

**Minutes of Meeting
CONWAY BOARD OF SELECTMEN
September 22, 2020**

The Selectmen's Meeting convened at 4:00 pm in the Marshall Gymnasium in the Conway Recreation Center with the following present: C. David Weathers, Mary Carey Seavey (Arrived at 4:18 pm), 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 adding 8a., a Discussion of the Route 302 and East Conway Road.

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

PUBLIC HEARING ON THE PROPOSED CDBG-CV APPLICATION

The informational document was available on website prior to the public hearing date and available in hardcopies at the meeting as well.

Mr. Weathers opened the public hearing on the Proposed CDBG-CV application at 4:02 pm.

Mr. Weathers read the following:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility, up to \$500,000 for housing projects, and up to \$500,000 for emergency activities. Up to \$25,000 is available per planning study grant. All projects must directly benefit a majority of low and moderate income persons. Community Development Block Grant-COVID (CDBG-CV) funds were authorized under the CARES ACT. Up to \$500,000 in CDBG-CV funding is available to municipalities. Funding is available to municipalities for new services; or a quantifiable increase in the level of a service above that which has been provided during the 12 months prior to application, both which must be attributed to the COVID-19 pandemic. CDBG-CV funding is also available to nonprofit public service organizations, as sub applicants to the municipality, for

activities associated with preparing for, responding to, or recovering from the COVID-19 pandemic. Activities must serve primarily low and moderate income persons. This is an application for CDBG-CV Public Service. Eligible expenses for the municipality include, but not limited to, increased welfare costs, increased homeless housing costs, and new services provided by the municipality attributed to the COVID-19 pandemic. Eligible nonprofit public service expenses include costs preparing for, responding to, or recovering from the COVID-19 pandemic including, but limited to, childcare services, food banks, senior services, services for persons with disabilities, legal services, resident services, youth services, transportation services, health, mental health and substance abuse services, financial literacy, foreclosure and homebuyer counseling, homeless services, education outside of school building, tutoring, furniture, equipment, and additional services providers.

CDBG-CV Request			
Town of Conway	Welfare	\$63,000	Emergency Assistance
	Welfare	\$11,500	Life Alerts
	Welfare	\$14,000	Recreation Scholarships
	Welfare	\$68,972	Staff and Mileage for Volunteers
	Welfare	\$7,974	Buckets of Love & Prevention
RSVP	Senior Services	\$20,000	Staff and Mileage for Volunteers
Conway Village Congregational Church	Food Pantry and Soup Kitchen	\$37,000	Van, Equip and Supplies
Gibson Center for Seniors	Senior Services	\$106,500	Buses
Vaughan Services	Food Pantry and Childcare	\$74,000	PPE, Cleaning, Supplies
Way Station		\$72,054	Staff, Emergency Assistance
Administration		\$25,000	
Total		\$500,000	

Mr. Weathers opened for public comment.

There were no public comments.

Mr. Weathers closed the public hearing at 4:06 pm.

VOTING ON CDBG-CV GRANT

- a. Vote to Approve Submittal of the CDBG-CV Application

Mr. Colbath moved, seconded by Mr. Porter, to approve the submittal of the CDBG-CV application. The motion carried unanimously.

- b. Vote to authorize the Town Manager to sign and submit the CDBG-CV application

Mr. Colbath moved, seconded by Mr. Thibodeau, to authorize the Town Manager to sign and submit the CDBG-CV application. The motion carried unanimously.

- c. Vote to authorize the Town Manager to execute any documents which may be necessary to effectuate the CDBG-CV contract, and any amendments thereto upon approval of the CDBG-CV application

Mr. Colbath moved, seconded by Mr. Thibodeau, to authorize the Town Manager to execute any documents which may be necessary to effectuate the CDBG-CV contract, and any amendments thereto upon approval of the CDBG-CV application. The motion carried unanimously.

It was stated that the funds were expected to be available after the first of the year.

REQUEST FOR SECOND DRIVEWAY AT MAP/LOT 231-11

Mr. Holmes noted that there had been a request for a second driveway at Map/Lot 231-11 and the Board had tabled the decision until the Town Engineer, Paul DegliAngeli, had a chance to review it.

It was noted that Ms. Lakjer, the property owner was attending the meeting via Zoom.

Mr. Colbath asked Mr. DegliAngeli if he had any objections to the second driveway location. Mr. DegliAngeli had no objections. However, he noted that there seems to be a third non-permitted curb cut at the rear of the property that he would like to make sure is closed. He noted that this could be closed during the reconstruction of Birch Hill next year.

Mr. Colbath moved, seconded by Mr. Thibodeau, to grant the second driveway permit at Map/Lot 231-11 with the condition that the third curb cut be closed. The motion carried unanimously.

CLARIFICATION OF ZBA APPOINTMENT TERMS

Mr. Colbath moved, seconded by Mr. Porter, to clarify that the two recent appointees, Jac Cuddy and Jon Hebert, were appointed as alternates to the ZBA with terms that extend until the town election in April 2021. The motion carried unanimously.

AWARD OF MAIN STREET PROJECT

Mr. DegliAngeli stated that two of the Conway Village Fire District were in attendance to affirm their involvement with the Main Street Project.

He explained that the Main Street Project is a three-party project between NHDOT, the Town of Conway, and the Conway Village Fire District.

Mr. DegliAngeli stated that NHDOT has told the Town that they will be getting authorization to award the contract to the low-bidder, A.J. Coleman and Sons this week.

It was stated that the forced main work would be paid for by the Conway Village Fire District.

Commissioner Steve Bamsey stated that they were there to reaffirm that they are financially ready to pay for the project as it was bid.

It was stated that while the date for the ground breaking for this project was unknown, but Colemans is anxious to start this fall.

Ms. Seavey arrived at 4:18 pm.

Regarding how long the project will run, Mr. DegliAngeli noted that the contract requires completion by October 2021.

DISCUSSION OF LIGHT AT THE ROUTE 302/EAST CONWAY ROAD INTERSECTION

Mr. DegliAngeli stated that when they had met with DOT regarding the intersection of Route 302 and East Conway Road, a request had been made for a streetlight. He explained that DOT has said that if the Town would like a light there now, the entire cost would be incurred by the Town.

He explained further that if they decided to wait until the design process was complete, DOT may determine that a light there would be best, and then the State would install it at their expense. Furthermore, if the design process shows that a light isn't warranted, the Town could still add one, again, at their own expense.

Mr. Colbath stated that recently he has seen that there are two lights there now, but one is out. He stated that he feels it can wait.

Ms. Seavey stated that she would like to see if fixing the light that is currently out does enough in terms of light at that intersection before they make a decision.

The committee tabled this discussion until Mr. DegliAngeli can get the light repaired.

SIGNING OF THE MS-1

Mr. Holmes explained that the MS-1 is the annual report that is given to the DRA regarding the valuations of all the property in Town that is subject to valuation. Mr. Holmes noted that the net valuation was \$1,750,988.00.

Mr. Holmes explained that this number would be used by the DRA to set the Town, County and School tax rate.

Mr. Colbath moved, seconded by Ms. Seavey, to sign the MS-1. The motion carried unanimously.

Mr. Holmes will have last years numbers for the Board at the next meeting.

DISCUSSION OLD RECREATION CENTER

Mr. Holmes read the following statement:

The Board of Selectmen have decided not to sell the “Old Rec” property but, instead, to keep it and maintain it as a park and ball field in Center Conway. They are accepting an offer by Sut and Margaret Marshall to pay for the demolition of the building.

The Marshalls are also donating, over and above the demolition costs, \$50,000 for the creation of community garden plots to be made available to Conway property tax payers, some of the plots will be handicapped accessible.

It is the Marshall's wish that the property remains free of other structures aside from a maintenance shed, playground equipment, dugouts and scoreboard associated with Dick O'Brien field.

The proposal is being reviewed by the town attorney and will be written into a contract or memorandum of understanding for the Marshall's to review and sign.

We are very grateful to the Marshall's for their generous gift and wonderful proposal that will allow the people of Conway, especially those in Center Conway, the use of the park and recreation area for years to come.

Mr. Colbath moved, seconded by Ms. Seavey, that the Town does not sell the Old Recreation Center Property located at 1808 East Main Street in Center Conway, and that they accept the proposal by Sut and Margaret Marshall that includes that the Marshall's pay for the demolition of the building, and to furthermore accept the Marshall's donation of an additional \$50,000 for the creation of garden plots and other additions to the property in order to keep the property as a park for the Town of Conway.

Mr. Colbath stated that originally, he felt that the property should be sold, however, after the original study of the building, it was obvious that the building needed to be demolished. He now feels that this is the best community use of this property and that the revenue they would make if they sole the property would not be enough to offset the good that this proposal is offering for the Town.

Ms. Seavey stated that she had never been in favor of selling this property. She believed that this is a win-win for the residents of Conway.

Ms. Seavey wanted to say a special thanks to Ray Leavitt for his work at deliberative to try and save the park for the residents of Conway.

Mr. Colbath noted that there is hope that the recreation trail will be extending past this property in the future.

The motion carried unanimously.

REVIEW OF RECEIPTS

The receipts were available for review.

SIGNING OF DOCUMENTS

- a. Notice of Intent to Cut Wood or Timber on Map/Lot 239-4
- b. Warrant for Land Use Change Tax on Map/Lot 269-63
- c. Warrant for Land Use Change Tax on Map/Lot 250-44
- d. Warrant for Land Use Change Tax on Map/Lot 250-78
- e. Warrant for Land Use Change Tax on Map/Lot 249-9
- f. Municipality Land Use Change Tax on Map/Lot 269-63
- g. Municipality Land Use Change Tax on Map/Lot 250-44
- h. Municipality Land Use Change Tax on Map/Lot 250-78
- i. Municipality Land Use Change Tax on Map/Lot 249-9

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

CONSIDERATION OF BILLS

- a. AP Manifest dated 9/24/2020
- b. Payroll dated 9/24/2020

Mr. Colbath moved, seconded by Mr. Thibodeau, to sign the AP Manifest and payroll dated 9/24/2020. 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 and Non-Public Minutes from 9/15/2020

Mr. Colbath moved, seconded by Mr. Thibodeau, to adopt the regular and non-public minutes from 9/15/2020. The motion carried unanimously.

TOWN MANAGER REPORT

Mr. Holmes stated that he was prepared to award the short-term rental inventory contract. He explained that he had looked over the two proposals, had Town Planner Tom Irving review them, and received input from the short-term rental committee. While they were not the low bidder, Mr. Holmes would like to award the inventory to Graniscus, who is also known as Host Compliance, for \$22,792.52.

Mr. Holmes noted that in the future, this company also offers a full suite of services that may offset some of the duties of the assistant building inspector position.

Mr. Porter moved, seconded by Mr. Thibodeau, to authorize the Town Manager to award the short-term rental inventory to Granicus. The motion carried unanimously.

Mr. Holmes explained that they are having severe sanitation issues at Schouler Park with the porta-potties. They are being overrun and vandalized and the vendor is quite upset. He is trying to work on a potential solution for next year.

Mr. Holmes suggested possibly entering into a memorandum of understating with the Ski Museum next year for the utilization of their bathrooms.

He also noted that maybe some businesses in Town could open up their own restrooms.

Ms. Seavey stated that she believes it is time to get together with the North Conway Village Association. She stated that as a taxpayer and resident of Conway, she is not getting a lot of use out of the Town due to the number of people from other areas. She believes that if the businesses in North Conway are benefitting from the people coming to town, they should come to the table instead of just the taxpayers funding the toilets.

Mr. Holmes noted that this year, the extra costs for toilets and trash pickup are reimbursable due to COVID-19, however, next year it will not be.

Mr. Holmes explained that they are working on a comprehensive plan for public areas and potential parking fees that may help offset some of these costs next year.

Ms. Seavey noted that they have been very lucky to have many wonderful visitors in Town, however, there are also a lot of thoughtless tourists who are not treating the Town with respect.

Mr. Holmes noted that the first floor of Town Hall is open to the public and the second floor continues to be by appointment only.

Mr. Holmes explained that work continues at the new Town Hall property. The carpets will be washed this weekend, they have fiber and internet, and they are hoping to start moving some of the second-floor staff soon.

Mr. Holmes noted that Luigi Bartolomeo is helping to design the lobby at no cost.

They are looking for potential signage companies and waiting on quotes for vault work and the security system.

Mr. Holmes stated that Assistant Recreation Director Michael Lane was featured in the New Hampshire Rec Magazine.

Mr. Holmes read a letter from DOT regarding the decision to not move forward with the bypass.

Mr. Holmes explained that there had been no increase in utility costs for the SAU since the Recreation Center moved in.

Mr. Holmes stated that Spectrum was at Town Hall today to install the drop.

BOARD REPORTS AND COMMENTS

Mr. Porter stated that the Planning Board would be meeting on October 8, 2020.

Mr. Colbath noted that the ZBA met the previous week for three and a half hours.

Mr. Colbath stated that the budget committee would be meeting on Wednesday, September 23, 2020 for the quarterly Town budget update.

Mr. Colbath noted that someone who had been a previous member of the Conway Charter Committee had asked Mr. Colbath to bring the issue to the Board regarding whether they should consider reconvening the Committee to examine how they are running the Town of Conway.

Mr. Weathers noted that while Conway is complex, he does not see that there is a problem. He would like to know a little bit more behind why this person sees this as necessary.

Ms. Seavey stated that it has been over twenty years, so it may not hurt to review it.

The Board tasked Mr. Holmes with looking into the process and scope of reconvening a Charter Committee.

Ms. Seavey stated that the Economic Council would be meeting on Wednesday, September 23, 2020.

Ms. Seavey wanted to bring up the issue of people leaving yard sale signs on poles. Mr. Holmes noted that while they are not permitted on telephone poles in the first place, they do ask that they be removed after the weekend. He will pass this issue on to code enforcement.

Mr. Holmes noted that he had received information that because of the drought conditions, the Conway Village Fire Station is allowing people to fill up containers with water at their outdoor spigot.

Mr. Holmes stated that DOT would be performing bridgework from October 16, 2020 to October 20, 2020 in Ossipee and there would be a detour to Route 153.

Mr. Weathers explained that they had just started work on the Swift River Bridge.

Mr. Weathers warned the public that everyone needs to be extra careful and even those with burn permits should check the warnings each day.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Tom Eastman, from the Conway Daily Sun asked for clarification regarding the bridgework. Mr. Weathers stated that the bridgework had just begun and the bridge would remain open during the work.

At 5:03 pm, Mr. Colbath moved, seconded by Mr. Thibodeau, to go into non-public session under RSA 91-A:3 II (c). The motion carried unanimously

NON-PUBLIC SESSION RSA 91-A:3 II (C) -TAX MATTER

At 6:07 pm, the Board returned to public session.

Mr. Colbath moved, seconded by Mr. Thibodeau, to seal the minutes from this non-public session. The motion carried unanimously.

ADJOURN

At 6:07 pm, the meeting adjourned at the call of the Chair.

Respectfully Submitted,

Krista Day

Executive Secretary