

**Minutes of Meeting  
CONWAY BOARD OF SELECTMEN  
September 10, 2019**

The Selectmen's Meeting convened at 4:00 pm in the Conference Room of Conway Recreation Center 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 noted that there was one change and three additions to the agenda.

Consideration of Bills would be moved to right after this approval of the agenda.

There were three more Map/Lots being added to 8b. They were 222-1, 226-2, and 227-4.

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

Mr. Colbath explained that they were holding this meeting in the conference room in the new recreation center as the ribbon cutting and grand opening of the rec center was beginning after the meeting at 6:00 pm.

CONSIDERATION OF BILLS

- a. Accounts Payable Manifest dated 9/12/19
- b. Payroll dated 9/12/19

**Mr. Colbath moved, seconded by Mr. Thibodeau, to sign the AP Manifest and Payroll dated 9/12/19. The motion carried unanimously.**

REQUEST BY NORTH CONWAY LIBRARY TO WAIVE BUILDING PERMIT FEES

Glenn Saunders from the North Conway Library appeared before the Board to request a waiver of their building permit fees for their new expansion. The cost of this building permit fee was around \$26,000.00.

Andrea Masters, the Director of the Library, explained that the library is a privately funded non-profit organization that hopes to offer more to the town after the expansion. She added that they had not asked the town for any money in over 30 years.

Mr. Thibodeau stated that he felt this to be a worthwhile project and would provide a good service to residents.

**Mr. Thibodeau moved, seconded by Mr. Porter, to reduce the building permit fees to 50% of the actual costs. The motion carried unanimously.**

#### DISCUSSION OF NON-PROFIT BUDGET FORM ALTERATIONS

Chairman of Budget Committee Jim LeFebvre appeared before the Board because he believed that they should make some changes to the non-profit package that is sent out to non-profit organizations for funding requests.

Mr. Thibodeau asked how the Budget Committee felt about these changes.

There was discussion on why Mr. LeFebvre had not presented these changes to the Budget Committee before this meeting.

It was determined that these changes would be presented to the Budget Committee the next night and Mr. Colbath would report back to the Board on September 24, 2019.

#### DISCUSSION OF FILLING VACATED POSITION IN ASSESSING DEPARTMENT

Mr. Holmes explained that after 22 years in the assessing department, Assessor Dale Schofield would be retiring at the end of the year.

Mr. Holmes stated that they had a few decisions to make regarding how they should go about filling this position.

One question that needed to be answered was how far they should advertise. Mr. Holmes suggested advertising New England wide.

The second question was whether they look for a qualified full-time assessor, or whether they look at hiring a firm and contracting with them to complete the work.

Mr. Holmes noted that Moultonborough spent three years looking for a qualified assessor.

Mr. Colbath asked about what the towns around us do. Mr. Holmes stated that most are going towards contracting the work out.

Ms. Seavey wanted to look at the potential price difference.

Mr. Holmes explained that he did believe that they should elevate assessing clerk Corie Hilton's duties as well as increase her pay as she will be doing more in the near future with Ms. Schofield leaving.

Mr. Colbath thanked both Ms. Schofield and Mrs. Hilton for their hard work.

It was determined that at this point, Mr. Holmes would prefer to look for a full-time assessor in order to have the office covered and use a contracted firm as a back up plan.

#### DISCUSSION OF EXPOSURE OF NEW ASSESSED VALUES

Mr. Holmes explained that they are on schedule for the MS-1. He explained that Conway has the most complicated tax rate setting process in the entire state.

Mr. Holmes explained that in the past, they had sent the new assessments to the realtors in the area to get their feedback. He reported that for the past 5 or 6 years they had been using an internal software in the assessing office to show information regarding each property in the area. He noted that the realtors have been very interested in getting online access to this which allows you to see property record cards.

Mr. Weathers stated that the public currently has access to this software but must come into the assessing office to view it. Mr. Holmes explained that while this is true, it takes up a lot of the staff's time having to help the public.

Ms. Schofield recommended that this software be made available to the public. She noted that there is no information in this software that is not public information. Also, she added that it takes up a lot of their time having to assist those with the computer when they come into the office. Furthermore, many people won't bother coming in. Instead, they call or email Mrs. Hilton for the record cards and again, this takes up a lot of her time.

**Mr. Porter moved, seconded by Ms. Seavey, to allow public access to the assessing software on the internet. The motion carried (4-0-1) with Mr. Weathers abstaining.**

There was a brief discussion regarding the tax rate setting process. She noted that when assessments increase, the tax rate decreases. However, it is the increase in budget for the town, school, and county that increase tax bills.

#### SIGNING OF DOCUMENTS

- a. Permanent Application for Property Tax Credits/Exemptions for Map/Lot 234-28
- b. Notice of Intent to Cut Wood or Timber on Map/Lot 242-7, 222-1, 226-2, 227-4
- c. Notice of Intent to Cut Wood or Timber on Map/Lot 272-14 and 272-15

- d. Municipality Land Use Change Tax Bill for Map/Lot 255-13
- e. Warrant for Land Use Change Tax for Map/Lot 255-5.14

**Mr. Colbath moved, seconded by Ms. Seavey, to sign the documents listed above in a through e. The motion carried unanimously.**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Accounts Payable Manifest dated 9/5/19

**Mr. Colbath moved, seconded by Mr. Thibodeau, to ratify the AP Manifest dated 9/5/19. The motion carried unanimously.**

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

(none)

CONSIDERATION OF MINUTES

- a. Regular and Non-Public from 8/20/19 and 8/27/19

**Mr. Colbath moved, seconded by Mr. Thibodeau, to adopt the regular and non-public minutes from 8/20/19 and 8/27/19. The motion carried unanimously.**

TOWN MANAGER REPORT

Mr. Holmes explained that Attorney Kate Miller has asked if the town would like to be involved in a multi-town initiative to create a comprehensive right of way ordinance. He noted that the cost would be split between all of the towns involved.

Mr. DegliAngeli encouraged the Board to join in on this effort.

Mr. Colbath inquired about costs to the town. Mr. Holmes explained that this cost would be split between multiple towns and it would come out of their legal line.

**Mr. Porter moved, seconded by Mr. Colbath, to join in on the comprehensive right of way ordinance. The motion carried unanimously.**

Mr. Holmes explained that a consultant that had been hired by the state had inspected the old rec center boilers and they either need to be repaired or taken offline.

It was determined that the Board had already voted to close down the old rec center.

Mr. Thibodeau brought up the issue with opening the rec center in April for voting. It was determined that this issue would need to be figured out.

Mr. Holmes stated that there would be a public hearing on September 17, 2019 at 1:00 pm in at Town Hall with District 1 Executive Councilor Mike Cryans and DOT to discuss the ten-year plan. It was determined that the town could decide to suggest a new project for the ten-year plan in two years as they did not have anything to add at this time.

### BOARD REPORTS AND COMMENTS

Mr. Porter stated that the Planning Board would be meeting on Thursday, September 12, 2019.

Mr. Colbath stated that the Budget Committee would be meeting on September 11, 2019 and the ZBA would be meeting on September 18, 2019.

He also noted that they had a Carroll County Broadband meeting in Moultonborough on September 18, 2019.

Mr. Thibodeau gave the activity report for the ESAA for the month of August. He noted that they were finalizing the details for the EDA grant to build the commercial hanger.

He also noted that they were in negotiations with a solar company to develop 30 acres for a solar farm.

Mr. Thibodeau congratulated Katie Haley on becoming the Town Manager for the Town of Fryeburg and he looks forward to working with her on the ESAA.

Mr. Weathers stated that the Conservation Commission would be meeting on Wednesday, September 11, 2019.

### PUBLIC COMMENTS AND MEDIA QUESTIONS

Tom Reed, resident from Conway handed the Board an article regarding NHMA and their discussion of the regulation of short-term rentals. He suggested they look at it before the public hearing on September 24, 2019.

Mr. Steer wanted clarification regarding what they would be putting online for the assessment software. Mr. Holmes explained that it includes property information.

### ADJOURN

At 5:02 pm, the meeting adjourned at the call of the Chair.

Respectfully Submitted,

Krista Day  
Executive Secretary