

**Minutes of Meeting
CONWAY BOARD OF SELECTMEN
June 9, 2020**

The Selectmen's Meeting convened at 4:00 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 noted that they would be utilizing the Zoom Platform for this Meeting on a Call in Basis.

Phone Number: 1 646 558 8656 The correct meeting ID: 813 3947 7103

He also noted that they would be streaming the meeting live on our Facebook Page "Town of Conway, NH"

Mr. Weathers noted that there were two changes to the agenda. He stated that they would be adding item 9a. Discussion of Restaurant Seating. He also stated that 11a would be removed.

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

RATIFICATION OF CRF POLICE VEHICLE EXPENDITURE

Mr. Holmes stated that last week the Police Chief had inquired as to whether he could buy a vehicle out of existing funds in the Capital Reserve Fund for Police Vehicles. Mr. Holmes added that he had reached out the Board Members via email as they were not meeting last week to get authorization and they needed to ratify that expenditure.

Mr. Colbath moved, seconded by Mr. Thibodeau, to ratify the expenditure of up to \$31,412 from the CRF for Police Vehicles. The motion carried unanimously.

UPDATES ON SUMMER RECREATION PROGRAM

Recreation Director John Eastman handed the Board copies of the signs that have been produced for Davis Park, Conway Lake Beach, and next to the portable toilets around Town. He noted that the signs would be going up in the next few days.

Mr. Eastman explained to the Board that they had received clearance from the Governor two weeks prior allowing them to begin their summer camp on or after June 22, 2020. As a department, they have decided to begin on June 29, 2020 because that allows for the proper staff training to take place. This training will begin on June 17, 2020.

Mr. Eastman noted that they have hired a medical professional, Kelsey MacMillan, who will work 7:30 am – 10:00 am, Monday-Friday. She will perform the medical screenings on all staff and campers each day. Mr. Eastman explained that these screenings would take place in the family cars and each child and staff member's temperature would be logged each day.

Ms. Seavey asked about whether they needed a release from parents in order to take temperatures. Mr. Eastman explained that they had included that in their permission slips and there was also information regarding their procedures in the parents and employee handbooks.

Michael Lane, Assistant Recreation Director, explained that the staff would be going through the same screening process as the children each day when they arrived at 7:30 am.

Mr. Lane gave an overview of how the children would be split into color pods of about 10 campers. He noted that camp will look different this year as the children are going to be in smaller groups, but they are planning on giving the campers a more individualized camp experience.

In regards to trips, most places are closed and they plan to utilize more areas in the Valley.

At this time, 57 children are fully registered.

Mr. Lane stated that this year parents would not have access to the building.

He noted they were planning a virtual open house the week before camp starts.

Mr. Colbath inquired about requesting kids to be placed in the same group as some of their friends. Mr. Lane stated that if parents wish to reach out and make requests, they will do their best to make it happen.

Mr. Colbath wanted to make a commendation to the Conway Recreation Staff as they have done, and continue to do a tremendous amount of work to prepare for camp. He noted that they are the only camp in Carroll County that is going to run.

Mr. Weathers asked Mr. Eastman to convey that message of gratitude to his staff.

The Board decided to take the agenda out of order at Ms. Andrea Masters was on Zoom.

REQUEST FOR FUNDRAISING SIGN FOR NORTH CONWAY LIBRARY

Ms. Masters stated that she was looking for permission to hang a temporary fundraising banner at the North Conway Library to help support their fundraising efforts. She was looking for something approximately 4' x 6' or 3' x 5'.

There was a brief discussion regarding potential issues with other signs on the property such as the construction company sign.

Ms. Seavey stated that she was all for allowing this sign. She stated that the difficulty of raising money is unbelievable. She recommended supporting this request.

Ms. Masters stated that she only believed it would need to be up until the end of the year.

The Board was referred to page 15 of their packet for the proposal for the sign.

There was discussion on whether they should put a time frame on the permission for the sign.

Mr. Porter stated that he did not believe they should put a closing date. He noted that the other sign issues should go through the proper channels, but believe that the Selectmen should grant this request.

Mr. Thibodeau moved, seconded by Mr. Colbath, to approve the request for a fundraising sign for the North Conway Library as depicted on page 15 of the packet, for a period of one year that is to be reevaluated at that time. The motion carried unanimously.

DISCUSSION OF COVID-19 RELATED RECREATION IMPROVEMENTS

Mr. Holmes stated that he had received a quote from Northledge for a sound system and wall panels for the Marshall Gymnasium. He stated that he heard back from the State and they cannot preapprove any purchases.

Mr. Holmes referred the Board to their packet for the Treasury Department Guidelines on the CARES Act Money. Specifically, it stated it could be used for municipal building modifications.

Mr. Holmes questioned if the Board would like to proceed with the purchase and be prepared to justify the purchase when they apply for reimbursement.

Ms. Seavey stated that she would like to see every Board that has met in the Marshall Gymnasium to write a letter to support this purchase. She stated that they have met there and they have seen the handicaps.

It was determined that they would need to support letters by July 1, 2020 when they apply for reimbursement.

There was brief discussion and calculation of the total amount of money the Board would need to approve to spend for the gymnasium upgrades. It was determined that the cost would be approximately \$40,000 for the sound system, wall panels, floor covering, and rental of a lift for installation.

Mr. Thibodeau moved, seconded by Ms. Seavey, to authorize the expenditure of up to \$40,000 for COVID-19 modifications to the Marshall Gymnasium. The motion carried unanimously.

Ms. Seavey asked about whether the purchase of the additional lockers would be reimbursed. Mr. Holmes explained that he had requested that every department submit lists of all purchases and expenditures of funds directly related to COVID-19 to him so they could request reimbursement.

Mr. Colbath stated that he would like to see if more bleachers could be installed and included under the CARES Act money. He explained that the existing bleachers only allow for 125 people without any social distancing.

It was determined that they would revisit the bleachers again before the August 1, 2020 deadline.

Mr. Holmes stated that there were some other large purchases in the works for them to consider such as a potential update on a financial package. Ms. Seavey stated that she would like more information on that during the next meeting.

Mr. Colbath asked if other Towns had been receiving their reimbursement from the State. Mr. Holmes noted that he had heard from one Town that had.

Mr. Holmes noted that he would order that equipment the next day.

REQUEST TO TRANSFER FUNDS FROM INSPECTIONS DEPARTMENT LINE
ITEM:ASSISTANT BUILDING INSPECTOR TO DEPARTMENT PLANNING AND
ZONING LINE ITEM: P/T ZONING ENFORCEMENT

Mr. Holmes explained that during the budget process, they had planned to hire an assistant building inspector after June 1st. However, due to the pandemic, they were not planning to hire an assistant building inspector immediately as their primary role was supposed to be regulating and inspecting short-term rentals and no progress had been made at this time on the Town's ability to do that.

Mr. Holmes went on to explain that the code enforcement officer position had only been funded through June 1, 2020. Because of this, he needed the Selectmen's authority to transfer funds in order to pay Mr. Yeager.

Mr. Porter moved, seconded by Mr. Colbath, to authorize the transfer of \$21,000 from the inspections department to the planning department. The motion carried unanimously.

Mr. Colbath asked when they were going to hire the assistant building inspector. Mr. Holmes noted that probably not this year. Mr. Colbath stated that perhaps they could help with residential building inspections. Mr. Holmes stated that they would need to have a separate discussion regarding whether the Board would like to have residential building inspections.

PERMISSION TO PLACE ANTENNAS ON TELEPHONE POLES

Mr. Holmes stated that he had been contacted by Nexius (AT&T) who was requesting the permission to place a small antenna on an existing telephone phone on Town property in Schouler Park.

Mr. Holmes stated that they can only regulate attachments on poles on Town property, not in the right of way.

There were many questions regarding size, purpose, visual impact, etc.

It was determined that the Board would like to table this discussion.

Mr. Colbath moved, seconded by Mr. Thibodeau, to table the discussion until a representative can attend the meeting to provide more information and answer questions. The motion carried unanimously.

DISCUSSION OF RESTAURANT SEATING

Mr. Holmes noted that Mr. Thibodeau had requested this be placed on the agenda after the Governor had stated that as of June 15, 2020, restaurants in Carroll County could open at 100% capacity indoors with 6-foot social distancing between tables.

Mr. Thibodeau stated that he had received two calls from a restaurant owner and manager with some valid concerns. He explained that while the Governor states 100% capacity, most restaurants in the area would only be able to reach around 40-60% capacity when following the 6-foot social distancing guidelines inside.

He went on to explained that he believes they need to support the continuation of outdoor seating to support these businesses with one of two options that he has come up with.

The first option would be to continue to allow outdoor seating in an unlimited manner which may allow these businesses to recoup some of the losses they have faced over the last few months.

The second option would be to allow a combination of indoor and outdoor seating up to 100% of license capacity.

There was discussion regarding the issues of outdoor seating encroaching on parking spaces. Mr. Thibodeau stated that he felt that things would be self-regulating as most businesses would not want to take up all of their available parking.

Mr. Porter stated that he agreed with Mr. Thibodeau's second option of combined capacity.

Mr. Holmes noted that one potential issue he could see would be that if restaurants use most of their parking spaces for outdoor dining space, traffic and parking issues could spill out into the roadways.

He cautioned the Board that they would need to be able to reign the restaurants back in in regards to outdoor seating when regulations were loosened in the future for normal operations.

There was discussion regarding potential end dates for outdoor dining. Mr. Thibodeau stated that due to weather and the strain on staff, he believed that outdoor dining was short lived.

Mr. Colbath stated he was reluctant to put a number on anything because there are so many unknowns and things are changing every day.

Mr. Thibodeau agreed with Mr. Colbath, but stated that the nice thing is that the Board can revisit their decision whenever they would like to.

Mr. Colbath stated that he would hate to create a regulation that they were unable to regulate.

There was brief discussion regarding the decision to not quantify capacity limits.

Mr. Thibodeau moved, seconded by Mr. Porter, to continue to allow outdoor restaurant seating in conjunction with indoor restaurant seating until such time as they are allowed to conduct normal operations. The motion carried unanimously

REVIEW OF RECEIPTS

The receipts were available for review.

SIGNING OF DOCUMENTS

- ~~a. Abatement of Taxes on Map/Lot 203-37~~
- b. Abatement of Taxes on Map/Lot 235-93.029
- c. Abatement of Taxes on Map/Lot 235-93.042
- d. Abatement of Taxes on Map/Lot 234-81
- e. Abatement of Taxes on Map/Lot 202-24
- f. Abatement of Taxes on Map/Lot 214-78.022
- g. Yield Tax Levy on Map/Lot 241-6, 284-14.1, 284-14, 260-58
- h. Certification of Yield Taxes Assessed on Map/Lot 284-14.1
- i. Certification of Yield Taxes Assessed on Map/Lot 284-14
- j. Certification of Yield Taxes Assessed on Map/Lot 241-6

- k. Certification of Yield Taxes Assessed on Map/Lot 260-58

Mr. Thibodeau moved, seconded by Mr. Colbath, to sign the documents listed above in b. through k. The motion carried unanimously.

CONSIDERATION OF BILLS

- a. AP Manifest dated 6/11/2020

Mr. Colbath moved, seconded by Mr. Thibodeau, to sign the AP Manifest dated 6/11/2020. The motion carried unanimously.

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Abatement of Taxes on Map/Lot 214-78.042
- b. AP Manifest dated 6/4/2020
- c. Payroll dated 6/4/2020

Mr. Colbath moved, seconded by Mr. Thibodeau, to ratify the documents signed out of session listed above in a. through c. The motion carried unanimously.

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

(none)

CONSIDERATION OF MINUTES

- a. Regular Minutes from 5/26/2020
- b. Regular Minutes from 5/19/2020

Mr. Thibodeau moved, seconded by Mr. Colbath, to adopt the minutes from 5/26/2020 and 5/19/2020 as written. The motion carried unanimously.

TOWN MANAGER REPORT

Mr. Holmes stated that they had reviewed the deed in regards to Hussey Field and there are no restrictions. He noted that the haying of the field is to both the Town's benefit as well as to the Hussey's benefit. He went on to explained that Justin Hussey had been contacted and has no issue with the potential parking area.

Mr. Holmes explained that there had been quite a bit of discussion on the Conway Daily Sun's Facebook pages regarding this issue. He did state that he cleared up the misconception that they would be paving the field. In terms of the surface material to be used, Mr. Weathers noted that it would most likely be gravel.

Mr. Holmes noted that looking at a cost-benefit analysis, it would make the most sense to keep the one attendant on duty who also manages the canoe drop-off.

Mr. Colbath inquired about whether there would be a local's only parking area. Mr. Holmes stated that on the other side of the bridge, the plan would be to allow parking for those who had transfer station stickers and ask the Police to come by a few times a day to ticket if necessary.

In regards to the old recreation center property, Mr. Holmes stated that he had been contacted by three brokers interested in giving an opinion of value and another realtor had contacted him with a proposal for purpose. He suggested scheduling a non-public session in two weeks to begin discussing the potential terms of a sale.

Mr. Holmes noted that he had not heard back from the Tennis Association.

It was determined that they would schedule a non-public session at their next meeting on June 23, 2020.

Mr. Holmes explained that the Short-Term Rental Committee had met via Zoom on Thursday, June 4, 2020. Chief Solomon had been appointed chairman and they would be meeting again this Thursday, June 11, 2020.

Mr. Holmes noted that they are in discussions about reopening Town Hall to the public. They are currently waiting for installation of a buzzer system. He noted that a service window has been installed for the Assessing Department.

Mr. Colbath inquired about the Bank lease. Mr. Holmes explained that they are in discussions and have requested exhibits. They are trying to work out potential issues with parking to ensure that Town Hall has enough parking space.

BOARD REPORTS AND COMMENTS

Mr. Porter stated that the Planning Board would be meeting on Thursday, June 11, 2020 at 7:00 pm in the Marshall Gymnasium. He noted that he would pass on the Board's request for support for the expenditures for the modifications to the gymnasium for meetings.

Mr. Colbath noted that the ZBA would not be meeting this month.

Mr. Colbath asked Chairman of the Budget Committee Jim LeFebvre to give a summary of the Budget Committee meeting that was held on May 27, 2020.

Chairman LeFebvre explained that during this organizational meeting, he had been once again elected as Chairman, and Dave Jensen as Vice Chair. He noted that they had created 3

subcommittees: A bylaws committee, a committee for questions for the Town, and a committee for questions for the School.

Mr. LeFebvre stated that he wanted to whole heartedly give his support for the Town making the necessary upgrades to the Marshall Gymnasium in order to hold their meetings there. He noted that the sound quality was terrible during their meeting on May 27.

Mr. Colbath noted that during the meeting, the committee accepted the resignation of Mr. Greydon Turner, and appointed Mr. Bob Drinkhall to take his place.

Mr. LeFebvre wanted to thank the Town Manager on behalf of American Legion Post 95 for the work on West Side Road and for replacing the granite bench at Schouler Park.

Mr. Colbath noted that he had been contacted by someone who was concerned that during the Budget Committee meeting, the members were not distanced enough and no one was wearing a mask. He noted that the sound was terrible and it was very difficult to hear anyone. He noted that hopefully the Budget Committee will write a letter of support for the renovations for the gym. He also stated that perhaps they could offer the spaces to the School Board as a courtesy as well.

Mr. Thibodeau noted that the ESAA has not met, however, he gave a brief overview of the May report for the airport. He noted that the sale of Avgas was down this year compared to last year because the Canadian Helicopters were not able to come. He did state that because of the scheduled completion of their transient hangar project for next year, they may have a visit from the Canadian Airforce next year because they would be able to house and secure their aircraft.

Ms. Seavey noted that the Economic Council had met. She added that the new Charter Waldorf School would be moving into the college building.

Ms. Seavey asked Mr. Holmes if he had reached Spectrum regarding the necessary work that would need to be done to have Valley Vision take over the upstairs space at Town Hall in the future. Mr. Holmes noted that he had reached out to the Spectrum representative and was waiting to hear back.

Ms. Seavey asked Mr. Holmes for clarification regarding the Selectmen's ability to authorize Valley Vision to lease the space for a period of one year, and then it would have to go before the voters. He stated that she was correct.

There was a brief discussion regarding the potential deed restrictions of the Town Hall building.

Ms. Seavey stated that Valley Vision would be taping and live streaming the Kennett High School graduation and that Mr. Edmunds had been working hard to put together a band recording to be played there.

Mr. Colbath inquired as to whether the Governor had approved the online and mail in registration process for new voters. Mr. Holmes noted that he was unsure.

Mr. Weathers stated that the CCC would be meeting on June 10, 2020.

Mr. Weathers explained that he had been contacted by a local contractor who was interested in removing a large maple tree at the Smith-Eastman landing at his expense. Mr. Weathers noted that there are a number of dead limbs and he believes it will need to come down at some point. This gentleman was interested in this tree as he believed the grain would be nice for furniture.

Mr. Weathers wanted to know how the Board wished to proceed.

It was determined that the Board members would go take a look at the tree and that they would place this on the agenda in two weeks to discuss it again to give the public notice.

Mr. Colbath moved, seconded by Mr. Porter, to place the discussion of the removal of the maple tree on Meeting House Road on the agenda for June 23, 2020. The motion carried unanimously.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer from the Conway Daily Sun inquired as to who was doing the paving on the North South Road. It was determined that it was CMI.

There was a brief discussion on whether those in the meeting room needed to wear a mask. It was determined that when moving within the building, a mask is a required. Once seated in the meeting room and proper social distancing can be practiced, wearing a mask was a personal choice.

ADJOURN

At 5:55 pm, Mr. Thibodeau moved, seconded by Mr. Colbath, to adjourn the meeting. The motion carried unanimously.

Respectfully Submitted,

Krista Day
Executive Secretary