

**Minutes of Meeting  
CONWAY BOARD OF SELECTMEN  
August 18, 2020**

The Selectmen's Meeting convened at 4:06 pm in the Marshall Gymnasium at the Conway Recreation Center with the following present: C. David Weathers, Mary Carey Seavey, 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 explained that they would be moving item number 11, the Discussion of Organizational Change for NEMBA to Ride NoCo to right after the discussion of the East Conway Road Intersection. They would also be adding immediately after that the Appointment of the CCC Alternate.

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

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

- a. \$3,530.05 from the State of New Hampshire Opioid Abuse Reduction Grant to be place in the Officer Overtime Line
- b. \$2,276.30 from the State of New Hampshire Opioid Abuse Reduction Grant to be place in the Officer Overtime Line

**Mr. Colbath moved, seconded by Ms. Seavey, to accept the unanticipated revenue as listed above in a. and b. and to place the funds in the Officer Overtime Line. The motion carried unanimously.**

DISCUSSION OF EAST CONWAY ROAD/ ROUTE 302 INTERSECTION WITH NHDOT

Michael Dugas, Highway Safety Engineer and Project Manager from NHDOT and Steven Haas from the Hoyle Tanner Firm were present to discuss the East Conway Road/Route 302 Intersection.

Mr. Dugas explained that the project is off to a slower start than originally anticipated due to a change in personnel.

Mr. Dugas summarized the steps that needed to be taken in regards to the project including engineering evaluations, design alternatives, cost and benefit analysis, and environment impact studies.

Mr. Dugas noted that the project would be funded entirely with federal funds with the one exception being if any Town Utilities needed to be moved.

The three possibilities for the intersection that were being looked into were a traffic light, a roundabout, and potentially if there were major environmental impacts, there could be a no build option.

In terms of the project schedule, the anticipated construction season was slated to be in 2023.

The Selectmen voiced their concerns regarding the peak traffic seasons and the danger it poses. Mr. Holmes posed the question of getting temporary lights installed since 2023 is far away.

Ms. Seavey also posed the question regarding potential overhead lighting.

Mr. Dugas stated that he would look into those options.

#### DISCUSSION OF ORGANIZATIONAL CHANGE FOR NEMBA TO RIDE NOCO

Chris McKay and Rob Adair appeared before the Board.

Mr. McKay stated that he was the President of the newly formed Ride NoCo group which was a non-profit group of approximately of 120 members that does a significant amount of trail work within the White Mountain Trail Collective. He explained that they were looking to ask the Board to transfer the Memorandum of Understanding agreements that the former NEMBA organization had with the Town over to this newly formed group.

Mr. Holmes stated that in discussions with Mr. DegliAngeli, they would like to start from scratch and have new MOU's signed and ask that a member of the Town Staff be on the Board of Ride NoCo.

Mr. Adair stated that he felt perhaps one MOU that encompassed everything may be better.

**Mr. Porter moved, seconded by Mr. Colbath, to authorize the Town Manager to draft a single memorandum of understanding with Ride NoCo. The motion carried unanimously.**

#### APPOINTMENT OF ALTERNATE TO THE CONSERVATION COMMISSION

Mr. Holmes stated that they had received a request that the Board appoint Sarah Frechette as an alternate to the Conservation Commission.

Mr. Adair, Chair of the Conservation Commission, had no objections.

**Mr. Porter moved, seconded by Mr. Colbath, to appoint Sarah Frechette as an alternate of the Conservation Commission. The motion carried unanimously.**

REQUEST FROM LIBRARY DIRECTOR

Library Director, David Smolen appeared before the Board to request that the fund that the Town is being reimbursed from the library spending on COVID-19 related costs be counted as the library's contribution for the year to the Town.

Ms. Golding clarified to Mr. Smolen that he did not spend from his library budget and that the COVID-19 related purchases had been made from a particularly COVID expense line.

Mr. Smolen withdrew his request from the Board.

DISCUSSION OF VETERAN'S DAY PARADE

James LeFebvre appeared before the Board on behalf of American Legion Post 95. He expressed concern as every patriotic event this year had been cancelled due to COVID-19. He wanted to ensure that Veteran's Day is honored in the Town of Conway.

Mr. Colbath asked if they are intending to have a parade this year.

Mr. LeFebvre explained that they would like to, but at the very least they would like to have a socially distanced ceremony in Schouler Park.

Mr. Holmes stated that the Town would normally provide electricity for the ceremony.

Both Ms. Seavey and Mr. Porter expressed their endorsement of the event.

**Mr. Porter moved, seconded by Ms. Seavey, to give their blessing for the Veteran's Day ceremonies and for the Town to provide the electricity. The motion carried unanimously.**

Mr. Weathers stated that he would like to take the agenda out of order and discuss the Hazard Mitigation Plan at this point in the meeting.

CONWAY HAZARD MITIGATION PLAN UPDATE

Mr. Holmes stated that they had received the update to the Hazard Mitigation Plan Update and Chief Solomon and Emergency Management Director Matthew Leavitt were present to sign them with the Board.

- a. Authorize Chairman to Sign CWPP Approval Letter from DNCR

**Mr. Porter moved, seconded by Ms. Seavey, to authorize Chairman Weathers to sign the CWPP Approval letter from DNCR on behalf of the Board of Selectmen. The motion carried unanimously.**

b. Authorize Board to Sign Certificate of Adoption

**Mr. Porter moved, seconded by Mr. Colbath, to sign the Certificate of Adoption. The motion carried unanimously.**

DISCUSSION OF CDBG GRANT OPPORTUNITY FOR MUNICIPALITIES AND NON-PROFIT SOCIAL SERVICE PROVIDERS

Mr. Holmes explained that they had been made aware of another potential grant for reimbursement for COVID related issues up to \$500,000 beginning January 1, 2021 for up to 18 months.

It was discussed that the Town would be eligible for the funds, as well as other non-profit organizations who would need to complete subrecipient applications.

**Mr. Colbath moved, seconded by Mr. Porter, to authorize the Town to move forward with hiring Donna Lane to pursue this CDBG grant opportunity. The motion carried unanimously.**

REQUEST FOR FINANCE DEPARTMENT SOFTWARE

Finance Director, Kathleen Golding appeared before the Board to request the purchase of new finance software.

Ms. Golding explained that the current finance software for the Town of Conway is 24 years old. She explained that the software is not user friendly and inefficient. Over the last 20 years, the Town of Conway has grown, but the software has not.

She explained that she reached out to five software companies, three replied, two submitted proposals, and she had chosen a company called BS&A. She noted that the North Conway Water Precinct had purchased this software and had positive things to say about it.

She equated this steep purchase of \$70,000 to a piece of equipment that would increase efficiency for the Town.

Ms. Golding noted that she believed this was the time to purchase this because it was eligible for reimbursement through the GOFERR funds as it was not currently budgeted for and it would fall under the telework and software purchases which were COVID-19 related expenses.

Ms. Golding gave an overview of what had been spent and reimbursed to date from the GOFERR funds. They had spent approximately \$81,400 and were allowed approximately another \$159,000. However, after October 15, the total balance left unspent will lapse back into a general fund and could be given to other Towns.

Mr. Colbath asked Ms. Golding how certain she was that this would pass through for reimbursement. Ms. Golding stated that based upon the guidelines for allowable COVID-19 allowable reimbursable expenses, she was very positive that it would be approved for reimbursement.

Ms. Seavey questions how much weight Ms. Golding was putting on this software's remote access ability as she was not a fan of people working from home.

Ms. Golding explained that while working from home during budget season or during bad weather would be an option, however, the benefit to this software would be that all departments would access the program from wherever they are instead of having to come meet or drop things off in the Finance Department.

Mr. Holmes stated that there is a lot of physical paperwork that is carried back and forth between the recreation center, police department, and Town Hall.

It was clarified that the cost includes installation.

Mr. Porter believed that this purchase made sense. He stated that the Town has grown and they needed to upgrade the system.

Mr. Colbath wondered if education was included in the price. Ms. Golding said training was.

Ms. Golding added that there would be an annual fee of \$6,000 for upgrades to the software that would have to be budgeted for after the first year.

**Mr. Porter moved, seconded by Mr. Colbath, to authorize the purchase of new financial software for \$70,000.**

Mr. Colbath stated that he believes it is a risk, but that they need the software.

Ms. Seavey stated that she is not as much of a risk taker.

Ms. Golding explained again that she believed this would be a reimbursable expense as it would be a telework software purchase that was not previously budgeted for prior to the COVID-19 pandemic.

Mr. Colbath added that if someone in Town Hall comes down with COVID-19, employees would need the ability to continue working from home and this software would allow them to do so.

Mr. Holmes added that many employees are taking vacations out of State. He explained that instead of paying them to just quarantine at home after, the ability to work from home would be beneficial.

Mr. Holmes also explained that they need to start looking into creating a Capital Reserve Fund to purchase new Assessing Software as it is very outdated.

Mr. Colbath stated that he believed they should have a committee that keeps track of technology and software needs so that these big purchases can be planned for.

Mr. Holmes stated that they have a newly created technology committee and that he could make that part of the committee's purpose.

**The motion carried unanimously.**

#### DISCUSSION OF CARES ACT ELECTION GRANT

Mr. Holmes explained that the Town is eligible for a grant involving the reimbursement for excess costs related to absentee voting. He stated that they would be taking the data from the 2016 elections and comparing that with the data collected this year.

Mr. Holmes explained that they could be eligible for up to \$20,000 in absentee voting related expenses and would have to make a \$4,000 reimbursement request match. He was coming to the Board to request permission to pursue this grant as the deadline was August 28, 2020.

Ms. Seavey asked if the Town Clerks Office was down a person. Mr. Holmes stated that they had former Town Clerk and Tax Collector Rhoda Quint coming in to assist the office.

Mr. Colbath asked if the poll workers were going to be required to wear full PPE at the September 8, 2020 election.

Clarification regarding this issue would be given at the next meeting from Moderator Fauver.

**Mr. Colbath moved, seconded by Ms. Seavey, to grant permission for Town Staff to move forward with pursuing the Cares Act Election Grant and authorize the Town Manager to sign said grant. The motion carried unanimously.**

The Board decided that they would like to meet next week, August 25, 2020.

#### DISCUSSION OF COVID-19 MEETING POLICIES

Mr. Holmes stated that he had drafted up a policy in the Board's packets.

Mr. Colbath explained that when speaking with a lawyer from NHMA, he stated that it would be the responsibility of the Selectmen to create a policy for all public meetings for the Town in regards to protocols relating to COVID-19.

They decided to table this discussion until a future meeting.

REVIEW OF RECEIPTS

(none)

SIGNING OF DOCUMENTS

- a. Permanent Application for Property Tax Credits/Exemptions for Map/Lot 263-78
- b. Yield Tax Levy for Map/Lot 269-14 and 241-3.101
- c. Permit to Sell Raffle Tickets for the NH Associations of Chiefs of Police from 9/1-12/6/2020
- d. Notice of Intent to Cut Wood or Timber on Map/Lot 235-92
- e. Warrant for Land Use Change Tax on Map/Lot 250-37
- f. Warrant for Land Use Change Tax on Map/Lot 249-7
- g. Warrant for Land Use Change Tax on Map/Lot 250-79
- h. Warrant for Land Use Change Tax on Map/Lot 250-76
- i. Warrant for Land Use Change Tax on Map/Lot 258-68.9
- j. Warrant for Land Use Change Tax on Map/Lot 258-68.11
- k. Municipality Land Use Change Tax Bill on Map/Lot 249-7
- l. Municipality Land Use Change Tax Bill on Map/Lot 250-37
- m. Municipality Land Use Change Tax Bill on Map/Lot 250-79
- n. Municipality Land Use Change Tax Bill on Map/Lot 250-76
- o. Municipality Land Use Change Tax Bill on Map/Lot 258-68.9
- p. Municipality Land Use Change Tax Bill on Map/Lot 258-68.11

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

CONSIDERATION OF BILLS

- a. AP Manifest dated 8/20/2020

**Mr. Colbath moved, seconded by Ms. Seavey, to sign the AP Manifest dated 8/20/2020. The motion carried unanimously.**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. AP Manifest dated 8/13/2020
- b. Payroll dated 8/13/2020

**Mr. Colbath moved, seconded by Mr. Porter, to ratify the documents listed above in a. and b. The motion carried unanimously.**

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

(none)

CONSIDERATION OF MINUTES

a. Regular and Non-Public Minutes from 8/4/2020

**Mr. Colbath moved, seconded by Ms. Seavey, to adopt the regular and non-public minutes from 8/4/2020 as written. The motion carried unanimously.**

TOWN MANAGER REPORT

Mr. Holmes noted that Hazardous Waste Day had been scheduled for September 26, 2020. He stated that things would be different as the company would be unloading the waste from the car instead of the public doing it themselves this year.

Mr. Holmes stated that there had been a homeless camp and a lot of trash found on State land in Redstone. The Town DPW crew had gone and cleaned it up.

Mr. Holmes noted that he hopes to get into the Bank of New Hampshire later this week as they are going to have an extremely tight timeline with trying to get Valley Vision into the old Town Hall when their lease is up.

Mr. Holmes stated that he has compiled a list of potential vendors for the work that will need to be done.

Mr. Holmes explained that the Chairman of the Library Trustees has resigned because he has moved out of Town so they will be looking for a replacement.

BOARD REPORTS AND COMMENTS

Mr. Porter stated that the Planning Board met last week.

Mr. Colbath explained that the Budget Committee had met the previous evening. They had heard the reports from the 3 sub-committees to discuss policies and procedures, budget related questions for the Town, and budget related questions for the School.

Mr. Colbath added that they are in desperate need of a recording secretary.



Mr. Colbath stated that the ZBA would be meeting the next evening for 16 hearings. He added that because 2 of the regular members could not attend and because they only had one alternate member. He explained that they really need alternate members for this committee and that it would only be a commitment for the third Wednesday of each month, and often there were a few months a year where there were no scheduled hearings.

Ms. Seavey explained that she is continuing her efforts to get a hold of Spectrum regarding the need for a hook up at Town Hall.

Mr. Colbath asked Mr. Eastman for a Summer Camp wrap up.

Mr. Eastman stated that summer camp was very successful.

He explained that on the last day of camp they celebrated the 3,000th visit to rec and gave that child some balloons and prizes.

He noted that the summer was a tough one due to the restrictions, however, the staff had done a great job. They worked 10-hour days for 7 weeks with no trips.

He stated that they had received great feedback and no complaints.

Mr. Eastman stated that they are working on a plan for fall programs.

PUBLIC COMMENTS AND MEDIA QUESTIONS

(none)

ADJOURN

At 5:42 pm, the meeting adjourned at the call of the Chair.

Respectfully Submitted,

Krista Day  
Executive Secretary