

**Minutes of Meeting  
CONWAY BOARD OF SELECTMEN  
June 11, 2024**

The Selectmen's Meeting convened at 4:08 pm at Conway Town Hall with the following present: Mary Carey Seavey, Carl Thibodeau, John Colbath, Steve Porter, Ryan Shepard, Town Manager John Eastman and Executive Assistant Krista Day.

PLEDGE OF ALLEGIANCE

Ms. Seavey led the Board in the Pledge of Allegiance to the Flag.

The Board invited Kennett student William Como to sit with them at the table for the meeting.

He stated that he was interested in government and hoped it would help him in his future career.

APPROVAL OF AGENDA

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

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

- a. \$2,500 from Pequawket Foundation for Walker's Pond Signage

Mr. Eastman explained that he was contacted about a Conservation Commission grant award of \$2,500 that would be used for signage at Walker's Pond.

Mr. Colbath explained that Walker's Pond is a walking path by Pine Tree.

**Mr. Colbath moved, seconded by Mr. Shepard, to accept \$2,500 from the Pequawket Foundation for Walker's Pond signage. The motion carried unanimously.**

DISCUSSION OF APPOINTMENT OF ZBA ALTERNATE

Mr. Eastman explained that Mr. Yarworth had expressed interest in serving on the ZBA as an alternate.

Mr. Yarworth gave the Board a brief overview of his experience as a Town Planner.

Mr. Colbath gave an overview of the way the alternates are asked to serve on the ZBA.

**Mr. Colbath moved, seconded by Mr. Thibodeau, to appoint Christopher Yarworth as an alternate member to the ZBA for a 3 year term. The motion carried (4-0-1) with Mr. Colbath abstaining.**

PUBLIC DEPOSIT INVESTMENT POOL UPDATE

Mr. Eastman explained that Ms. Golding had been investing into the Public Deposit Investment Pool.

The total gains for March, April and May has been \$67,734.

Mr. Colbath noted that these funds go into the general fund and could eventually be used to offset taxes.

He also added that there had been a bill in committee to try and eliminate the PDIP and force municipalities to invest in local banks with a much lower rate of return.

Mr. Thibodeau asked why we have not been investing like this in the past.

Mr. Eastman will get back to him about that after speaking with Ms. Golding.

#### DISCUSSION OF ARPA FUNDS

Mr. Eastman explained that Building Inspector Jeremy Gibbs was interested in purchasing digital software for permitting.

He noted that they will plan to budget for the cost moving forward in 2025, but they believe they have a good deal and would like to potentially utilize ARPA funds to make the initial purchase.

Mr. Gibbs explained that the software he was interested in was called Cloud Permit.

He noted that the initial cost would be \$22,000 which includes the implementation fee.

Mr. Gibbs explained that the software would be use to allow applicants to pay online, file applications, and see the status of the application.

The software would also allow staff to communicate through the portal between departments as well as allow the fire chiefs to sign off online instead of having to drive around for signatures.

Mr. Gibbs believed this would increase efficiency and turn around on permits.

Mr. Thibodeau wanted to ensure that the fire chiefs would have the same access as town staff.

Mr. Gibbs also explained that they would need to purchase iPads and presented the proposal from US Cellular.

Mr. Thibodeau wanted to ensure they purchased iPad with enough storage space.

Mr. Shepard stated that they should invest in very good cases.

Ms. Day explained that most of the information they will use is cloud based and therefore would not take up storage on the iPad.

Mr. Eastman noted that all software is reviewed by Primex and Homeland Security before purchasing.

Mr. Thibodeau would like to see if it would be possible to export past permit applications and those issued into the new software.

Mr. Gibbs will schedule a presentation for the Board for the software.

They will need to make a decision at the next meeting as the quotes were good through June.

#### DISCUSSION OF RESIDENTIAL BUILDING PERMITS FOR CRANMORE SHORES

Mr. Eastman reviewed that in 2023 the Board had voted to cease the issuance of building permits in Cranmore Shores due to concerns with improper construction causing issues with water and flooding.

As the Town now has residential building inspection, the recommendation from staff would be to rescind the motion to cease the issuance as they believe the potential issues would be resolved before the issuance of the actual building permit.

Mr. Hounsell explained that part of the building permit application process with properties in Cranmore Shores will include a stormwater management plan to mitigate potential issues before they arise.

Mr. Thibodeau wanted to know what Mr. DegliAngeli recommended.

Mr. DegliAngeli noted that while it will be more work, they now have the proper process in place to address potential issues before they occur during the building permit issuance process.

Paul: we knew that we were coming out with residential building permit requirements  
Will require more work

Mr. DegliAngeli stated he is confident that rescinding the previous motion was a good idea.

**Mr. Thibodeau moved, seconded by Mr. Porter, to rescind the motion made on September 12, 2023 to cease the issuing of building permits in Cranmore Shores for new construction or construction that increases the building footprint. The motion to rescind carried unanimously.**

#### DISCUSSION OF WEST SIDE ROAD PASSING ZONE

Justin Hussey came before the Board to discuss safety concerns regarding the passing zone on West Side Road in front of his farm.

Mr. Hussey reported that Chief Mattei had suggested getting rid of the passing zone.

Mr. Colbath agreed.

Mr. Thibodeau asked for clarification that this is not a State road.

It is not a State road.

**Mr. Colbath moved, seconded by Mr. Thibodeau, to remove the passing zone on West Side Road as discussed above. The motion carried unanimously.**

#### DISCUSSION OF TOWN HALL ANNEX

Mr. O'Connor explained that easements are commonly used when protecting a public benefit as it allows the Town to have the enforcement mechanisms.

They would set up the restrictions and who ever purchased the property would have to follow them.

Mr. Porter explained that he would like to see the Board go forward with a preservation easement as his concern has always been the potential demolishing of the building.

He believed that this was their duty as Town Fathers.

**Mr. Porter moved, seconded by Mr. Thibodeau, to instruct Mr. O'Connor to work on drafting the easement to preserve the Old Town Hall building. The motion carried unanimously.**

LWCF GRANT (NH STATE PARKS) FOR SKATE PARK

Mr. Eastman explained that Mr. O'Connor had applied for a grant for the Kevin Peare Memorial Skate Park through the LCWF.

He just wanted to keep the Board apprised of this because if awarded, there will be restrictions on that property in perpetuity.

He does not believe this is a concern, but wanted everyone to be aware.

Mr. O'Connor noted that the grant process is still in the preliminary phase and that they would know the restrictions before submitting a final application.

DISCUSSION OF NORTH CONWAY WATER PRECINCT AGREEMENT

Mr. DegliAngeli explained that this was the agreement between the Town and the North Conway Water Precinct for the acceptance of domestic septage.

He added that the letter states, "This agreement is a formality required by NH Law. The Precinct will continue to take septage from your town with or without this agreement."

**Mr. Porter moved, seconded by Mr. Colbath, to sign the agreement as discussed above. The motion carried unanimously.**

REVIEW OF RECEIPTS

The receipts were available for review.

SIGNING OF DOCUMENTS

- a. Abatement Recommendation for Map/Lot 202-126
- b. Abatement Recommendation for Map/Lot 202-20
- c. Abatement Recommendation for Map/Lot 266-132
- d. Abatement Recommendation for Map/Lot 268-145
- e. Abatement Recommendation for Map/Lot 202-66
- f. Abatement Recommendation for Map/Lot 265-18
- g. Abatement Recommendation for Map/Lot 260-66
- h. Abatement Recommendation for Map/Lot 268-76
- i. Abatement Recommendation for Map/Lot 216-13.005
- j. Abatement Recommendation for Map/Lot 216-13.004
- k. Abatement Recommendation for Map/Lot 216-13.003
- l. Abatement Recommendation for Map/Lot 216-13.002
- m. Abatement Recommendation for Map/Lot 216-13.001
- n. Abatement Recommendation for Map/Lot 231-119

- o. Abatement Recommendation for Map/Lot 264-54
- p. Abatement Recommendation for Map/Lot 265-161.37 & 265-161.354
- q. Abatement Recommendation for Map/Lot 265-161.323
- r. Abatement Recommendation for Map/Lot 265-161.320
- s. Abatement Recommendation for Map/Lot 265-161-344
- t. Abatement Recommendation for Map/Lot 265-161.318
- u. Abatement Recommendation for Map/Lot 265-161.315
- v. Abatement Recommendation for Map/Lot 265-161.313
- w. Abatement Recommendation for Map/Lot 265-161.334
- x. Abatement Recommendation for Map/Lot 265-161-335
- y. Abatement Recommendation for Map/Lot 265-161.39
- z. Abatement Recommendation for Map/Lot 265-161.35
- aa. Abatement Recommendation for Map/Lot 287-2
- bb. Abatement Recommendation for Map/Lot 265-161.34
- cc. Abatement Recommendation for Map/Lot 265-161.310
- dd. Abatement Recommendation for Map/Lot 265-161.332
- ee. Abatement Recommendation for Map/Lot 265-161.333
- ff. Abatement Recommendation for Map/Lot 251-82, 251-60.101, 251-60.102, 251-83.103, 251-61.102, 251-61.101
- gg. Abatement Recommendation for Map/Lot 265-161.314
- hh. Abatement Recommendation for Map/Lot 265-161.350
- ii. Abatement Recommendation for Map/Lot 265-161.311
- jj. Notice of Intent to Cut Wood or Timber on Map/Lot 250-158
- kk. Permit to Sell Raffle Tickets for Way Station 6/1/24-6/28/24
- ll. Waiver of Municipal Liability on Map/Lot 299-3

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

CONSIDERATION OF BILLS

- a. AP Manifest dated 6/13/2024
- b. Payroll dated 6/13/2024

**Mr. Colbath moved, seconded by Mr. Shepard, to sign the AP manifest and payroll dated 6/13/2024. The motion carried unanimously.**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. AP Manifest dated 6/6/2024

**Mr. Colbath moved, seconded by Mr. Shepard, to ratify the documents signed out of session as listed above. The motion carried unanimously.**

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

(none)

CONSIDERATION OF MINUTES

a. Regular and Non-Public Minutes from 5/28/2024

Mr. Colbath explained that he had asked Ms. Day to add two things to the minutes regarding a that a benefactor could donate the funds for Eaton to join the Rec Services and clarification that the bridge that was being refurbished was the bridge over the Swift River on West Side Road.

**Mr. Colbath moved, seconded by Mr. Thibodeau, to adopt the regular and non-public minutes from 5/28/2024 as amended. The motion carried unanimously.**

TOWN MANAGER REPORT

Mr. Eastman reviewed that the deck refurbishment on the bridge over the Swift River on West Side Road would begin on June 24, 2024 and likely continue through the Summer.

Mr. Eastman noted that the Assessing Contractor had asked that the Board make a motion to authorize the Assessing staff the authority to do some approvals/denials/requalification's for certain exemptions and credits to help streamline the process.

**Mr. Colbath moved, seconded by Mr. Thibodeau, to authorize the Assessor/Assessing Contractor/Assessing Staff to approve or deny charitable and institution exemptions as well as review and requalify existing exemptions/credits. The motion carried unanimously.**

Mr. Eastman noted that the 4<sup>th</sup> of July of Parade would be in Conway Village on the 4<sup>th</sup> at 1:30 pm.

There was discussion about the parade route and Mr. Eastman will report at the next meeting exactly which route they will be taking.

Mr. Eastman stated that he would be at the Town Manager's Conference until Friday.

Mr. Colbath noted that he would like to discuss where we are at with abatements at a future meeting.

BOARD REPORTS AND COMMENTS

Mr. Shepard noted that the Budget Committee was meeting the next evening.

He added that it is now time for the New Hampshire gives campaign and urged people to donate to their favorite organizations.

Mr. Thibodeau gave the May airport report.

Mr. Colbath noted that the ZBA would be meeting on June 19, 2024.

He stated that they have 4 hearings but 2 are likely to withdraw and one ask for an extension.

Mr. Porter stated that the Planning Board would be meeting on Thursday, June 13, 2024.

Ms. Seavey asked Mr. Como how the meeting was for him.

He noted that he had learned a lot.

Mr. Weathers noted that the salvage cut in Whitaker Woods should be complete by the end of next week.

### PUBLIC COMMENTS AND MEDIA QUESTIONS

Linda Burns gave a brief update on her helmet program.

Daymond Steer from the Conway Daily Sun asked what the status of the tenants in the Town Hall Annex was.

Mr. Eastman stated that they are still there.

He asked about the cell tower status.

Mr. Eastman noted that Mr. O'Connor had mentioned they hoped to construct by either November or early spring 2025.

Mr. Steer asked about the rental program.

Mr. DegliAngeli explained that they are now at approximately 560 certificates issued.

He gave a brief overview of the next steps for the rental program fine establishment.

**At 5:50 pm, Mr. Colbath moved, seconded by Mr. Shepard, to go into non-public session under 91-A:3 II (C). The motion carried unanimously.**

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

**The Board returned to public session at 5:56 pm.**

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

**At 5:56 pm, Mr. Colbath moved, seconded by Mr. Shepard, to go into non-public session under 91-A:3 II (J). The motion carried unanimously.**

### NON-PUBLIC SESSION RSA 91-A :3 II (J) CONFIDENTIAL, COMMERCIAL OR FINANCIAL INFORMATION

**The Board returned to public session at 6:55 pm.**

**Mr. Colbath moved, seconded by Mr. Shepard, 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 6:55 pm, the meeting adjourned at the call of the Chair.**

Respectfully Submitted,

Krista Day  
Executive Secretary