

**Minutes of Meeting
CONWAY BOARD OF SELECTMEN
June 25, 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.

APPROVAL OF AGENDA

Ms. Seavey noted that they would be adding one item to the agenda:

21c. Christmas Loft Christmas in July (7/27/24)

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

PUBLIC HEARING ON THE PROGRESS OF THE WAY STATION CDBG PLANNING STUDY

Ms. Seavey opened the public hearing at 4:03 pm.

Donna Lane read the following:

Community Development Block Grant (CDBG) 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 Housing Projects, up to \$500,000 for Public Facility Projects, up to \$350,000 in Emergency Funds, up to \$25,000 per Planning Study grant. All projects must directly benefit a majority of low- and moderate-income persons.

A CDBG Planning Study was recently completed by the Way Station and their engineer determining changes to best re-purpose a building at 15 Grove St., owned and used by Lutheran Church of the Nativity, and also partially occupied by the Way Station's day resource center. The changes address the following potential uses: Optimize space used by Way Station as day resource center (not an overnight operation), and provide 2-4 individual or family residential units (enhancement of existing use). Preliminary design was completed along with cost estimates.

The room was opened up to public comments.

Jim LeFebvre asked if this looked at renovating the old pastors home.

The answer was yes.

Daivd Smolen, Director of the Gibson Center, expressed the full support of the Gibson Center and stated that it would be a tremendous investment in the community.

The public hearing closed at 4:06 pm.

PUBLIC HEARING ON THE PROPOSED WAY STATION CDBG GRANT

Ms. Seavey opened the public hearing at 4:06 pm.

Ms. Lane read the following:

This is a proposed application to the Community Development Finance Authority for up to \$500,000 in CDBG Public Facility Funds. Of the funds, up to \$30,000 will be retained by the town for administrative costs/labor compliance costs associated with the project, up to \$470,000 of the funds will be subgranted to the Way Station for renovations at 15 Grove St., owned and used by Lutheran Church of the Nativity, and also partially occupied by the Way Station's day resource center. Renovations to include life safety and code compliance, improvements to the Day Resource operations building (showers/bathrooms), three rooms to be converted to use as transitional housing, and improvements to storage for client supplies. The majority of the clients of Way Station are of low or moderate income. This project conforms with Conway's Housing and Community Development Plan's goals of: Goal: Encourage increased and improved social services (long and short term goal)

The floor was opened to public comments.

Mr. Colbath asked Ms. Lane what role the Town would play in this.

Ms. Lane explained that the Town would be the fiscal agent as only the Town can apply for CDBG funds.

Mr. LeFebvre asked what the cost was to the Town.

Ms. Lane explained that CDBG includes \$30,000 to allocate for the Town Administration of the grant so that it costs the taxpayers no money.

Ms. Seavey closed the public hearing at 4:11 pm.

PUBLIC HEARING ON THE RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR THE PROPOSED WAY STATION CDBG PROJECT

Ms. Seavey opened the public hearing at 4:11 pm.

Ms. Land noted that they have to go over this plan every time they are applying for a CDBG grant even though in this case no one will be displaced.

Ms. Lane read the following:

This plan outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. No displacement or relocation is anticipated.

There were no public comments.

Ms. Seavey closed the public hearing at 4:12 pm.

NECESSARY VOTES FOR CDBG PROJECTS

- a. Vote to approve the submittal of the CDBG application
- b. Vote to authorize the Town Manager to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Town Manager to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto.
- c. Vote to Adopt the Anti-displacement and relocation assistance plan

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

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

Mr. Colbath moved, seconded by Mr. Porter, to adopt the Anti-displacement and relocation assistance plan. The motion carried unanimously.

SELECTION OF THE GRANT WRITER FOR CDBG FOR WAY STATION IMPROVEMENTS

Mr. Colbath moved, seconded by Mr. Porter, to select Donna Lane as the Grant Writer for CDBG Way Station Improvements. The motion carried unanimously.

PUBLIC HEARING TO ACCEPT AND DESIGNATE A SPECIFIC PURPOSE FOR THE USE OF THE FOLLOWING UNANTICIPATED REVENUE:

- a. \$72,057 from the State of New Hampshire for the Municipal Boat Ramp

Ms. Seavey opened the public hearing at 4:15 pm.

There were no public comments.

Ms. Seavey closed the public hearing at 4:16 pm.

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

- a. \$72,057 from the State of New Hampshire for the Municipal Boat Ramp

Mr. Colbath moved, seconded by Mr. Thibodeau, to accept the \$72,057 from the State of New Hampshire for the Municipal Boat Ramp. The motion carried unanimously.

ACCEPTANCE OF INVESTNH GRANT FUNDING

- a. 115 West Main Street Demolition Project
- b. 213 Seavey Street

Mr. O'Connor explained that they had received two more grants from InvestNH.

Mr. Colbath moved, seconded by Mr. Thibodeau, to Move to accept a grant for the 115 West Main Street Demolition Project: DEMO22-148 and for the 213 Seavey Street/Spruce Moose, grant award: MPU22-132, and enter into a grant contract with the New Hampshire Department of Business and Economic Affairs (the "BEA"), subject to Governor and Executive Council approval; and further authorized the Select Board Chair to execute any documents and perform any other acts necessary or convenient to cause the Town to enter into the Contracts with the BEA. The motion carried unanimously.

DISCUSSION OF EMERGENCY SERVICES ADVISORY COMMITTEE

Mr. Eastman explained that they had 14 people express interest in serving on the Emergency Services Advisory Committee.

The goal of the committee would be to have discussions regarding what they would like ambulance service to look like in the future as there are lots of potential scenarios.

The recommendation of staff would be to have all three Fire Chiefs and staff representatives.

Mr. Colbath asked when the current contract would expire.

The answer was 2026.

Mr. Colbath questioned if they could have one Chief represent all three Fire Departments.

Mr. Thibodeau stated that he believed it should be all three to get their separate viewpoints on the matter.

Mr. Porter and Ms. Seavey agreed with Mr. Thibodeau.

All three Chiefs also expressed their belief that all three Chiefs should be members of this committee.

After discussion regarding how they should make their selections, Mr. Shepard moved, seconded by Mr. Colbath, to send Ms. Day their top 6 personal choices in order to select 4 at large members and two alternates. The motion carried unanimously.

DISCUSSION OF COMMUNITY POWER COMMITTEE

Mr. Eastman explained that he had reached out to the Town Administrator in Tamworth to see how many people they had on their Community Power Committee.

They suggested a committee of 7 with two alternates.

Mr. Shepard would like to readvertise so they aren't just filling the committee with bodies.

Mr. Colbath moved, seconded by Mr. Shepard, to accept the 5 candidates for the Community Power Committee but to continue to advertise for additional people The motion carried unanimously.

DISCUSSION OF ARPA FUNDS

Mr. Colbath moved, seconded by Mr. Porter, to authorize the expenditure of up to \$15,000 for security updates. The motion carried unanimously.

Mr. O'Connor explained that this purchase would transition all applications to an online platform that will be easier to track and cut down on staff time.

Mr. Colbath moved, seconded by Mr. Porter, to authorize the expenditure of up to \$29,000 of ARPA Funds for all necessary costs to purchase the building/planning/zoning department permitting software as presented. The motion carried unanimously.

DISCUSSION OF REVISION OF CHARTER FOR WASHINGTON STREET PARK AND SCHOULER PARK

Mr. Eastman explained that through their work on the proposed charter, Mr. Holmes had brought up the fact that they should look to amend the charter to remove the Schouler Park and Washington Street Parks Commissions as they are not active and no longer needed as the overall authority is the Board of Selectmen.

He will bring this up again closer to the creation of the 2025 warrant.

NOTIFICATION OF DEMO PERMIT APPLICATION FOR MAP/LOT 230-51 (INTERIOR OF NORTH WING OF RED JACKET)

Ms. Seavey notified the Board and the public of this demo permit application.

REVIEW OF RECEIPTS

The receipts were available for review.

SIGNING OF DOCUMENTS

- a. Permit to Sell Raffle Tickets for NH Association of Chiefs of Police (7/15/24 – 12/7/24)
- b. Waiver of Municipal Liability for Map/Lot 299-1
- c. Yield Tax Levy on Map/Lot 201-22
- d. Yield Tax Levy on Map/Lot 219-106
- e. Yield Tax Levy on Map/Lot 201-1
- f. Yield Tax Levy on Map/Lot 246-56
- g. Certification of Yield Taxes Assessed on Map/Lot 201-22
- h. Certification of Yield Taxes Assessed on Map/Lot 219-106
- i. Certification of Yield Taxes Assessed on Map/Lot 201-1
- j. Certification of Yield Taxes Assessed on Map/Lot 246-56
- k. Abatement of Taxes on Map/Lot 273-37
- l. Gravel Tax Levy on Map/Lot 244-16
- m. Warrant for Land Use Change Tax on Map/Lot 240-8
- n. Municipality Land Use Change Tax Bill on Map/Lot 240-8
- o. Abatement Recommendation for Map/Lot 202-45
- p. Abatement Recommendation for Map/Lot 202-167.017
- q. Abatement Recommendation for Map/Lot 202-186.042
- r. Abatement Recommendation for Map/Lot 219-55
- s. Abatement Recommendation for Map/Lot 219-145
- t. Abatement Recommendation for Map/Lot 230-32.11
- u. Abatement Recommendation for Map/Lot 230-74

- v. Abatement Recommendation for Map/Lot 230-79
- w. Abatement Recommendation for Map/Lot 232-114
- x. Abatement Recommendation for Map/Lot 233-1.003
- y. Abatement Recommendation for Map/Lot 233-1.005
- z. Abatement Recommendation for Map/Lot 435-6.029
- aa. Abatement Recommendation for Map/Lot 258-34.11
- bb. Abatement Recommendation for Map/Lot 263-1.11
- cc. Abatement Recommendation for Map/Lot 264-34.11
- dd. Abatement Recommendation for Map/Lot 266-3.2
- ee. Abatement Recommendation for Map/Lot 268-16.19
- ff. Abatement Recommendation for Map/Lot 268-162.14
- gg. Abatement Recommendation for Map/Lot 267-22
- hh. Abatement Recommendation for Map/Lot 274-1

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

CONSIDERATION OF BILLS

- a. AP Manifest dated 6/27/2024
- b. Payroll dated 6/27/2024

Mr. Colbath moved, seconded by Mr. Shepard, to sign the AP manifest and payroll dated 6/27/2024. The motion carried unanimously.

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

(none)

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

- a. Tunnel to Tower 5K (7/6/24)
- b. Annual Corn Maize (Saturdays and Sundays 9/21/24-10/27/24)
- c. Christmas Loft Christmas in July (7/27/24)

Mr. Colbath moved, seconded by Mr. Shepard, to sign the special event applications as listed above in a. through c. The motion carried unanimously.

CONSIDERATION OF MINUTES

- a. Regular and Non-Public Minutes from 6/11/2024
- b. Regular Minutes from 6/18/2024

Mr. Colbath moved, seconded by Mr. Thibodeau, to adopt the minutes as listed above in a. and b. The motion carried unanimously.

TOWN MANAGER REPORT

Mr. Eastman explained that the 4th of July parade was going to be held at 1:30 pm on the 4th of July from Kennett Middle School to Mr. Thibodeau's plaza.

The fireworks will be held at 9:30 pm in Schouler Park.

Mr. Eastman explained that he had received a letter from Glenn Saunders regarding his expiring term of the Henney Historical Fund.

Mr. Saunders was recommending that Brian P. Wiggin be appointed.

Mr. Porter moved, seconded by Mr. Thibodeau, to appoint Brian P. Wiggin as the Town's representative on the Henney Historical Fund for a 6 year term. The motion carried unanimously.

Mr. Eastman noted that he was holding his first Cemetery Committee meeting on July 9, 2024.

Mr. Eastman explained that there had been some ongoing work behind the scenes regarding the sale of 55 North Road after the Town's auction last year had been completed and the State in fact was the owner of the "sold" property.

He had received a purchase and sales agreement from the State for 55 North Road for the exact same amount paid by Dave Swirk of the Conway Scenic Railroad.

The plan was to purchase the property from the State and then turn it over to Mr. Swirk.

Mr. Eastman thanked the State for waiving the administrative fee.

Mr. Colbath thanked Mr. Eastman for following through on this issue.

Mr. Colbath moved, seconded by Mr. Porter, to authorize the Town Manager to sign the purchase and sales agreement with the State of New Hampshire for 55 North Road. The motion carried unanimously.

Ms. Seavey would like the picnic tables put out by the information booth in Conway.

Mr. Colbath wanted everyone to be aware that they will be needing a warrant article to purchase new software for the Assessing Office as it was purchased in 1994 and is outdated and unsupported.

BOARD REPORTS AND COMMENTS

Mr. Shepard explained that the next Budget Committee meeting would be in August.

Mr. Colbath noted that the ZBA met the previous week.

He explained that they had a hearing regarding a resident in Birch Hill for a variance.

The variance was not granted due to not meeting the criteria for the variance.

The Economic Council would be meeting the next morning.

Student William Como asked some questions regarding traffic issues and rooms and meals tax.

He was informed about the process as these were State issues.

Mr. Porter stated that the Planning Board had met the previous week.

Ms. Seavey noted that she would still like to discuss the use of ARPA funds to put a bathroom in the Information Booth in Conway Village.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Tom Eastman from the Conway Daily Sun asked who that Grand Marshall from the Parade would be.

It was stated that it would be Saralyn Smith for her work on the 100th Kennett Celebration.

At 6:01 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 6:59 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 6:59 pm, the meeting adjourned at the call of the Chair.

Respectfully Submitted,

Krista Day
Executive Secretary

