

Minutes of Meeting
CONWAY BOARD OF SELECTMEN
January 25, 2022

The Selectmen's Meeting convened at 4:00 pm in the Meeting Room at the New 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

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

DISCUSSION OF PARKING PROGRAM

Mr. Eastman explained that a small committee made up of himself, Mr. Holmes, Ms. Parker, Ms. Day, Mr. Lane, Ms. Seavey and Mr. Colbath had met multiple times over the course of the last few months to try and fix some of the issues that they had faced during the first year of the parking program.

Mr. Eastman reviewed the following items:

1. Only full-time residents or second homeowners of Conway & Albany will be eligible for passes.
2. Charge a \$5.00 fee per sticker/pass at a rate of one per registration (Resident)
3. One sticker/pass will be offered to each deeded second home owner at a rate of \$5.00 per deeded second homeowner.
4. Two stickers/passes per trust or LLC will be issued at a charge of \$5.00 each.
*Requests for additional passes on trusts with more than two beneficiaries must apply for to the Town Manager via postal mail. Payment for each sticker/pass requested must be mailed with application.
5. People with personal vehicles owned by a business must apply for sticker/pass through the Town Manager's office with sufficient proof, an application and the \$5.00 fee per sticker/pass requested.
6. Establish a duplicate sticker/pass fee of \$5.00 per duplicate. Duplicate stickers/passes will be issued by the Town Manager's office with sufficient proof, an application and the \$5.00 per sticker/pass required.

7. Stickers/passes are to be considered invalid and subject to fine unless affixed to the bottom right-hand/passengers' side of the vehicle's windshield. Motorcycles without windshields will be permitted to affix the sticker/pass to any visible location.
8. Extend the appeal timeframe for a parking ticket from 2 days to 5-10 business days from the date of the written ticket.
9. The parking pass program will begin on the Saturday of Father's Day weekend and will end on Sunday of Labor Day weekend.
10. Parking stickers/passes will be available at the Conway town clerk's office beginning February 1, 2022.
11. Seasonal passes for non-residents are not recommended for 2022.
12. Rules will be posted at the Conway town office building, website and the Town of Conway's Facebook page. Conway Parks and Rec. Dept. website, Twitter, Facebook and Instagram pages.

In terms of the \$5.00 fee per sticker, Mr. Eastman explained that there is a processing fee when it comes to other programs that are offered for Conway Residents.

He explained that in terms of Nordic Skiing, Conway and Albany residents are permitted to ski at Whitaker Woods for free, however, they must be issued a pass for which they are charged a small process and handling fee.

Mr. Eastman hoped that this fee would allow them to cover their supply costs for stickers and applications, but it could also have the potential to decrease the number of stickers issued.

It was explained that last year there seemed to be people coming in to get stickers for every vehicle just because they could, not because they needed them to access the recreation site parking.

Mr. Eastman also noted that by offering the issuance of stickers beginning in February, five days a week, he believed that the crazy lines and crowds that they saw last year would be much more manageable.

Mr. Eastman went over the number of stickers that would be permitted for each situation (resident, non-resident second home owner, trusts, and LLC's).

He noted that in the event someone believes they should be able to obtain more stickers than initially permitted, they are able to request and apply for them through the Town Manager's office.

Ms. Inkell noted that because the plan seemed to be that the stickers are issued through her office, she had some staffing concerns, specifically during the months of April and May due to elections, liening, and a staff member who will be taking some time off.

Mr. Eastman noted that they went over their credit card transaction records for the recreation sites and saw that people were only paying with credit cards 9-10% of the time. He believed that

by getting rid of the three phones that took credit cards, they would be able to hire a temporary employee with those funds to help out the Town Clerk's office two days a week.

Ms. Seavey stated that she would like to add that the parking rules be posted at all of the recreation sites as well.

The Board agreed.

There was discussion regarding the process of getting stickers this year and how the new rules and procedures should streamline the process which in turn would help the Town Clerk's office.

Mr. Colbath stated that he believed they needed to move forward with the program and address problems as they appear instead of trying to anticipate every issue.

Mr. Eastman stated that last year they gave out 4200 stickers.

If they issue the same number of stickers, there is a potential to bring in about \$20,000 which could go towards helping to pay for that temporary staff member, help the Town Clerk's office with their budget, or potentially assist in offsetting the tax rate.

Mr. Thibodeau inquired about number 11 which stated that they would not be offering seasonal passes to non-Conway residents or second homeowners.

Mr. Eastman explained that there had been a lot of requests for those in the surrounding Towns who believed they should be entitled to a sticker.

The committee had discussed a potential seasonal sticker that could be purchased by a non-resident for a larger fee, but they decided that it would add more traffic and potential complications to a program that was only in year two.

Mr. Eastman wanted to make it clear that at 3 of the 4 recreation sites, there was free on street parking available and that they were not prohibiting non-residents from using the recreation sites, just the parking lots.

Mr. Colbath stated that in the future they could revisit this issue.

There was brief discussion regarding the practicality of installing a kiosk at Davis Park.

The consensus seemed to be that due to the busy road and small parking lot, the logistics would be complicated.

Ms. Day clarified to the Board that they had adopted an ordinance at the previous meeting making the appeal period for a ticket 5 days.

It was noted that this should be reflected in the parking rules.

Mr. Colbath moved, seconded by Ms. Seavey, to approve and adopt the parking program procedures as follows:

- 1. Only full-time residents or second homeowners of Conway & Albany will be eligible for passes.**
- 2. Charge a \$5.00 fee per sticker/pass at a rate of one per registration (Resident)**
- 3. One sticker/pass will be offered to each deeded second home owner at a rate of \$5.00 per deeded second homeowner.**
- 4. Two stickers/passes per trust or LLC will be issued at a charge of \$5.00 each. *Requests for additional passes on trusts with more than two beneficiaries must apply for to the Town Manager via postal mail. Payment for each sticker/pass requested must be mailed with application.**
- 5. People with personal vehicles owned by a business must apply for sticker/pass through the Town Manager's office with sufficient proof, an application and the \$5.00 fee per sticker/pass requested.**
- 6. Establish a duplicate sticker/pass fee of \$5.00 per duplicate. Duplicate stickers/passes will be issued by the Town Manager's office with sufficient proof, an application and the \$5.00 per sticker/pass required.**
- 7. Stickers/passes are to be considered invalid and subject to fine unless affixed to the bottom right-hand/passengers' side of the vehicle's windshield. Motorcycles without windshields will be permitted to affix the sticker/pass to any visible location.**
- 8. Extend the appeal timeframe for a parking ticket from 2 days to 5 business days from the date of the written ticket.**
- 9. The parking pass program will begin on the Saturday of Father's Day weekend and will end on Sunday of Labor Day weekend.**
- 10. Parking stickers/passes will be available at the Conway town clerk's office beginning February 1, 2022.**
- 11. Seasonal passes for non-residents are not recommended for 2022.**
- 12. Rules will be posted at the Conway town office building, website and the Town of Conway's Facebook page. Conway Parks and Rec. Dept. website, Twitter, Facebook and Instagram pages, and at the Recreation Sites.**

The motion carried unanimously.

DISCUSSION OF RECREATION CENTER PROGRAM FEES

Michael Lane appeared before the Board to present their proposal for summer camp fees for summer 2022 which were as follows:

Summer Fees:

2017-	\$210	2018-	\$230
2019-	\$250	2020-	\$299
2021-	\$359	2021-	(\$299 Early Bird)

Proposed Fees:

2022-	\$359	(\$299 Early Bird)	
2022-	\$85	(\$75 Early Bird)	<i>Early Drop Off/Late Pick Up (One-time fee)</i>

This year we are proposing to keep the registration fee the same as 2021. New this year, we are proposing an early drop off/late pick up fee (this is a one-time fee). By proposing this fee, we believe we will create between \$2,500 & \$4,500 in additional revenue for the town. By implementing this early drop off/late pick up, gives us the opportunity to decrease staff hours in the summer, in turn lowering the overall cost of the program.

Under this new proposal summer camp hours would be,

8:00 a.m.-8:30 a.m.	Early Drop Off
8:30 a.m.-4:15 p.m.	Camp Hours
4:15 p.m.-5:00 p.m.	Late Pick Up

Mr. Lane explained that by instituting an early/late pick-up fee, it will allow them to staff accordingly which could not only save on staff wages, but also create additional revenue to the Town.

Mr. Colbath moved, seconded by Ms. Seavey, to adopt the 2022 Summer Program Fees as presented. The motion carried unanimously.

At the request of Mr. Colbath, Mr. Lane reviewed how they were currently offering many different pickleball classes, three of which are already sold out.

Mr. Lane noted that if any resident has an idea on a potential program that could be offered, they should contact the Recreation Department.

REVIEW OF RECEIPTS

The receipts were available for review.

SIGNING OF DOCUMENTS

- a. Notice of Intent to Cut Wood or Timber on Map/Lot 283-25
- b. Warrant for Collection of Deferred Taxes on Map/Lot 264-24 (2015)
- c. Warrant for Collection of Deferred Taxes on Map/Lot 264-24 (2016)
- d. Warrant for Collection of Deferred Taxes on Map/Lot 264-24 (2017)

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

CONSIDERATION OF BILLS

- a. AP Manifest dated 1/27/2022
- b. Payroll dated 1/27/2022

Mr. Colbath moved, seconded by Mr. Thibodeau, to sign the AP Manifest and Payroll dated 1/27/2022. 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 1/18/2022

Mr. Colbath moved, seconded by Ms. Seavey to approve the minutes listed above. The motion carried unanimously.

TOWN MANAGER REPORT

Mr. Holmes explained that they have potentially rented out the first floor of the Town Hall Annex.

He noted that they would start putting money aside for capital improvements to that building.

Mr. Holmes noted that an individual had donated an AED for the Whitaker Building.

Mr. Colbath moved, seconded by Mr. Porter, to authorize Mr. Holmes to send a thank you letter for the AED donation. The motion carried unanimously.

Mr. Holmes explained that there was a small group that met with the North Conway Community Center regarding the potential land swap and believed they were making progress.

There was discussion regarding the polling place for the elections this year.

Mr. Eastman explained that he had a conversation with the Superintendent of Schools regarding the use of the school.

He was told that the calendar was already set so they would be unable to provide a school for the April election and the September Primary.

He was instructed to have the Board send a letter to the School Board to request the use of the high school for the November Midterm.

It was clarified that in the past, the high school had only been used for the presidential elections.

For all other elections they had always utilized the old recreation center building, but that has since been demolished.

Ms. Seavey moved, seconded by Mr. Porter, to hold the April and September elections at the Town Garage. The motion carried unanimously.

There was discussion regarding an article in the paper explaining a petition that was being signed regarding what some see as dangerous crosswalks in North Conway Village.

Mr. DegliAngeli explained that in the past they had tried to have signs in the crosswalks, but they were constantly being run over due to there being turning lanes.

Mr. Thibodeau read the part of the new article regarding accident reports in that area as reported by Chief Mattei.

It was stated that there were 18 accidents in 2021 from Depot Road to River Road and none of them involved pedestrians.

BOARD REPORTS AND COMMENTS

Mr. Thibodeau explained that he attended and testified along with 19 other people in Concord that morning regarding the proposed bill on short-term rentals.

He noted that a majority spoke in favor of the bill.

Mr. Thibodeau stated that he spoke mostly about the need to address life safety concerns in homes used as short-term rentals.

He was told that the bill has been returned to committee for more amendments.

Ms. Seavey stated that the Economic Council would be meeting the next day and that Valley Vision will be meeting next week.

Ms. Seavey noted that she had attend the meeting with Mr. Holmes regarding the NCCC/Town land swap and they seem to be working in the right direction.

Ms. Seavey emphasized that she believed the bathroom task force needed to be told that all aspects of the bathroom project would ultimately be up to the Town.

Mr. Colbath noted that the ZBA met the previous week and upheld an administrative decision.

He also noted that the Budget Committee had met the previous night and worked through the remainder of the school's proposed budget.

He also reminded the Board that the joint meeting of the Board of Selectmen and the Budget Committee for the Non-Profit Presentations would be help the next evening in the Marshall Gymnasium.

Mr. Porter noted that the Planning Board would be meeting Thursday night for the public hearings on the Zoning Amendments as proposed by the Planning Board.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer from the Conway Daily Sun inquired via Zoom if the Town had any next steps as Mr. Kudrick had prevailed in the Superior Court Case.

Mr. Holmes responded by saying that the Town attorneys are reviewing the decision. The Selectmen will be meeting in closed session with the attorneys next week after they have had an opportunity to read the decision. Until such time as the Selectmen have had the opportunity to review it, they have no comment.

At 5:36 pm, Mr. Colbath moved, seconded by Mr. Porter, to go into non-public session under RSA 91-A:3 II (E). The motion carried unanimously.

NON-PUBLIC SESSION RSA 91-A:3 II (E) – PENDING LITIGATION

At 6:37 pm, the Board returned to public session.

Mr. Colbath moved, seconded by Ms. Seavey, to seal the minutes from this non-public session as divulgence of the information would render the proposed action ineffective. The motion carried unanimously.

ADJOURN

At 6:37 pm, the meeting adjourned at the call of the Chair.

Respectfully Submitted,

Krista Day
Executive Secretary