

**Minutes of Meeting
CONWAY BOARD OF SELECTMEN
December 11, 2018**

The Selectmen's Meeting convened at 4:04 pm in the Meeting Room of Conway Town Hall with the following present: C. David Weathers, Mary Carey Seavey, Carl Thibodeau, John Colbath, Steven Porter, Town Manager, Thomas Holmes, and Executive Secretary, Krista Day

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Mr. Weathers stated that they would be removing agenda item 9b., "Permit to Sell Raffle Tickets for Gibson Center Senior Services (January 2019-December 2019)".

Mr. Colbath moved, seconded by Ms. Seavey, to approve the agenda as amended. The motion carried unanimously.

CONSIDERATION OF UNANTICIPATED REVENUE LESS THAN \$10,000/RSA 31:95-BIII

- a. Two \$500 TD Bank gift cards from anonymous donor

Lieutenant Mattei explained that the Police Department had received two \$500-dollar TD Bank gift cards from any anonymous donor. He stated that with the Selectmen's approval, they would like to use the money in conjunction with \$600 raised by Police Department employees to supply 3 weeks of food for Meals on Wheels. He also noted that the officers planned to deliver some meals on Christmas Eve.

Mr. Colbath moved, seconded by Mr. Porter, to accept the two \$500-dollar gift cards and allow the Police Department to use the funds for Meals on Wheels. The motion carried unanimously.

2018 EQUALIZATION MUNICIPAL ASSESSMENT DATA CERTIFICATE

Assessor Dale Schofield explained that the certificate that the Selectmen were signing was to certify that they are aware of the assessment and sales information that the assessing department had submitted to the DRA in order for them to determine where the Town's assessments lie in relationship to what things are actually selling for.

Mrs. Schofield stated that she believes they will be around 83% in comparison to real estate sales; last year the Town came in at 88.9%.

Mrs. Schofield noted that they will not receive the official ratio until February.

Mrs. Schofield stated that if the real estate market keeps increasing at the current rate, they may have to increase property values by as much as 20%.

Ms. Seavey asked in this was mandatory. Mrs. Schofield noted that it is under an RSA and that it is mandatory.

Mr. Holmes briefly discussed the potential shift in tax burden from commercial property owners to residential property owners.

QUARTERLY BUDGET UPDATE

Mrs. Gilligan stated that the Budget Committee was meeting tomorrow night and it was customary for the Selectmen to receive a quarterly update on revenue and expenditures first. Mrs. Gilligan did note that she would present a final expenditure report closer to end of January.

Mrs. Gilligan stated that 2018 Non-Tax Revenue collected at this point was \$3,356,348 which leaves 17% remaining to be collected.

Mrs. Gilligan noted some of the big items not yet received such as \$20,200 from the library that is expected this week, rooms and meals tax, and motor vehicle registrations.

Mrs. Gilligan stated that she believed they will meet projections for revenue but not likely exceed it.

There was a brief discussion of using fund balance in the event that the non-tax revenue budget is not met.

Regarding expenditures, Mrs. Gilligan noted that there has been overspending on electricity, heat, and salt due to the weather this year. She also noted that in 2018 the Town has filled 12 positions and only one of them was an expected vacancy. This contributed to overspending on postage and news notices.

Mrs. Gilligan discussed the overspending on ballot clerks because Hales Location had not provided workers for the September and November Elections. Mr. Colbath stated that he believed they did provide workers for the November Election. Mrs. Gilligan noted that they have billed Hales for this cost.

In regards to the finance budget, an overspending of \$800 occurred as part of an unexpected audit cost that only occurs ever two years.

Mrs. Gilligan explained that there was \$23,311 left in the Information Technology budget for budgeted computer purchases. However, it was stated that these purchases will not be made until the very end of December to make sure there is enough funds to pay for salt and overtime in the event of more winter weather.

In the assessing budget, they have overspent in regards to seminars and trainings. However, as Mrs. Schofield explained in a previous meeting, these classes only come along every so often and they needed to take advantage of them. Mrs. Gilligan praised assessing clerk Corie Hilton for passing each of her classes and called it money well spent.

While there was \$60,000 remaining in the legal budget, the Town had not received a bill for November and Mrs. Gilligan believes the bills for November and December are going to be significant.

In regards to Government Buildings, Mrs. Gilligan again reiterated the overspending in heat and electricity.

Mrs. Gilligan noted that the Police Department had two unbudgeted retirements which led to overspending of \$58,598.53 in earned benefits.

Mrs. Gilligan noted that while there was \$36,000 left in the Budget for Highway Overtime, spending is totally weather dependent. She noted that they have already overspent the salt budget and again, more spending is weather dependent.

Mrs. Gilligan discussed the turnover and costs associated with that in the Solid Waste Budget.

In terms of the Welfare budget, there is a good amount of money remaining, however, this line is again very weather dependent in regards to needs for fuel assistance, shelter, etc.

Solid Waste: 5.5 % left of the budget. Will overspend. One, we had a lot of turnover. Lot of positions to back fill. New foreman. New full-time employee hired this month.

Mrs. Gilligan noted that going with the trend, the Library overspent in heating costs. Library: overspent heat line. General trend.

At the time of the meeting, Mrs. Gilligan noted 1.5% of the budget remaining, but again noted the weather as an unpredictable factor.

Mr. Colbath moved, seconded by Mr. Porter, to approve the quarterly budget update as presented. The motion carried unanimously.

2019 BUDGET DISCUSSIONS

a. Valley Vision

i. Expendable Trust Fund PEG Cable Television

Bill Edmunds was in attendance to present his proposed budget for 2019. He noted that in 2018, \$103,309.96 was given to Valley Vision from the Expendable Trust Fund for PEG Cable Television.

Mr. Edmunds explained that this year, their proposed budget was an increase of 8.4%. He explained that they are looking to add a budget line for program development. As he explained, these funds would allow Valley Vision to go out into the community to highlight many of the programs and opportunities available. He said his goal was specifically to reach those in the 55+ year old age range. Mr. Edmunds noted that interest had been expressed from organizations such as North Country Cares and MWV Supports Recovery. He noted it would be a tremendous benefit to the people in the area.

Mr. Edmunds mentioned a plan to obtain sponsorships in the future as well.

Ms. Seavey stated she was in support of this idea.

Mr. Weathers asked if they had noticed a change in viewers since the switch in channel location with Spectrum. Mr. Edmunds stated he had only two people call about it and was hopeful people were able to find it.

b. Police Department

ii. CRF Police Vehicles

Lieutenant Mattei stated they were requesting a warrant article for the Capital Reserve Fund for Police Vehicles for \$70,000. He reminded the Board that because of a change in pricing and vehicle options, they had purchased a sedan early and would only be purchasing one new police vehicle in 2019.

iii. Radio Repeater at Memorial Hospital for Police Department

Chief Wagner reminded the Selectmen that they had been awarded \$375,000 from a Homeland Security Grant.

Chief stated that he had met with Ossipee Electronics this morning and that the new plan would be for that money to be spent to upgrade Oak Hill, give Conway Fire Department another radio and repeater on Oak Hill, add a repeater at the high school, and to get a repeater at the Police Department. Chief emphasized the issues they had had during the lock down at Kennett High School the week earlier and that the Police had to use School radios to communicate. This was determined to be a big safety issue.

Chief stated that all the Police would be asking for from the Selectmen would be for a warrant article for \$45,000-50,000 for a Tower at the Police Department. Chief noted that this cost assumes that Public Works would be doing the site work.

Mr. Colbath stated that he thought the repeater was for Memorial Hospital. Chief stated that it is the hope that this new plan would fix the communication problem at the hospital, however, if it does not, it is his hope to ask the Hospital to help fund this in the future. He emphasized the need to fix the communication at the high school now.

There was brief discussion regarding the inability for reliable communications from within the hospital. Lieutenant Mattei noted that he and Chief Solomon had gone up and done some tests and there were definitely communication issues.

Mr. Porter asked if the North Conway Fire Department was experiencing the same problems. Chief Wagner stated that all fire departments were given ample opportunity to be part of the grant process and he had not heard from any department besides Conway.

Mr. Thibodeau asked if this will cure the problem of dead spots around town. Chief stated that it will definitely help a lot. After this project is done, he stated that they planned to look at the issues at the hospital and out on Green Hill Road.

Mr. Colbath asked about the console that had been such a big topic of discussion this year. Chief stated that this console would also be included in the \$375,000 from the grant funds.

Mr. Holmes noted that they are in the beginning stages with planning and zoning to require future construction sites to be tested for issues in communication with emergency departments. He noted that a requirement may be that these hard to reach areas would be required to obtain a repeater during construction.

Mr. Colbath asked the Chief what the bottom line would be for the voters to approve in a Selectmen's Warrant Article. Chief stated that he had been told \$45,000-50,000.

c. Public Works

iv. Government Buildings

Mr. DegliAngeli stated that the proposed budget for Government Buildings was up a lot due to the expected costs associated with moving the rec center to the middle school.

Mr. Holmes noted that this budget does not include any budgeted funds for doing anything with the existing rec center building.

There was brief discussion regarding the issue of a polling place. Mr. Porter suggested using the Middle School Rec Center space. Mr. Holmes stated that the actual building would work, but parking is a real concern.

Mr. Holmes was asked to contact Kevin Richard see what it would take to use a school for voting.

v. Highway

Mr. DegliAngeli stated that the proposed budget for the highway department reflected a 2% increase over 2018.

vi. Solid Waste

Mr. DegliAngeli stated that he was requesting to add a full-time position at the transfer station. He noted that in the past they had used part-time and seasonal help. He noted that they were also requesting funds to upgrade the computer system at the transfer station for billable and scalable items. Mrs. Gilligan noted that the last upgrade to this system was in 1987.

vii. CRF Infrastructure Reconstruction

Governor and Council are meeting on December 19 to discuss giving funding ability to the Main Street Project. He emphasized that there has been a real lack of communication regarding this project.

Mr. DegliAngeli informed the Board that the State has eliminated the bridge aid for the bridge that connects Washington Street with West Side Road that had been approved 8 years ago. Because of this the project has been pushed out until 2021.

Mr. DegliAngeli stated that they plan to complete deferred paving at the end of 2019 unless the cost in pavement takes a real jump.

Mr. DegliAngeli stated that in 2019 they will complete Seavey Street driveway aprons and reconstruct Grove Street. Because of the lack of communication with NH DOT, it is difficult to say for certain if the Main Street Project will begin as well.

Mr. Colbath asked about the 302-bridge outlet work that needed to be completed. Mr. DegliAngeli stated that it is purely a DOT project.

Mr. DegliAngeli explained that they were planning to line the culvert on Westside Road near Frechette Oil in order to maintain its structural integrity. However, after preliminary application, they may have to do additional work that they had not planned on doing such as building dams downstream because the culvert is undersized.

viii. CRF Highway Equipment

Mr. DegliAngeli was requesting a warrant article for \$200,000. Planned purchases for 2019 include the replacement of the dump cart, a bucket truck, and a new 6-yard dump truck.

ix. CRF Solid Waste Equipment

Mr. DegliAngeli stated that the warrant article request for 2019 would be for \$200,000. He stated that they need to replace one of the liquid tankers that transports leachate to the sewage treatment plant. The cost is estimated to be \$70,000 in 2019.

After a request from Mr. Thibodeau, Mr. DegliAngeli reviewed how the Town came to purchase two new loaders during 2018.

x. CRF Landfill Expansion

There was a discussion regarding the future expansion of the landfill. Mr. DegliAngeli emphasized that their recycling enforcement has extended the life of the landfill. He noted that this CRF is to save for Phase IV expected to begin in 2037. Mr. DegliAngeli stated that this is subject to change as it is still 20 years out.

There was a discussion on recycling markets.

xi. CRF Maintenance of Town Buildings and Facilities

Mr. DegliAngeli stated that the highway garage expansion is slated for 2019 at an estimated cost of \$414,000. There was a discussion regarding expansion plans and construction materials.

The warrant article request presented was \$250,000 for 2019.

xii. CRF Parks Vehicles & Equipment

Mr. DegliAngeli stated that this request would be for a warrant article in the amount of \$7,000.

d. Eastern Slopes Airport

Mr. Thibodeau stated that he would like to see a Selectmen's Warrant Article with the same language and amount as last year.

REVIEW OF RECEIPTS

The receipts were available for review.

SIGNING OF DOCUMENTS

- a. 2018 Equalization Municipal Assessment Data Certificate
- b. Notice of Intent to Cut Wood or Timber Map/Lot 260-58
- c. Notice of Intent to Cut Wood or Timber Map/Lot 218-8, 218-54, and 218-33
- d. Application for Current Use Map/ Lot 272-32 and 272-40
- e. Application for Current Use Map/Lot 259-76
- f. Application for Current Use Map/Lot 268-85

- g. Timber Tax Levy Map/Lot 283-3, 283-5, 260-94, and 283-4
- h. Timber Tax Levy Map/Lot 282-3
- i. Certification of Yield Taxes Assessed Map/ Lot 283-4
- j. Certification of Yield Taxes Assessed Map/Lot 282-3
- k. Certification of Yield Taxes Assessed Map/Lot 260-94
- l. Certification of Yield Taxes Assessed Map/Lot 283-3
- m. Certification of Yield Taxes Assessed Map/Lot 283-5
- n. Request for the Trustees of the Trust for \$65,000.00 from the Capital Reserve Fund for Solid Waste Equipment
- o. Request for the Trustees of the Trust for \$17,229.44 from the Capital Reserve Fund for Public Educational-Government Cable Television Trust Fund
- p. Request for the Trustees of the Trust for \$59,960.29 from the Capital Reserve Fund for Infrastructure Reconstruction

Mr. Colbath moved, seconded by Mr. Thibodeau, to sign the documents listed about in a. through p. The motion carried unanimously.

CONSIDERATION OF BILLS

- a. AP Manifest dated 12/13/18

Mr. Colbath moved, seconded by Ms. Seavey, to sign the AP Manifest dated 12/13/18. The motion carried unanimously.

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

(none)

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

(none)

CONSIDERATION OF MINUTES

- a. Regular Minutes from 12/4/18

Mr. Colbath moved, seconded by Ms. Seavey, to adopt the minutes from 12/4/18 as written. The motion carried unanimously.

TOWN MANAGER REPORT

Mr. Holmes informed the Board that Charter Communications would be removing the Star India channel.

Mr. Holmes explained that Eversource would be doing work in Town from December 10 through December 28, 2018. Eversource would be working Monday through Friday, 7:00 am to 5:00 pm, to remobilize and complete three structures on Quint Street, Farrington Ave., and Route 113.

Mr. Holmes stated that the NH Lottery Commission had requested to come to a Board meeting to give another presentation regarding the potential for the Selectmen to put a warrant article on the ballot to allow Keno in the Town of Conway. He noted they would be at next week's meeting.

Mr. Holmes handed the Selectmen the site plans that had been submitted for the new branch bank at the Bank of New Hampshire site. He noted that they have not gotten an application in yet. He stated he was having a meeting this week with Bank officials and Tom Irving to discuss issues with snow storage and islands.

Mr. Porter inquired as to how the Prebid walk through at the new Rec Center went. Mr. Holmes stated that he believed it went well and there were many follow up questions and additional tours given as requested.

The deadline for bids was briefly discussed. This deadline is December 19, 2018 at 4:00 pm.

BOARD REPORTS AND COMMENTS

Mr. Porter stated that the Planning Board was meeting on Thursday, December 13, 2018.

Mr. Colbath stated that the ZBA had not met and that the Budget Committee would be meeting on Wednesday, December 12, 2018.

Mr. Thibodeau stated that on December 6, 2018 the ESAA held a special meeting of the general membership to vote on the proposed new bylaws. The vote was 23-4 in favor of the bylaws.

There was brief discussion of the process to be taken by the nominating committee. Newly appointed chair of this committee, Tom Holmes, stated that their first meeting would be tomorrow, December 12, 2018 at 11:00 am.

Mr. Thibodeau expressed his interest in being nominated.

Mr. Colbath suggested Ed Bergeron to be nominated.

Mr. Holmes stated that he would place nominations on the next meeting's agenda.

There was brief discussion regarding the use of Avgas in lawn equipment.

Ms. Seavey stated that Valley Vision had met, but Bill Edmunds had already reviewed this information.

Mr. Weathers stated that there would be a Conservation Commission meeting on Wednesday, December 12, 2018.

PUBLIC COMMENTS AND MEDIA QUESTIONS

(none)

ADJOURN

At 6:09 pm, Mr. Colbath moved, seconded by Ms. Seavey, to adjourn the meeting. The motion carried unanimously.

Respectfully Submitted,

Krista Day
Executive Secretary

DRAFT