled for the Fall of 2018 with an organization of women pilots called The Ninety Nines.

ZBA – Mr. Colbath reported that there is an appeal from administrative decision regarding the property on Wyman Avenue on the ZBA agenda.

Valley Vision – Ms. Seavey reported the Valley Vision Board met recently and discussed the budget.

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

Conservation Commission – Mr. Weathers reported the Conservation Commission is meeting tomorrow night. There will be discussion regarding a recommendation on the Route 16 property.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer of the Conway Daily Sun asked about the solar project. Mr. Sires stated this is ongoing. Engineers are looking at the site. They want to do a large scale project.

Ms. Seavey next advised that she will not be at the next Board of Selectmen meeting.

ADJOURN

At 6:15 pm, the meeting adjourned at the call of the Chair.

Respectfully submitted,

Karen J Hallowell  
Executive Secretary