

**Minutes of Meeting
CONWAY BOARD OF SELECTMEN
June 18, 2019**

The Selectmen's Meeting convened at 4:00 pm in the Meeting Room of Conway Town Hall with the following present: Selectmen, 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 the Allegiance to the flag.

APPROVAL OF AGENDA

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

PUBLIC HEARING TO ACCEPT AND DESIGNATE A SPECIFIC PURPOSE FOR THE USE OF
THE FOLLOWING UNANTICIPATED REVENUE

- a. \$12,176.00 from the County of Carroll for forest PILOT return of funds

Mr. Weathers opened the public hearing at 4:00 pm.

Mr. Weathers stated that these were funds for the acreage of National Forest in the Town of Conway that were inadvertently give to the County of Carroll.

Mrs. Gilligan explained that in 2014, DRA Representative Michelle Clark insisted that the Town would be getting approximately \$1,000 from the Department of the Interior for the 366 acres of National Forest located in Conway. Mrs. Gilligan informed the DRA that Conway had not received this PILOT in decades. She stated that she wanted to thank Ms. Clark for this information because it sparked the research into this issue.

This continued for 3 years and the Town of Conway never received these funds.

In 2017, County Commissioner Mark Hounsell identified that these monies had mistakenly been going to the County because it was blended with the monies for Hales Location. She noted that every other town receive their funds directly from the Department of the Interior.

Over the last two years Mrs. Gilligan worked to help the DRA and DOI identify this mistake. She noted that the Town of Conway received their first direct payment 11 months ago.

In July, the Board sent a request to the County for the return of these funds that were erroneously paid to Carroll County from 1999-2016. and in October Mr. Holmes, Chairman Weathers, and Mrs. Gilligan appeared before the Commissioners to ask again for these funds.

At that meeting Commissioner Hounsell was successful in getting that money in the County budget. As a member of the County Delegation, Representative Tom Buco was crucial in making sure that the money stayed in the county budget.

Mrs. Gilligan thanked Commissioner Terry McCarthy for getting another Commissioner to vote in favor of returning these funds to the Town of Conway.

Mrs. Gilligan was pleased to announce that the town received the funds two weeks ago. She wanted to thank all of those involved for their effort.

Mr. Weathers thanked Mrs. Gilligan for her hard work on this matter.

Resident Jim LeFebvre thanked all of those involved.

Chairman Weathers closed the public hearing at 4:07 pm.

CONSIDERATION OF UNANTICIPATED REVENUE MORE THAN \$10,000/RSA 31:95-B III (A)

- a. \$12,176.00 from the County of Carroll for forest PILOT return of funds

Mr. Colbath moved, seconded by Ms. Seavey, to accept the \$12,176.00 from the County of Carroll for forest PILOT return of funds. The motion carried unanimously.

CONSIDERATION OF UNANTICIPATED REVENUE LESS THAN \$10,000/RSA 31:95-B III (B)

- a. \$70.00 from Valencia Jackson for the Leon Harriman Scholarship Fund

Mrs. Gilligan explained that they received the money as a donation to the Leon Harriman Scholarship Fund that is held by the Trustees of the Trust.

Mr. Colbath moved, seconded by Ms. Seavey, to accept the \$70.00 from Valencia Jackson for the Leon Harriman Scholarship Fund

- b. \$1,014.06 from the State of New Hampshire for the Opioid Abuse Reduction Grant

Lt. Mattei requested that these funds be placed in the regular officer overtime line of the Police Department budget.

Mr. Colbath moved, seconded by Mr. Porter, to accept the \$1,014.06 from the State of New Hampshire for the Opioid Abuse Reduction Grant. The motion carried unanimously.

- c. \$1,000 for compensation of property damage

Mr. Holmes explained that a citizen had been upset about the Town blocking part of his road with materials in order to fix it and had moved it with his own plow. The Town had reached an agreement for the citizen to pay for the work that was done to fix this.

Mr. Colbath moved, seconded by Mr. Porter, to accept the \$1,000 for compensation of property damage. The motion carried unanimously.

FINANCIAL UPDATE

a. Expenditure Report

Mrs. Gilligan stated that taxes are due on July 1, 2019 and anticipated that they will collect 7 million dollars in the next two weeks.

Mrs. Gilligan noted that they have 2.4 million dollars in the bank for cash flow but this will soon be much lower as they will make a payment to the school in the next two weeks.

Mrs. Gilligan stated that there is currently 58.8% left in the general fund budget which is 3.5% to the good. She noted that every department has 55% left to spend with the exception of the employee benefits budget as many things have been paid in full for the year.

Mrs. Gilligan explained that there had been concern regarding the salt budget. She noted that after looking back at expenditures, they have sufficient monies for storm related events that would be similar to the last two years.

Mrs. Gilligan also noted that the Town has not spent any funds for paving at this point because the paving contractor is being problematic yet again.

There was discussion regarding the need for this paving to be completed promptly or this contractor will go back on the no bid list.

Mr. Thibodeau inquired as to whether it would be cost effective for the Town to purchase their own paving equipment. Mrs. Gilligan stated that this would be too expensive.

Mr. Thibodeau asked Mrs. Gilligan to look into if they could save money by buying salt in the summer. There would be a need to create more salt storage but he was curious as to whether this would be mitigated over time with a cost saving.

Mr. Colbath moved, seconded by Mr. Thibodeau, to approve the expenditures as presented. The motion carried unanimously.

b. Revenue Report

Mrs. Gilligan explained that they are tracking to collect \$80,000 more in motor vehicle registrations, however, they will be losing \$30,000 for recreation because Eaton is not participating this year. She also noted that they would be losing \$26,000 in revenue for recycling monies.

Mrs. Gilligan also noted that the town receives a few big items like the rooms and meals tax at the end of the year.

Ms. Seavey asked what the alarm permits were. The police chief explained that they are the annual fee for police response for alarms in town.

Mr. Colbath moved, seconded by Mr. Thibodeau, to approve the revenue report as presented. The motion carried unanimously.

Mrs. Gilligan apprised the Board that they had budgeted \$150,000 for abatements for the year and at this time, \$27,385 had been abated.

DISCUSSION OF RADIO TOWER AT THE POLICE STATION

Mr. DegliAngeli explained that since the beginning of the conversations regarding the radio tower that was to be installed at the Police Station, the location had always been on the far end of the building between the station and the court house. However, because there are plans on file that had marked that area for a potential Town Hall in the future, and the need to tree removal and site prep work, the Board could consider the option of placing the tower on the close end of the station between East Conway Road and the building. This area would take a lot less prep work.

Chief Wagner stated that he would like to see it on the near end of the station for a few reasons including the ability to have it installed sooner, and also the potential expansion of the police state in the future.

Mr. Colbath moved, seconded by Mr. Thibodeau, to place the radio tower in the front end of the building between East Conway Road and the station. The motion carried unanimously.

DISCUSSION OF SECURITY SYSTEM AT THE NEW RECREATION CENTER

Mr. Holmes stated that this issue had been requested to be placed on the agenda by Ms. Seavey. He noted that at this point, 5 of the 7 security cameras are in place. He noted that the funding for these had been taken from the Recreation Budget and once the final cost was known, he would request that the Selectmen replace these monies from the Recreation Revolving Fund.

Mr. DegliAngeli explained that the two remaining cameras have not been installed for a few reasons. One reason being that as this space is bigger than the old center, they need more cameras. The camera in the gym is not up as they are still finishing some construction, but the socket and wiring are already in place.

Mr. DegliAngeli explained that the second camera was for the exterior door, and unfortunately, they have found that this door is actually a custom size and has not been manufactured yet. Currently, they are going to try and create a temporary door. He also noted that the school was going to be gracious enough to allow the campers to enter through a different door until this situation can be fixed.

Mr. DegliAngeli explained that the phone and internet went live today. He wanted to thank the school's IT Coordinator Dale Anderson for his help in allowing them to use the school's internet for a period of time because Spectrum had not been able to come through. He noted that computers and desks are set up and Lynore Wagner would be at the new location in the morning.

Mr. DegliAngeli explained that the HVAC system is currently being worked on.

Mr. DegliAngeli stated that the floor in the gym and carpentry work would be completed for the opening day of summer camp. However, the cages for the windows and the padding on the walls would not be completed in time.

He noted that the Concession Stand and bathroom off the gym are complete as well as the kitchen and the summer camp tent would be going up on Thursday.

Mr. Eastman reported that the summer camp staff had been training this week and there would be a soft open house of the new space for parents and kids to help familiarize them before camp starts.

There was discussion regarding the need to get a third AED for the new center.

There was discussion regarding the move of the outdoor lights to the Conway Elementary School ball field.

Mr. Holmes wanted to recognize the effort of all those involved in this project to help get it ready.

Mr. Eastman wanted to thank Parker Haynes for priming wall, Lucy Lumber for donating the primer and paint, and the Moose Lodge for volunteering an entire day to help get the painting completed.

Mr. Eastman stated that as there would be more recognition as they go along, he wanted to thank Pat Murphy and Donald Whitelaw for their donations and contributions.

DISCUSSION OF CHRISTMAS LIGHTS IN CONWAY VILLAGE

Mr. DegliAngeli stated that as the Main Street Project moves forward, they have to remove the wire from the existing poles. He noted that there was a wire that he can only assume was used in the past for Christmas lights in Conway Village. However, because this wire is not up to code, it had to be removed.

There was discussion regarding the wish to light up Conway Village similarly to the way North Conway Village is lit during the holidays. It was stated that this should not be done until the Main Street Project is completed.

Ms. Seavey requested Mr. Holmes look into potential help with funding from the Preservation Society.

DISCUSSION OF GARAGE EXPANSION BID

Mr. DegliAngeli explained that the plan for this year was to use \$414,000 from the CRF for Building Maintenance for the garage expansion. However, the only bid they received came in at \$714,000. He is recommending that they cancel the project for 2019. He added however that Mr. Holmes had requested that he look into the feasibility of using the old Rec gym instead for garage storage needs. He noted that there is the potential for this to work.

There was a brief discussion regarding the need to a polling place and the potential of using a school.

DISCUSSION OF DOG SIGNAGE AT WHITAKER WOODS

Mr. Holmes explained that the Conservation Commission came up with the wording for the dog signs at Whitaker Woods and that he would like the Selectmen to choose the size of the sign.

Mr. Porter moved, seconded by Mr. Colbath, to purchase two 30 inches x 30 inches signs for installation at Whitaker Woods. The motion carried unanimously.

PROPOSAL FOR A PUBLIC PROPERTY USE SUB-COMMITTEE

Mr. Holmes explained that they have been having requests to use town land for private commercial use.

Mr. Weathers noted that he is concerned about these requests and the impact they are going to have on local users of these lands and did not know if there was a potential need for a sub-committee to discuss parameters and policies for these types of requests.

Mr. Holmes explained that the most recent request was for a local business to run Mountain Biking lessons weekly in Whitaker Woods. Normally any type of event like this would require a special event permit however, this would exceed the permitted number of days a year.

This discussion was tabled.

ANNUAL REPORT OF TOWN MANAGER AND SCHOOL SUPERINTENDENT RE: NEW REC CENTER

Mr. Holmes read the letter on behalf of the Town and School partnership.

Mr. Colbath wanted to give kudos to the Town and School for their cooperative effort.

DISCUSSION OF THANK YOU LETTER TO KHS WOODSHOP

Mr. Holmes stated that the attendant at Diana's Bath had requested a shack be built for her safety this year. The Town had contracted with the KHS woodshop. With the help of Paul Cail, the guard shack was finished.

Mr. Porter moved, seconded by Mr. Colbath, to sign and send a letter to the School Board thanking Paul Cail and the KHS woodshop for their work. The motion carried unanimously.

Mr. Holmes noted that the Diana's Bath attendant will be moving to Puerto Rico and they were in need of a new attendant. He encouraged those to apply with his office.

REVIEW OF RECEIPTS

The receipts were available for review.

SIGNING OF DOCUMENTS

- a. Abatement of Taxes for Map/Lot 252-62
- b. Abatement of Taxes for Map/Lot 219-108.001
- c. Abatement of Taxes for Map/Lot 219-108.002
- d. Current Use Land Use Change Tax Collector's Warrant for Map/Lot 269-72
- e. Land Use Change Tax for Map/Lot 269-72
- f. Certification of Yield Taxes Assessed for Map/Lot 284-14.1
- g. Timber Tax Levy for Map/Lot 284-14.1

Mr. Colbath moved, seconded by Ms. Seavey, to signed the documents listed about in a. through g. The motion carried unanimously.

CONSIDERATION OF BILLS

- a. AP Manifest dated 6/20/19
- b. Payroll dated 6/20/19

Mr. Colbath moved, seconded by Ms. Seavey, to sign the AP Manifest and Payroll, both dated 6/20/19. The motion carried unanimously.

RATIFICATION OF DOCUMENTS SIGNED OUTSIDE OF SESSION

- a. AP Manifest dated 5/30/19, 6/6/19, 6/13/19
- b. Payroll dated 6/6/19
- c. Permanent Application for Property Tax Credits/Exemptions Map/Lot 255-40.33
- d. Permit to Sell Raffle Tickets for Kismet Rock Foundations for 6/11/19
- e. Permit to Sell Raffle Tickets for Conway Area Lions Club on 9/7/19
- f. Memorandum of Understanding between Conway and Jackson for Channel 1301

Mr. Colbath moved, seconded by Ms. Seavey, to ratify the documents signed out of session listed above in a. through f. The motion carried (4-0-1) with Mr. Thibodeau abstaining.

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

- a. The River Church Kid's Festival on 8/24/19
- b. White Mountain Community Health Center Community Resource Fair on 7/17/19 (Pending Insurance)
- c. Northeast Passage Program of UNH Three Notch Century Run on 9/7/19-9/8/19
- d. North Conway Community Center Mud Bowl on 9/6/19-9/8/19
- e. Conway Public Library Summer Reading Program Series Food Trucks & Music on 7/31/19

Mr. Colbath moved, seconded by Ms. Seavey, to approve and sign the special event permits listed above in a. through e. The motion carried unanimously.

CONSIDERATION OF MINUTES

- a. Regular Minutes from 5/21/19

Mr. Colbath moved, seconded by Mr. Thibodeau, to adopt the regular minutes from 5/21/19 as written. The motion carried unanimously.

TOWN MANAGER REPORT

Mr. Holmes explained that the 4th of July Celebration would be beginning with a parade at 1:30 pm in Conway Village. This would be followed by live entertainment in Schouler Park from 3:45 pm until the fireworks begin at 9:30 pm.

Mr. Holmes noted that he would be soon signing a contract with a Cable TV Negotiator that came very highly recommended.

Mr. Holmes stated that with a recent outbreak of measles in the State, he feels it may be time to discuss the potential requirement of vaccination verification for children to attend the summer program as it could be harmful and dangerous to those with medical conditions.

Mr. Holmes stated that they had received a grant from the Grumman Fund for \$2,000 to fund Lucille's Loop trail construction.

Mr. Holmes requested the authorization of the Board to purchase and install two taxi stand signs in the HEB parking lot for in service cabs.

Mr. Thibodeau moved, seconded by Mr. Porter, to purchase the two signs for taxi cabs in the HEB parking lot. The motion carried unanimously.

BOARD REPORTS AND COMMENTS

Mr. Colbath explained that the ZBA would be meeting on Wednesday, June 19, 2019 and that they are actively seeking members.

Mr. Colbath stated that the Budget Committee would be meeting on June 26, 2019.

Mr. Thibodeau noted that the airport was very active in the month of May and the first few weeks of June.

Mr. Thibodeau stated that the Canadian Royal Airforce had again been to the airport for two weeks for training. He noted that they had a positive impact on the local economy. He wanted to thank the airport manager for his work with this group.

Ms. Seavey noted that she would like people who are having yard sales to remove their signs in a timely manner from telephone poles.

Mr. Weathers stated that the Conservation Commission had met to discuss the wording of the dog signs for Whitaker Woods. They would be meeting again in August.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer from The Conway Daily Sun, asked if the Selectmen were getting any feedback regarding the Library's Drag Queen Story Hour. Mr. Holmes stated that he has been referring all comments and concerns to the Library Trustees and the Library Director.

Mr. Steer inquired as to what the schedule was for the Main Street Project at this moment. Mr. Holmes stated that the two projects had been decoupled and he would get Mr. Steer a copy of the tentative schedule that would have the Main Street Project beginning hopefully in the Spring of 2020.

Mr. Steer inquired as to the status of the new Town Hall. Mr. Holmes explained that there is a difference of opinion between the Town and the Bank regarding a drainage issue and that this would hopefully be settled soon.

ADJOURN

At 6:06 pm, the meeting adjourned at the call of the Chair.

Respectfully submitted,

Krista Day
Executive Secretary